



# APPLICATION PROCEDURE & APPLICATION FORM



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 UFSUV |  UFSweb |  UFSweb |  ufsuv

*Inspiring excellence, transforming lives  
through quality, impact, and care.*



## APPLICATION PROCEDURE

### **For all programmes, the following documents must be submitted**

Certified copies of:

- Identity / Passport document
- SAQA verification – foreign qualifications

All foreign qualifications must be verified by SAQA and it is the responsibility of the applicant to take care of this process.

Visit SAQA at [www://www.saqa.org.za](http://www.saqa.org.za). Kindly note that this may take several weeks. Therefore, do apply for verification as soon as possible. Students will not be allowed to register without the verification certificate

### **Additional documents to submit for specific programmes**

#### **Higher Certificate in Management Development (HCert)**

1. Completed recommendation form signed by your employer (The form is available on page 21 in this brochure), and
2. Certified copies of:
  - A National Senior Certificate / Grade 12 results
  - Identity / Passport document

#### **Bachelor of Management Leadership (BML)**

1. Completed recommendation form signed by your employer (The form is available on page 21 in this brochure), and
2. Proof of payment of selection fees, and
3. Certified copies of:
  - A National Senior Certificate / Grade 12 results, or
  - Certificate of Highest School qualification obtained, with the particular school's stamp
  - All other qualification certificates obtained at any other institution.
  - Identity / Passport document

#### **Postgraduate Diploma in Business Administration (PGDip)**

1. Completed recommendation form signed by your employer (The form is available on page 21 in this brochure), and
2. Proof of payment of selection fees, and
3. Certified copies of:
  - Bachelor's degree, and
  - Bachelor's degree study record
  - Identity / Passport document

#### **Master of Business Administration (MBA)**

1. Completed recommendation form signed by your employer (The form is available on page 21 in this brochure), and
1. Proof of payment of selection fees, and
2. Certified copies of:
  - A four-year, applicable Bachelor's degree
  - An applicable Honours degree
  - A Postgraduate Diploma in Business Administration
  - Study records for both the Bachelor's degree and the Postgraduate Diploma in Business Administration
  - Identity / Passport document

#### **Philosophiae Doctoral in Business Administration (PhD)**

1. Proof of payment of selection fees, and
2. Certified copies of:
  - A Bachelor's degree or equivalent certificate NQF Level 7 qualification
  - An MBA or equivalent Master's degree
  - Study records for both the Bachelor's and Master's degrees
  - Identity / Passport document

#### **Simultaneous registration at this and / or another higher education institution**

The permission of the Director of the UFS Business School is required for simultaneous registration for more than one qualification at the University of the Free State, or simultaneous registration at this University and another higher education institution.

### Selection fees / Banking details

The UFS Business School's banking details as well as the applicable selection fees payable per programme are available at [www.ufs.ac.za/bus](http://www.ufs.ac.za/bus) or contact the relevant programme coordinator.

Kindly note that once your application has been processed, further information regarding selection test dates will be communicated to you directly from the UFS Business School.

Admission to the UFS Business School is subject to the condition that the applicant comply with the admission requirements of the University of the Free State as well as the admission requirements of the UFS Business School.

Should you have any enquiries, kindly direct them to the relevant staff member, as stipulated in the UFS Business School brochure.

*Disclaimer: The University of the Free State reserves the right, in its sole and absolute discretion, to withdraw your application to the University, should the attached results, documentation and/ or information requested in terms of this form, be found to be erroneous or fraudulent.*



**Please note that the following programmes presented by the UFS Business School are subject to a selection process:**

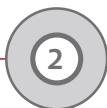
- Bachelor of Management Leadership (BML)
- Postgraduate Diploma in Business Administration (PGDip)
- Master of Business Administration (MBA)
- Philosophiae Doctoral in Business Administration (PhD) business practices, sustainability and resilience.

## CONTACT DETAILS

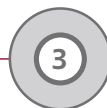
<b>Higher Certificate in Management Development</b>	Mrs Jo'Anni Deacon	deaconmj@ufs.ac.za	+27 51 401 7301
<b>Bachelor of Management Leadership</b>	Mr Thapelo Ntsiu	ntsiuttr@ufs.ac.za	+27 51 401 9569
<b>Postgraduate Diploma in Business Administration</b>	Mrs Annareth Spamer	spamera@ufs.ac.za	+27 51 401 3755
<b>Master of Business Administration</b>	Mrs Tshidi Ramabusa	ramabusaj@ufs.ac.za	+27 51 401 7939
<b>Philosophiae Doctoral in Business Administration</b>	Ms Evodia Tau	taume1@ufs.ac.za	+27 51 401 3558



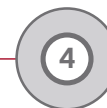
Personal information



Contact information



Academic career



Tertiary information

# APPLICATION FORM

Indicate choice of application with a ✓

Higher Certificate in Management Development	Bachelor of Management Leadership	PGDip in Business Administration	Master of Business Administration	PhD in Business Administration
Work experience	Years	Months		
Where did you hear about the programme?				

Type on form or complete in block letters and black ink

STUDENT NUMBER

If you are already in possession of a UFS student number

## 1.1 Biographical information

Title:  ID number if South African:

Full name:

Middle name:

Preferred name:

Surname:

Gender:  Male  Female

Marital status:  Single  Married  Other

Date of birth:

Ethnicity:  African  Asian  Coloured  White  Other

## 1.2 Home language

- |            |                             |           |
|------------|-----------------------------|-----------|
| Afrikaans  | Sepedi                      | Tshivenda |
| English    | Sesotho                     | Xitsonga  |
| isiNdebele | Setswana                    | Other     |
| isiXhosa   | siSwati                     |           |
| isiZulu    | South African Sign Language |           |

## 1.3 Contact details in case of emergency

Title:  Contact number:  Example: +27 72 123 4567

Name/s:

Surname:

Relationship:

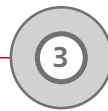
Email:



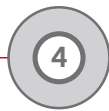
**Personal information**



**Contact information**



**Academic career**



**Tertiary information**

### 1.4 Disability support

Would you like the support of the Center for Universal Access and Disability Support?      Yes      No

If yes, please specify type of disability

Visual impairment      Deaf/hearing impairment      Mobility impairment      Learning difficulty

Other:

Please specify assistance required:

### 1.5 Details of citizenship (international applicants only)

Citizenship:

Identity number:

Passport number:

Passport issue date:       Passport issue date:

Place of issue:

### 2.1 Physical address

Unit Number:       Street Number:

Complex Name:

Street Name:

Suburb/ District:

City/Town:

Province:

### 2.2 Postal address

Postal service:      PO Box      Private Bag      Same as above

Number:

Suburb/district:       Postal code:

City/town:

Province:



Personal information



Contact information



Academic career



Tertiary information

### 2.3 Applicant contact information

Cellphone number:  **NB: SMS messages will be sent to this number**

Telephone number:  Home Work

Primary Email Address:

### 3.1 Starting semester (Not applicable to PhD applicants)

First semester    Second semester

### 3.2 Financial assistance

\*Do you require financial aid?    Yes    No

To apply for an NRF bursary, complete the NRF application on the NRF website: <https://nrfs submission.nrf.ac.za/nrfmkii/>

Other funding opportunities for postgraduate applications can be found on the UFS website: [www.ufs.ac.za](http://www.ufs.ac.za), if you click on 'Postgraduate School'

PhD funding information: <https://www.ufs.ac.za/postgraduate/postgraduateschool/funding1/postgraduate-bursaries>

T: +27 51 401 7161 | E: [postgrad@ufs.ac.za](mailto:postgrad@ufs.ac.za)

### 4.1 What did you do in the previous year?

Post-school college	Gap year	Other/specify:
University of Technology (Technikon)	University	<input type="text"/>
Employed	Unemployed	

### 4.2 Secondary school information

Name of School:

City/Town:

Year in which you matriculated::

### 4.3 Tertiary information

Have you ever been prohibited from continuing with your studies at any University / University of Technology (Technikon) / College?

Yes    No

If yes, where?

Academic background (to be completed by all applicants with previous tertiary qualifications)

Name of University / University of Technology (Technikon) / College / Other Institution:

1.

2.

3.



Personal information



Contact information



Academic career



Tertiary information

Degree / Diploma	Year obtained:	Student number:
1.		
2.		
3.		

#### 4.4 Employment information

Previous employers		
Company	Position	Years

Current employer	Contact number	From	To

### General information

ADMISSION is subject to the condition that you comply with the admission requirements of the University of the Free State. **Incomplete application forms will not be processed.**

**Note that closing dates and admission requirements can vary and should be confirmed with relevant departments.**

*Disclaimer: The University of the Free State reserves the right, in its sole and absolute discretion, to withdraw your application to the University, should the attached results, documentation and/or information requested in terms of this form, be found to be erroneous or fraudulent.*

### Declaration

**Please read this carefully before signing.**

- I, the applicant, hereby:
- (a) declare that all information in this document is true and correct.
  - (b) grant permission to the University of the Free State to enquire about and verify my qualifications already obtained, or any other information entered on this application form.
  - (c) declare that all information in this document is true and correct, and that I voluntarily provide the University of the Free State with the information contained in this document, and consent to the University of the Free State -
    - collecting this information, and
    - processing this information to enable the University of the Free State to consider and process my application.
  - (d) acknowledge that in the event that my uploaded documents and/or information, as contemplated in clause (c) above, are found to be fraudulent, the University of the Free State reserves its right, in its absolute and sole discretion, to withdraw my admission to the University of the Free State.
  - (e) acknowledge that the University is not under any obligation to accept me as a student, and that admission to the University is the prerogative of the applicable University selection office under which my studies will fall.
  - (f) acknowledge that I am submitting this application freely and voluntarily. If I am a legal minor, I confirm that my legal guardian/parent is fully aware and supportive of my application to this institution.
  - (g) understand that acceptance of my application does not obligate me to study at this institution, nor does it imply that I am automatically regarded as a student, until I have formally registered as such and have paid the required fees, as stipulated in the University guidelines.

Signature of applicant:  Date:

# RECOMMENDATION FORM

## HCert, BML, PGDip and MBA students

Please arrange for your supervisor / manager to complete the recommendation form

I agree that the recommendation I am requesting shall be held in confidence by officials of the University of the Free State, and I hereby waive any rights to examine it.

Applicant's name	<input type="text"/>	Signature	<input type="text"/>	Date	<input type="text"/>
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## RECOMMENDER

Title:  Surname, Name:

Organisation:

Email address:

How long and in what capacity have you known the applicant?

Are you familiar with the applicant's academic record?

Do you feel that the applicant is prepared academically for the challenges of this programme?

Do you feel that the applicant is prepared emotionally for the challenges of this programme?

**How do you rate the applicant's skills in the following areas? (choose answer from list)**

Written communication skills	<input type="text"/>
Oral communication skills	<input type="text"/>
Quantitative skills	<input type="text"/>
Problem-solving skills	<input type="text"/>
Decision-making skills	<input type="text"/>
Ability to work with others	<input type="text"/>

**If English is not the applicant's home language, please comment on his/her oral and written English proficiency (choose answer from list)**

Written communication skills	<input type="text"/>
Oral communication skills	<input type="text"/>

## EMPLOYER'S UNDERTAKING

We hereby undertake to give the candidate absence of leave for class activities Yes No

**We recommend the candidate for the following programme**

- Higher Certificate in Management Development (HCert)
- Bachelor of Management Leadership (BML)
- Postgraduate Diploma in Business Administration (PGDip)
- Master of Business Administration (MBA)



## PHD ADMISSION CHECKLIST

Surname	<input type="text"/>	Name	<input type="text"/>
Email	<input type="text"/>	Contact number	<input type="text"/>
Topic	<input type="text"/>		

### FIRST QUALIFICATION

Undergraduate Qualification	<input type="text"/>	Institution name	<input type="text"/>
Undergraduate Specialisation	<input type="text"/>	Country of institution	<input type="text"/>
Total credits of degree min 360	NQF minimum level 7	UG SAQA documentation included	<i>If qualification was obtained from a country other than SA please ensure that you have SAQA accreditation for the qualification</i>
Year qualification started	Year qualification obtained	Undergraduate average %	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

### FIRST POST-GRADUATE QUALIFICATION

First Post Graduate qualification name	<input type="text"/>	Post Graduate Institution	<input type="text"/>
First Post Graduate Specialisation	<input type="text"/>	Country of Post Graduate Institution	<input type="text"/>
Post Graduate SAQA documentation included		<i>If qualification was obtained from a country other than SA please ensure that you have SAQA accreditation for the qualification</i>	
Year qualification started	Year qualification obtained	Post Graduate Average %	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
PG research project title <input type="text"/>			

### MBA OR MASTERS QUALIFICATION

Masters Qualification name	<input type="text"/>	Master qualification institution	<input type="text"/>
Masters Qualification specialisation	<input type="text"/>	Masters institution country	<input type="text"/>
Year qualification started	Year qualification obtained	Masters average % all modules	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
MASTERS SAQA documentation included		<i>If qualification was obtained from a country other than SA please ensure that you have SAQA accreditation for the qualification</i>	
Research project %	<input type="text"/>	Business research methods %	<input type="text"/>
Name of research methods module	<input type="text"/>	Credits of masters research project	
Topic of Master's dissertation <input type="text"/>			

### Disclaimer - Applications will not be considered in the following cases:

1. Applications where candidates do not meet the minimum entry requirements. Adherence to the entry requirements will not necessarily guarantee admission to the programme. Admission to the PhD is subject to final approval by the Director of the Business School as well as the availability of promoters.
2. Incomplete applications (missing documentation).
3. Applications which includes qualifications obtained outside of South Africa, that is not accompanied by the SAQA accreditation documentation.

For more information please visit our PhD Webpage or contact us at bus@ufs.ac.za.

Selection fee Paid