



APPLICATION PROCEDURE AND APPLICATION FORM



T: +27 51 401 3497 | E: bus@ufs.ac.za | www.ufs.ac.za/bus

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

VISION **130**
*Renew and Reimagine
for 2034*

UFS



BUSINESS SCHOOL
BE WORTH MORE

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

	Bachelor of Management Leadership	Postgraduate Diploma in Business Administration	Master of Business Administration	Doctor of Philosophy with specialisation in Business Administration
Completed recommendation form signed by your employer	✓	✓	✓	
Proof of payment of selection fees	✓	✓	✓	✓
National Senior Certificate / Grade 12 results (certified)	✓	✓	✓	
Certified certificate of highest school qualification (with school stamp)	✓			
Certified copy of qualifications obtained from other institutions	✓	✓	✓	✓
Certified copy of ID / Passport	✓	✓	✓	✓
Certified copy of bachelor's degree		✓	✓	✓
Certified copy of bachelor's degree academic record		✓ (NQF level 7 and 360 credits)	✓ (NQF level 8 and 480 credits)	✓ (NQF level 7 and 360 credits)
Certified copy of applicable honours degree		✓	✓	✓
Certified copy of PGDip in Business Administration			✓	✓
Certified copy of PGDip in Business Administration academic record			✓	✓
Honours or equivalent postgraduate qualification		✓	✓	✓ (NQF level 8 with at least 120 credits)
Certified copy of MBA or equivalent master's degree				✓
Certified copy of master's degree academic record				✓
International qualifications – SAQA verifications	✓	✓	✓	✓
Curriculum Vitae with references	✓	✓	✓	✓

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 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:

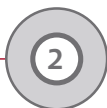
- Bachelor of Management Leadership (BML)
- Postgraduate Diploma in Business Administration (PGDip)
- Master of Business Administration (MBA)
- Doctor of Philosophy with specialisation in Business Administration (PhD)

CONTACT DETAILS

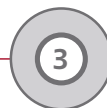
Bachelor of Management Leadership	Mrs Penrose Vumendleni	vumendlenisvp@ufs.ac.za	+27 51 401 3175
Postgraduate Diploma in Business Administration	Mrs Annareth Spamer	spamera@ufs.ac.za	+27 51 401 3755
Master of Business Administration	Mrs Tshidi Ramabusa	ramabusaj@ufs.ac.za	+27 51 401 7939
Doctor of Philosophy with specialisation in Business Administration	Mrs Elvira Oberholzer	oberholzereh@ufs.ac.za	+27 51 401 3163



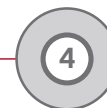
**Personal
information**



**Contact
information**



**Academic
career**



**Tertiary
information**

6 APPLICATION FORM

Indicate choice of application with a ✓

Bachelor of Management Leadership		PGDip in Business Administration	Master of Business Administration	Doctor of Philosophy with specialisation in Business Administration (PhD)
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:

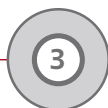
Email:



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 expiry 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, 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

4.1 What did you do in the previous year?

Post-school college

Gap year

Other/specify:

University of Technology
(Technikon)

University

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:

- declare that all information in this document is true and correct.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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

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.

First name		Last name		Student number (if available)	
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RECOMMENDER

Title:		Surname, Name:	
Company Name:			
Email address:		Contact number:	

How long have you known the applicant?

In what capacity have you known the applicant?

Are you familiar with the applicant's academic record? Yes No Not applicable

Do you feel that the applicant is prepared **academically** for the challenges of pursuing his/her studies as an adult learner? Yes No

Do you feel that the applicant is prepared **emotionally** for the challenges of pursuing his/her studies as an adult learner? Yes No

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

Written communication skills	
Oral communication skills	
Quantitative skills	
Problem-solving skills	
Decision-making skills	
Ability to work with others	

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	
Oral communication skills	

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)

Date of recommendation

EMPLOYER'S UNDERTAKING

I/we hereby undertake to give the recommended applicant absence of leave for class attendance / activities.

Yes No Not applicable

8

PHD ADMISSION CHECKLIST

Surname		Name	
Email		Contact number	
Topic			

FIRST QUALIFICATION

Undergraduate Qualification		Institution name	
Undergraduate Specialisation		Country of institution	
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 %	

FIRST POST-GRADUATE QUALIFICATION

First Post Graduate qualification name		Post Graduate Institution	
First Post Graduate Specialisation		Country of Post Graduate Institution	
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 %	
PG research project title			

MBA OR MASTERS QUALIFICATION

Masters Qualification name		Master qualification institution	
Masters Qualification specialisation		Masters institution country	
Year qualification started	Year qualification obtained	Masters average % all modules	
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 %		Business research methods %	
Name of research methods module		Credits of masters research project	
Topic of Master's dissertation			

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