

UFS Business School

Application procedure & Application form



be worth more

UNIVERSITY OF THE
FREE STATE
UNIVERSITEIT VAN DIE
VRYSTAAT
YUNIVESITHI YA
FREISTATA



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.sqa.org.za](http://www.sqa.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
2. Proof of payment of selection fees, and
3. 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

Selections / Fees / Banking details

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)

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.

For all programmes, the following documents must be submitted with your application

Certified copies

One certified copy of each of the following documents must be attached (such copies become the property of the University of the Free State and will not be returned)

- Identity document / passport
- School-leaving certificate (undergraduate only)
- Postgraduate applications must be accompanied by all certificates for qualifications already obtained
- Academic record (including the Certificate of Conduct) with proof of the request from the previous University / University of Technology if you were previously registered at another institution
- Original proof of payment of selection fee
- Recommendation form (if applicable)
- SAQA verification (if applicable)

Verification of certificates

SAQA

Applicants with international qualifications need to provide a SAQA Verification Certificate along with certified copies of their qualifications. For more information on the verification of qualifications, please visit www.saqa.org.za

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.

Delivery address for applications:

Physical address

UFS Business School
UFS Business School Building
Block B
University of the Free State
Nelson Mandela Drive
Bloemfontein
9301

Postal address

UFS Business School
PO Box 339
Internal box 17
University of the Free State
Bloemfontein
9300

Contact details

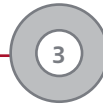
Higher Certificate in Management Development	Mrs Jo'Anni Deacon	deaconmj@ufs.ac.za	Tel: 051 401 7301
Bachelor of Management Leadership	Mrs Penrose Vumendleni	vumendlenisvp@ufs.ac.za	Tel: 051 401 3164
Postgraduate Diploma in Business Administration	Mrs Penrose Vumendleni	svumendlenisvp@ufs.ac.za	Tel: 051 401 3164
Master of Business Administration	Mrs Elvira Oberholzer	oberholzereh@ufs.ac.za	Tel: 051 401 3163
Philosophiae Doctoral in Business Administration	Mrs Evodia Tau	taume1@ufs.ac.za	Tel: 051 401 3558



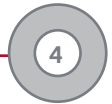
Personal information



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 Physical impairment Learning impairment

Other:

Please specify any assistance that would be needed:

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:

Postal code:

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: or Work:

Primary Email address:

3.1 Starting semester

First Semester

Second Semester

3.2 Financial assistance

Do you need financial aid?

Yes

No

If yes, see details below

To apply for a NSFAS loan, complete the NSFAS application on the NSFAS website: www.nsfas.org.za

Other funding opportunities for undergraduate applications can be found on the UFS website: www.ufs.ac.za

3.3 Campus residence placement

Do you require housing on the campus?

Yes

No

4.1 What did you do in the previous year?

Post-school college

Employed

University

University of Technology (Technikon)

Gap year

Unemployed

Other/Specify: _____

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. <input type="text"/>	<input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>	<input type="text"/>

4.4 Employment information

Employer	Contact number	Position	From	To
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

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	Signature	Date
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RECOMMENDER

Surname, Name	Title
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?

	Excellent	Good	Average	Poor	Cannot
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

	Excellent	Good	Average	Poor	Cannot
Written communication skills					
Oral communication skills					

EMPLOYER'S UNDERTAKING

We hereby undertake to give the candidate absence of leave for class activities

Yes		No	
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We recommend the candidate for the following programme

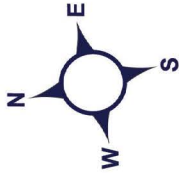
Higher Certificate in Management Development (HCert)	Bachelor of Management Leadership (BML)	Postgraduate Diploma in Business Administration (PGDip)	Master of Business Administration (MBA)
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Recommender's signature





Date

To the recommender: Please return this recommendation form to the applicant in a sealed envelope.

Directions to the UFS Business School



LEGEND

-  Enter here to UFS Business School (Economic Management Science Building, Block B)
-  Road
-  Other Buildings
-  Economic Management Science Building

T: +27 (0) 51 401 28 74
 W: <http://bus.ufs.ac.za> | www.ufs.ac.za/cbd
 F: facebook.com/UFSBusinessSchool





UFS SALESKOOI
UFS BUSINESS SCHOOL

be worth more

UFS Business School Building, Block B
W: <http://www.ufs.ac.za/bus> | <http://www.ufs.ac.za/cbd>
F: www.facebook.com/UFSBusinessSchool
E: bus@ufs.ac.za

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