

# APPLICATION DEMO 2012

UFS Leadership for Change  
Programme

Friday, 10 February 2012

T: 051 401 9111 [info@ufs.ac.za](mailto:info@ufs.ac.za) [www.ufs.ac.za](http://www.ufs.ac.za)

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Kopiereg voorbehou

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



# INTRODUCTION

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- Language of Presentation
  - English
- Welcome
- Practical arrangements
  - Attendance register
  - Bathrooms
  - Cellphones
  - Questions
- Practical demonstration

# OVERVIEW

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- Go to <http://kovsielife.ufs.ac.za/>



- Required information is available

## APPLICATION PACK

Please find some background information, requirements, instructions and other relevant information to apply for the UFS International first-year leadership programme.

### Read the following documents and complete the electronic application form:

1. [Letter to applicants](#)
2. [Concept brief: Programme](#)
3. [Programme 2011](#)
4. [Application: Procedure and schedule](#)
5. [Application: Requirements](#)
6. [Application: Instructions and check list](#)
7. [Application: Letters of Reference \(Word format\)](#)
8. [Curriculum Vitae Template \(Word format\)](#)

### (Read the following document before completing the application form)

9. [Questions on Leadership, Diversity & Citizenship](#)
10. [Electronic application form](#)

# OVERVIEW

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## Step-by-Step

1. Click Apply  
Application information:  
Checklist  
Login details  
Email address Click **Next**

2. Biographical Information

3. Questions on Leadership, Diversity and Citizenship Click **Save**

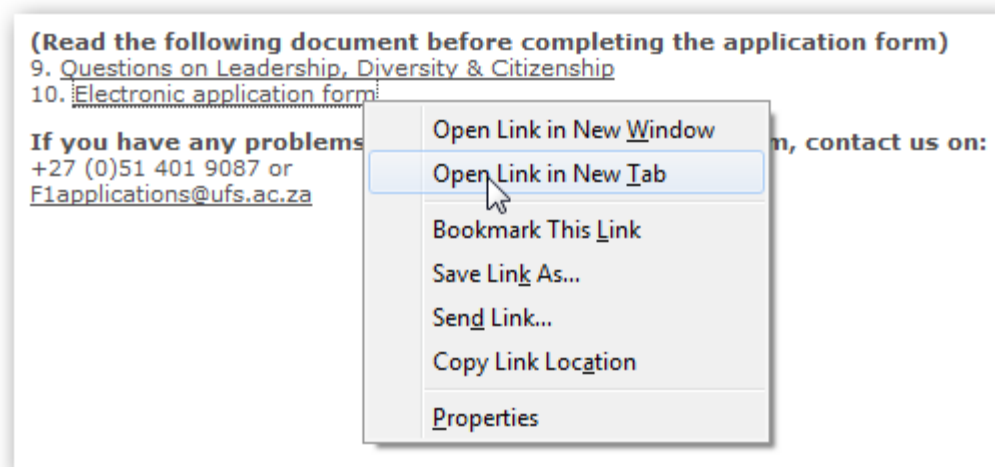
4. Load documents  
  - CV
  - Reference letterClick **Save**

Ensure Step 1, 2 and 3 completed.  
Click Submit  
Confirmation

# ELECTRONIC APPLICATION FORM

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- On <http://kovsielife.ufs.ac.za>
- Click on “10. Electronic application form”



- The login window will display as from **17 February 2012**.

# ELECTRONIC APPLICATION FORM

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**UFS·UV**  
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STUDENTESAKE  
DITABA TSA BAIHUTI

Site Staff AFRIKAANS | ENGLISH

ENTER SEARCH TERM

ADVANCED OPTIONS

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**Login - Leadership for Change Programme**

Login to your application with your student number and ID number or Passport number, or create an application.

Student Number:

ID/Passport Number:

# 1. CHECKLIST

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- Ensure that you have prepared the following:
  - CV
  - Reference letter
  - Essay questions

<b>Online Application Checklist</b>	
<b>Tick each item to ensure your application is complete BEFORE you upload the final document.</b>	
I have read and understood the background information of the F1 programme.	<input checked="" type="checkbox"/>
I have read, understood and checked that I qualify to apply for the F1 programme.	<input checked="" type="checkbox"/>
I have compiled my electronic CV according to the specifications and I have it available to upload. If not, <a href="#">Download template</a>	<input type="checkbox"/>
I have acquired a complete reference letter in the required format and have it available to upload. If not, <a href="#">Download template</a>	<input type="checkbox"/>
I am now ready to electronically submit the complete application on or before April 2012	<input type="checkbox"/>
I have received the required formal approval from my guardians to participate (if applicable) and undertake to email it to <a href="mailto:F1application@ufs.ac.za">F1application@ufs.ac.za</a>	<input type="checkbox"/>
I have compiled a PDF document, including all the required documents to keep as reference.	<input type="checkbox"/>

# 1. LOGIN

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Complete the fields applicable to you:

➤ International Students: Passport number

**Complete the following fields**

Student Number:	<input type="text" value="2001234567"/>
ID Number:	<input type="text" value="8708180021087"/>
Passport Number:	<input type="text" value="AB12343210"/>
I have already applied for a passport:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Email address:	<input type="text" value="F1application@ufs.ac.za"/>
Repeat email address:	<input type="text" value="f1application@ufs.ac.za"/>

Click **Next** to continue



# 1. LOGIN TROUBLESHOOTING

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## Leadership for Change Programme

ID incorrect for student number 2001234567

**Online Application Checklist**

Tick each item to ensure your application is

- Input must be valid according to your student record
  - Contact  
+27 (0)51 401 9087 or [F1application@ufs.ac.za](mailto:F1application@ufs.ac.za)
  - Provide student number and ID or Passport number

# 1. LOGIN TROUBLESHOOTING

➤ Following information is required to apply:

**Complete the following fields**

Student Number:  Student Number is Required

ID Number:

Passport Number:

I have already applied for a passport:  Yes  No Answer to Passport Application is Required

Email address:  Email address is Required

Repeat email address:  Email address is Required

- Valid ID number / Passport number
- Applied for passport
- Valid Email address
- Complete checklist

Please ensure the checklist is fully completed.

## Online Application Checklist

Tick each item to ensure your application is complete BEFORE you upload the final document.

I have read and understood the background information of the F1 programme.

I have read, understood and checked that I qualify to apply for the F1 programme.



## 2. BIOGRAPHICAL INFORMATION

Online Application - Biographical Information	
Student Number:	2002032023
ufs4life Email Address:	2002032023@ufs4life.ac.za
Full names:	Firstname
Surname:	Surname
Email address:	test@ufs.ac.za
Repeat email address:	test@ufs.ac.za
Cell Number:	0821234567
Other contact number:	
Campus where studying:	Main Campus(Bloemfontein) ▼
Date of birth:	1992-06-16
Age:	19
Hometown (in SA):	Bloemfontein
Citizenship:	South African ▼
Mother tongue:	Southern Sesotho
Religion:	Christian
Race:	Coloured ▼
Gender:	<input type="radio"/> Male <input checked="" type="radio"/> Female
Current degree or programme of study:	BSc: IT Academical
Faculty:	Natural and Agricultural Sciences ▼
Participation in student association:	<input type="text"/> <input type="button" value="Add"/>
Participation	
Student association	<input type="text"/> <input type="button" value="Delete"/>
Disability:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Accommodation:	<input type="radio"/> Private <input type="radio"/> On-campus Residence <input checked="" type="radio"/> Off-campus Residence
Name of residence:	Medix
<input type="button" value="Save and Continue"/>	

## 2. QUESTIONS ON LEADERSHIP, DIVERSITY AND CITIZENSHIP

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- Copy and Paste from ELECTRONIC document

**Citizenship interest and engagement**

Please respond in as much detail as possible to the following question: Define citizenship and describe what you believe the role of citizenry should be in building a democratic society. **Minimum - 1000 characters (approximately 150 words); Maximum - 2000 characters (approximately 300 words)**

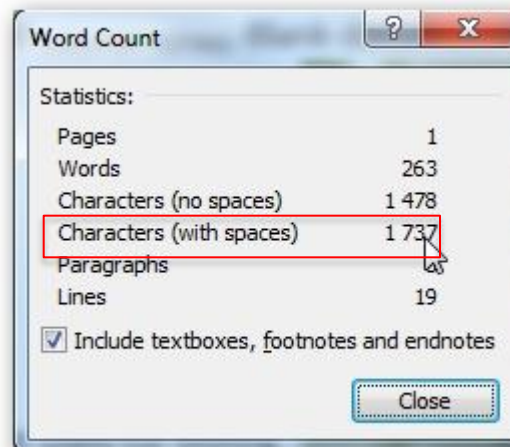
Characters remaining:

**Citizenship engagement answer is required.**

## 2. QUESTIONS ON LEADERSHIP, DIVERSITY AND CITIZENSHIP

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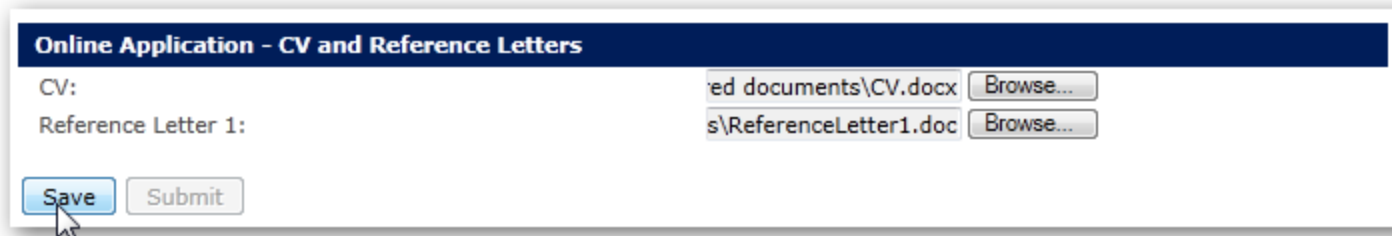
- Highlight section of text / answer.
- Character (with spaces) less than 2000



### 3. LOAD DOCUMENTS

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- Click **Browse**
- Select a file from your computer
  - Format: **.doc; .docx; .pdf**



The screenshot shows a web form titled "Online Application - CV and Reference Letters". It contains two rows of input fields. The first row is labeled "CV:" and contains the text "ed documents\CV.docx" followed by a "Browse..." button. The second row is labeled "Reference Letter 1:" and contains the text "s\ReferenceLetter1.doc" followed by a "Browse..." button. At the bottom of the form, there are two buttons: "Save" and "Submit". A mouse cursor is pointing at the "Save" button.

- CV and reference letters must be in 2 separate documents

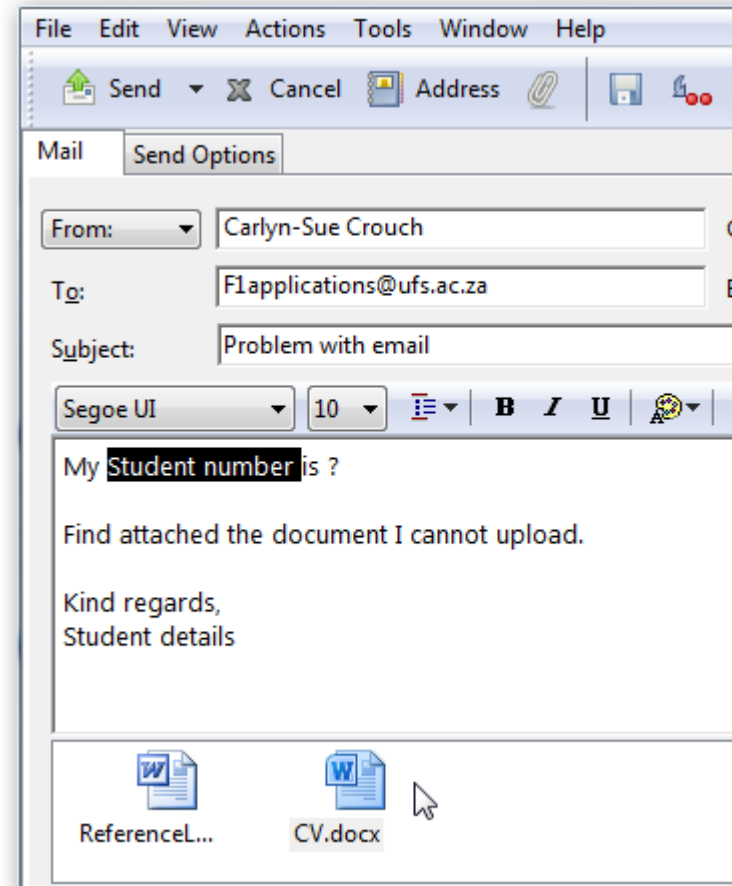
# LOAD DOCUMENTS TROUBLESHOOTING

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- Attach the document/s in the email so that the problem can be determined.

+2751 401 9087 or

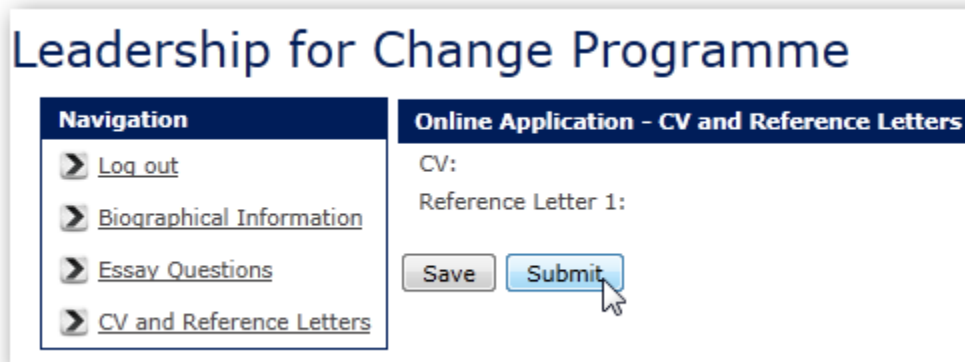
[F1application@ufs.ac.za](mailto:F1application@ufs.ac.za)



# SUBMIT

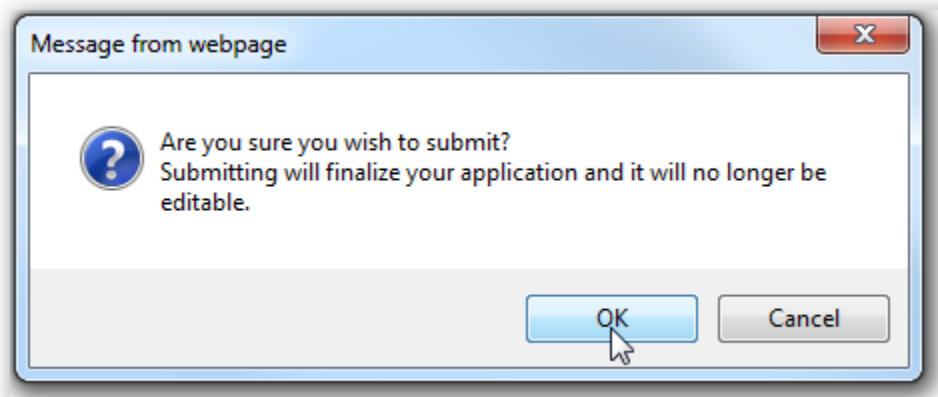
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- After inserted all information, click **Submit**



The screenshot shows the 'Leadership for Change Programme' online application interface. It features a navigation menu on the left with options: 'Log out', 'Biographical Information', 'Essay Questions', and 'CV and Reference Letters'. The main content area is titled 'Online Application - CV and Reference Letters' and contains fields for 'CV:' and 'Reference Letter 1:'. Below these fields are two buttons: 'Save' and 'Submit'. A mouse cursor is pointing at the 'Submit' button.

- Click **Ok** to confirm.





# CONFIRMATION MESSAGE

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## Leadership for Change Programme

### Navigation

- ▶ [Log out](#)
- ▶ [Biographical Information](#)
- ▶ [Essay Questions](#)
- ▶ [CV and Reference Letters](#)

### Thank you for your application

Your application to the Leadership for Change Programme has been submitted successfully. An email message will shortly be sent to your Student ufs4life e-mail address and the preferred email address that you have provided:

Email addresses: **test@ufs.ac.za and 2002032023@ufs4life.ac.za**

Name and Surname: Firstname Surname

[Login](#) to view your application form.

Applications close on 2012-02-10. You will be notified as soon as possible on the status of your application.

# QUESTIONS

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# PRACTICAL DEMONSTRATION

- Complete application form: <http://kovsielife.ufs.ac.za>



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Thank You  
Dankie

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