APPLICATION FORM

RECOGNITION OF PRIOR LEARNING (RPL) 2026



RPL Office Contact details - Bloemfontein Campus

Physical Address: University of the Free State, Centre for Teaching and Learning (CTL), SASOL Library, Level 3,

205 Nelson Mandela Drive, Bloemfontein

Postal address: P.O. Box 339, Bloemfontein, 9300 T: 051 401 7934 / 051 401 7357 | E: RPL@ufs.ac.za

RPL Office Contact details - Qwaqwa Campus

Physical Address: University of the Free State, Centre for Teaching and Learning (CTL), Intsika Building, Ground Floor,

Kestel Road, Phuthaditihaba

Postal Address: Private Bag X13, Kestel Road, Phuthaditjhaba, 9866

T: 058 718 5120 | E: RPLQQ@ufs.ac.za

Applying	Recommendation RPL process	Tests or/and Workshop	Support	Assessment	Admission recommendation	If successful - Registration
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NO APPLICATION FORM WILL BE ACCEPTED IF THE FOLLOWING SUPPORTING DOCUMENTS ARE NOT INCLUDED:

- Certified copy of ID document/passport
- Certified copy of highest school certificate
- Certified copies of certificates of tertiary qualifications obtained
- Tertiary academic record
- SAQA evaluation of foreign qualification. For info see: https://dfqeas.saqa.co.za/dfqeas/user/home
- Motivation letter: for info refer to page 3
- An extended CV
- A job description of current position
- Proof of payment of the RPL application fee

PURPOSE OF RPL APPLICATION					
ADMISSION: (Specify the qualification you are applying for)					
IMPORTANT NOTE All RPL applicants also need to apply online at https://apply.ufs.ac.za/ and refer to the Departmental websites for closing date of applications.					
Please indicate if you applied online for this qualificatio	n. Yes	No			
If yes, please provide your student number below.					
STUDENT NUMBER					
NB: If no, please remember to apply online for the qualification before the closing date of applications.					

PERSONAL DETAILS											
Title	Prof		Dr		Mr			Mrs		Ms	
Surname											
Full Names											
ID/Passport Number											
Date Of Birth											
Citizenship											
Gender	Male		Female								
Ethnicity	Black African		Coloured		Indian		Asian		White	Other	
Home Language		•				•					•
Marital Status	Single		Marrie	d		Divorce	ed	·	Commo	n La w	

CONTACT DETAI	LS								
Telephone (W)				Cell Nur					
E-mail address									
Postal Address Residential Address									
Residential Address									
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LEARNER PROFI		·····	D. ETE W.D.						
1. EDUCATION AN (Attach certified co					lemic records/rest	ult staten	nents)		
1.1 Highest School	qualificat	tion (e.g. Grad	de 12)						
Highest School qual	ification	Name	of School	Year obtained					
1.2 Tertiary or Furthe	er qualific	cations obtain	ed						
(Please enter particulars of certificates, diplomas etc. which you have received for attending formal courses)									
Qualification	ation Institution			Duration		Year o	ear obtained		
1.3 Tertiary or Furthe	r qualifica	ations not com	npleted	<u> </u>		<u> </u>			
				ıles passed an	d credits obtained	d.)			
Qualification		Institution		Duration		Year o	btained		
1.4 Current studies									
0 1161 41	Qualification								
Qualification				Institution					
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5. LETTER OF MOTIVATION

Formulate a letter of motivation according to the guidelines below. It is your formal request and motivation for seeking RPL. This serves as a summary of the purpose of your RPL application.

Guidelines for the letter of motivation:

- Introduce yourself.
- Why are you applying for RPL?
- Describe the barriers you have experienced in your education.
- What you value about your learning, work experience and your specific competencies?
- What opportunity does RPL offer to you in terms of your career planning?

The letter should be no longer than 2 typed pages. Arial 12, justified and single line spacing. The letter should be in an acceptable letter format.

6. PAYMENT INSTRUCTIONS

The application fee for RPL is: SA Citizens: R300.00 / International applicants: R460.00

PLEASE NOTE

- No cash will be accepted with the application form. Only electronic (EFT) payments will be accepted.
- The RPL application fee is not refundable, despite any outcome.
- Keep your deposit slip as proof of payment. Please send a copy of the proof of payment with your application.

BANKING DETAILS:

Account name: UNIVERSITY OF THE FREE STATE

Bank: ABSA
Account number: 1570850071
Branch: Business Bank

Bloemfontein Branch Code: 632 005

Swift Code: ABSAZAJJ

Reference (compulsory): 154 followed by ID number, e.g. 1549012310084081

7. UNDERTAKING BY APPLICANT

I hereby declare:

- (a) That I have satisfied myself to the steps within and the cost of the RPL process and that I understand that the RPL process may or may not find me competent on account of my prior learning for admission into or credit for Higher Education programmes of study.
- (b) That I accept responsibility for the prompt payment of all accounts as issued by the RPL Office.
- (c) That I accept that I am liable for payment of all costs irrespective of whether I am found competent or not yet competent through the RPL process.
- (d) That I furthermore undertake to pay all legal costs of the RPL Office, including attorney-and client costs as well as collecting charges if I should fail to meet any obligations with regard to payments.
- (e) That the agreement arising from the signing of this application shall notwithstanding the place of signature deemed to be concluded at Bloemfontein.
- (f) That I give permission that all the documents I have included may be verified to determine its authenticity.
- (g) That I take cognition that the RPL process takes at least 6 months.
- (h) That I understand that no RPL fees are refundable.
- (i) I understand that when RPL is done for admission no credits will be granted as a result of the process.
- (j) I understand that I need to register within two years after admission has been granted.

APPLICANT: DO YOU AGREE TO THE ABOVEMENTIONED UNDERTAKING?

Yes/No:	Date:

The University processes personal information in line with its obligations under the Protection of Personal Information Act (POPIA) and any personal information provided to the University will be treated as confidential and processed in accordance with the rights provided to data subjects under POPIA. One of the University's obligations is to be transparent and accountable to the data subjects whose personal information is processed and delivered, in view of their "right to be informed". This means that the University is required to provide information to such data subjects via a Privacy Notice, which describes what personal information or data is collected about them, where it is obtained, what will be done with it and what the legal basis is for processing it. It also communicates how the University will store their data and what rights they have in relation to the processing of their data by the University.

RPL application

 Departments and Student Academic Services refer RPL applicants to the RPL Office.

RPL screening

- Consideration of application documents.
- The programme director determine if RPL opportunity will be offered.

Assessment plan

- Formulate an assessment plan in co-operation with assessor.
- Assessment method, time schedule and report are finalised.

RPL application

- The RPL Office communicates Assessment details to the applicant.
- RPL applicants registers for the RPL assessment and plays the RPL fee.
- The RPL Office presents an orientation and training workshop to successful applicants regarding the RPL process and the forward.
- RPL Office supports applicants with the development of the Portfolio.

RPL screening

- · Assessor performs assessment
- and makes judgement and recommendation.

 The department does moderation in the case of exemption with credits.

Recommendation

- The Head of the Department considers the recommendation for decision making.
- Recommendation is sent to the Admission Advisory Committee to ensure alignment with UFS General Rules.
- Dean of the faculty provides final approval and signoff.

IF APPROVED:

Feedback to the applicant

- A final approval recommendation is submitted to the RPL Office from the Offce of the Dean.
- The applicant is informed of the outcome of the assessment.

IF NOT APPROVED:

Feedback to the applicant

- A final approval recommendation is submitted to the RPL Office from the Offce of the Dean.
- The applicant is informed of the outcome of the assessment.
- The HOD / Programme Director receives a copy of the letter to the student.

Feedback to internal role players

- The HOD / Programme Director receives a copy of the letter to the student.
- The Office of the Registrar receives a copy of the letter to the student to capture outcomes (admission and/or exemption) on student record

Feedback to the applicant

- If applicant does not accept outcome of RPL process, he/she can appeal.
- Appeal procedure is followed in collaboration with the applicable Programme Director if necessary.

Application and registration

 Approved applicants apply and register for recommended formal programme.

Outcome of appeal

- If the outcome of the appeal process is successful, it will be submitted for approval to the Dean by the RPL office.
- If the appeal is unsuccessful the applicant will be informed accordingly.