

POSTDOCTORAL ADMISSION AND REGISTRATION PROCESS

Position is advertised by the relevant department; an annual call is available via DRD for positions – SARS ruling states that all postdoctoral positions should be advertised.



Selection process is done by a committee convened by the DRD.



Suitable candidate is identified, DRD will send an offer letter to the candidate.

Postdoctoral fellowship is accepted by the candidate.

Submit all completed documents to Mandy for verification and approval.

Please attach the following to the admission document:
• PhD certificate • Copy of passport

Documents for admission and contract are sent to the fellow from the DRD office (Mandy Jampies).

Documents are sent to admissions to be processed. Admissions to be handled by Mandy.



Postdoctoral fellow arrives on campus.

Payment process starts.

Postdoctoral fellow proceeds to Card Division for an access card.

Registration process is completed (Mandy).

Postdoctoral fellow is activated in relevant faculty and student number is created.

An international postdoctoral fellow may now request a letter for the embassy to assist with the visa application. Contact Jeanne Niemann (niemannaja@ufs.ac.za) at the Office for International Affairs.

Incident is created with ICT Services to create a surname email address for the postdoctoral fellow.



DRD – Directorate Research Development

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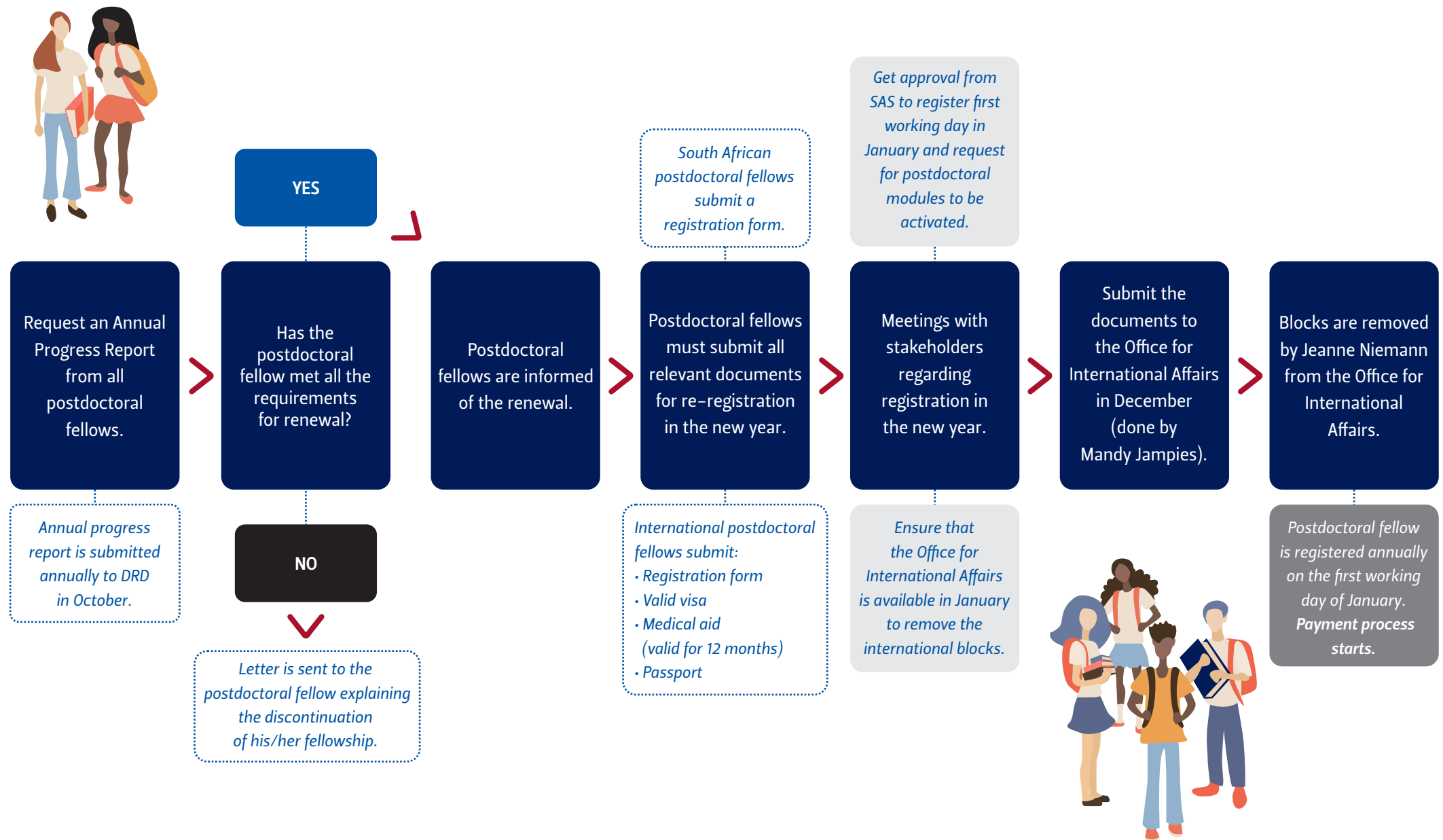
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UFS
RESEARCH AT THE UFS

RENEWAL PROCESS AND RE-REGISTRATION OF CURRENT POSTDOCTORAL FELLOWS



POSTDOCTORAL FELLOW
REGISTERED AT THE UFS



NB – On the bursary award document completed in Step 1, the date is usually the first of the month, e.g., 1 April. Payment will then be made by 25 March.