

UNIVERSITY OF
THE FREE STATE

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UFS

APPLICATION AND ADMISSION OF INTERNATIONAL STUDENTS

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FREE STATE
UNIVERSITEIT VAN DIE
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FREISTATA



UFS
INTERNATIONAL
AFFAIRS

STUDENT SERVICE CENTRE

Our friendly agents are ready to assist you with the application, admission, and registration processes. Contact the agents if you require

- information on the admission requirements for any study programme;
- assistance to complete your application form (online or hard copy); and
- assistance with tracking the status of your application.

Contact: +27 51 401 9666 | E: studentadmin@ufs.ac.za

If you have applied to study a programme in the Faculty of Health Sciences, contact +27 51 401 7513 | 7517
E: fhsapplications@ufs.ac.za | Fax2email: +27 86 579 5154 or +27 86 666 9191.



APPLICATION AND ADMISSIONS OF INTERNATIONAL STUDENTS

APPLICATION AND ADMISSION REQUIREMENTS FOR INTERNATIONAL STUDENTS:

- Closing date for international students' applications for undergraduate studies is 31 August 2021.
- You must have a VALID study visa endorsed for study at the UFS, and not at any other institution in South Africa before you enter South Africa for studies at the UFS.
- You must be a member of a medical aid registered in terms of the South African Medical Schemes Act, as required by the South African Immigration Act. Your medical aid MUST be valid for the duration of the academic year (until 31 December), renewable each year. No travel insurance, hospital plans or foreign medical aids will be accepted.
- A non-refundable annual administrative levy is charged on all international student accounts. This fee is added to the annual registration fee payable by all students at the UFS.
- Students from outside the Southern African Development Community (SADC) pay international fees, which are 50% more per module per year compared to the fees paid by South African students.
- The UFS cannot offer financial support (bursaries, loans) to international students. It is therefore important to ensure that you have sufficient financial resources for the planned duration of your studies.
- A first payment is required before you can register as a UFS student. The Department of Student Finance will communicate the amount and payment deadline to you. For more information, visit <https://www.ufs.ac.za/kovsielife/unlisted-pages/tuition-fees/>
- Should you fail to pay your tuition fees in total by 30 June, your registration will be suspended.
- If you have a scholarship, inform your sponsor of the UFS regulations on registration fees and tuition-fee payments before you register.
- A Universities South Africa (USAf) Certificate of Exemption is required if you do not have an Endorsed South African Senior Certificate.
- English is the principal medium of instruction; therefore, you must have an adequate command of the English language.

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If you want to join the University of the Free State as an undergraduate international student you need to follow these steps:

STEP 1

Submit your online application to the UFS at <https://apply.ufs.ac.za>. Ensure that you include your Universities South Africa (USAf) Certificate of Exemption, if available, or proof of application for such a certificate, if you have already applied for it yourself. Both are not a prerequisite for application. Please make sure that you capture subjects exactly as stated on your school-leaving report – not percentages.

You need to upload copies of the following documents:

- Your passport or South African identity document
- Your final Grade 11 results with the school's stamp
- If available, your final Grade 12 results with the school's stamp
- If available, certified copy of your school-leaving certificate
- If applicable, study record (academic transcript) with a certificate of conduct and/or qualification certificate if you have obtained your degree

NB: Grade 12 June results with the school's stamp must be emailed to studentadmin@ufs.ac.za as soon as it becomes available, especially if you have applied for a selection programme.

STEP 2

Your application is submitted. You will receive a student number and acknowledgement of your application. If you have not submitted the required documents, you will be requested to do so to finalise your application.

STEP 3

Your application and eligibility for a USAf certificate of conditional exemption, if applicable, are evaluated by the university. Should your evaluation be positive, you will receive a conditional offer to study – SUBJECT TO AVAILABILITY OF SPACE. Selection programmes are excluded. If you have indicated in your application that you require on-campus residence, you will also receive correspondence from Housing and Residence Affairs. Note that qualifying for your programme of choice does not guarantee admission.

STEP 4

If you do not yet have a Universities South Africa (USAf) Certificate of Conditional Exemption, or are in the process of applying for one, the UFS Office for International Affairs (OIA) will assist you. The office can apply to USAf on your behalf. Once a conditional offer has been made to you, please liaise with niemannaja@ufs.ac.za or internationalenquiries@ufs.ac.za for assistance. Detailed information is included on p. 47 of 2022 Prospectus. You will be responsible for the payment of the USAf fee. Please note that assistance from the OIA is only available if you apply to the UFS. Certified copies of the following documents are required:

- proof of payment of the USAf fee made directly to USAf (deposit the amount into the account of the Matriculation Board at:
- Bank: ABSA, Branch: Sunnyside (630345), Account number: 405 903 6917
- certified senior/school leaving certificate
- certified academic records of UFS discretionary year studies;
- certified copy of South African ID or passport

STEP 5

Apply for a police clearance certificate, which must cover either the last 12 months or the entire period since you turned 18, whichever is longer. You need a police clearance certificate from every country where you resided in this period.

STEP 6

Following receipt of the conditional offer to study, you will receive a visa (undertaking) letter from the UFS Office for International Affairs.

STEP 7

Contact the UFS Office for International Affairs (OIA) for individual advice on study visa applications and mandatory South African medical aid. Please contact niemannaja@ufs.ac.za or internationalenquiries@ufs.ac.za for assistance.

STEP 8

Obtain mandatory South African medical aid – the OIA (contact details above) can assist you. This is required for you to be able to obtain a study visa.

STEP 9

Apply for your study visa. Detailed instructions are included on p. 48 of 2022 Prospectus. The OIA will assist you.

STEP 10

You need to source and secure financial support for your studies.

STEP 11

When your final statement of results is available, it must be submitted to the UFS. Your conditional offer will be re-evaluated, and you will receive a final admission offer.

Take note that meeting the minimum admission requirements for your programme of choice does not guarantee admission.

STEP 12

You have to complete the acceptance process for the offer online within the stipulated timeframe. If you fail to complete the acceptance process for the offer before the deadline, the offer will be withdrawn, and you will lose your space. Note that limited space is available.

STEP 13

If you meet the requirements, you will be allowed to register conditionally on condition that you finalise the application for Matriculation Exemption.

STEP 14

Pay the prescribed first payment before registration. You can move into the residence on campus where you have been placed, or into off-campus accommodation, and then start your academic activities, including orientation, academic advice, and registration.

The UFS Office for International Affairs can assist with the certification of copies of supporting documents. Please note that documents certified by the South African Police Service are not accepted by USAf.

IF YOU NEED MORE INFORMATION, CONTACT THE RELEVANT PERSON:

Immigration, Accreditation, Medical Aid, Finances, and Student Administration:

Jeanne Niemann: +27 51 401 3219 | niemannaja@ufs.ac.za

Incoming exchange students, internationalisation@home coordinator:

Bulelwa Malo: +27 51 401 9436 | malob@ufs.ac.za

International Office, Qwaqwa Campus:

Kanego Mokgosi: +27 58 718 5115 | mokgosike@ufs.ac.za

View the UFS Prospectus 2022 at

<https://ufs.ac.za/prospective>

