

UNIVERSITY OF
THE FREE STATE

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MATRICULATION EXEMPTION

20 22

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UFS
INTERNATIONAL
AFFAIRS

MATRICULATION EXEMPTION

Matriculation exemption is a legal requirement for international students for first-degree study at a South African university. Students who did not pass the South African Senior Certificate with endorsement are required by law to apply for matriculation exemption from the Matriculation Board. Prospective international students will receive advice on the necessary type of matriculation exemption; the UFS Office for International Affairs is available to apply on behalf of prospective international students for certificates of conditional exemption. Apply to mb.usaf.ac.za for conditional exemption.

The application will only be finalised by the Matriculation Board on receipt of the final matric certificates.

Admission to degree studies at the UFS requires either

- an Endorsed South African Senior Certificate, or
- a Matriculation Exemption Certificate issued by the South African Matriculation Board.

Below is an outline of the process for students who prefer to apply to USAf themselves.

Registered UFS students on the South Campus who have completed the Higher Certificate and wish to continue with bachelor's degree studies, must also follow these steps to apply for a conditional exemption certificate.

Students will need to submit final school-leaving results to receive conditional or full exemption.

PROCESS FOR CONDITIONAL EXEMPTION CERTIFICATE APPLICATIONS:

Step 1

Deposit the amount into the account of the Matriculation Board at:
Bank: ABSA, Branch: Sunnyside (630345), Account number: 405 903 6917
Keep proof of payment

FOR ONLINE APPLICATION

Step 2

Get electronic copies of the following supporting documents:

- proof of payment
- certified senior/school-leaving certificate
- certified academic records of UFS discretionary year studies (if applicable)
- South African ID or passport

FOR OFF-LINE APPLICATION

Step 2

Get physical copies of the following supporting documents:

- proof of payment
- certified senior/school-leaving certificate
- certified academic records of UFS discretionary year studies (if applicable)
- South African ID or passport

Take note that documents can only be certified by:

- Registrar of a South African public university (admission officers)
- South African Embassy, Consulate, High Commission or Trade mission in a foreign country
- Public Notary

NB: Documents certified by the South African Police Service will not be accepted for the issuance of final exemption certificates.

Step 3

Follow the link
<http://mb.usaf.ac.za/online-assessment-and-application/> and follow the instructions to complete online application

Step 3

Download the application form at <http://mb.usaf.ac.za/online-assessment-and-application/> and email the completed form and supporting documents to:
fax@universitiessa.ac.za

Step 4

Courier physical certified copies of the documents to:

Universities SA (Matriculation Board), PO Box 3854, Pretoria, 0001, South Africa

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:

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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>

