

UNIVERSITY OF THE FREE STATE

INTERNATIONAL STUDENTS 2024

FUTURE FOCUSED

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*Inspiring excellence, transforming lives
through quality, impact, and care.*

**Kovsie
2B**

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



UFS
STUDENT RECRUITMENT
SERVICES



ECONOMIC AND
MANAGEMENT SCIENCES



EDUCATION



HEALTH SCIENCES



THE HUMANITIES



LAW



NATURAL AND
AGRICULTURAL SCIENCES



THEOLOGY AND
RELIGION



UNIVERSITY THE FREE STATE

7 FACULTIES. 1 DESTINATION

APPLICATION AND ADMISSION REQUIREMENTS FOR INTERNATIONAL STUDENTS:



- Applications for International Students will open on the 1st of April 2023.
- The closing date for applications from international students for undergraduate studies is 31 August 2023.
- 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 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.
- 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.
- 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.
- Kindly note that you will be deregistered should you fail to pay your tuition fees in full by 30 June.
- If you have a scholarship, inform your sponsor of the UFS regulations on registration fees and tuition-fee payments before registering.
- A Universities South Africa (USAf) Certificate of Exemption is required if you do not have a South African Senior Certificate. For applicants currently in Grade 12, the UFS may make conditional offers based on the final Grade 11 results. If any other results are available, kindly submit them with your application or as soon as it becomes available.
- It is important to distinguish between 'Grade 12 statement of results' and 'Matric Certificate'. USAf does not issue 'conditional exemption certificates' based on Grade 11 and mid-year Grade 12 results. Current Grade 12 learners apply for an exemption when the final Grade 12 statement of results is available in January. If you meet the exemption requirements with your final Grade 12 'statement of results', USAf will issue a letter confirming that you meet the requirements thereof. The actual exemption certificate will only be issued on receipt of a Matric Certificate.
- If you do not have a matriculation exemption certificate, the Office for International Affairs (OIA) will apply on your behalf for the certificate. You will have to pay the prescribed fee before the Office for International Affairs will attend to the USAf exemption application. You must pay and submit the relevant documentation as soon as you receive the final Grade 12 results.
- English is the principal medium of instruction; therefore, you must have an adequate command of the English language.



TO ENROL AT THE UNIVERSITY OF THE FREE STATE AS AN UNDERGRADUATE INTERNATIONAL STUDENT

IN 2024, YOU NEED TO FOLLOW THESE STEPS:



Step 1: Submit your online application to the UFS at <https://apply.ufs.ac.za>.

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, proof that you are currently enrolled for the Advanced Subsidiary/Advanced level



If applicable, study record (academic transcript) with a certificate of conduct and/or qualification certificate if you have obtained your degree

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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 Exemption, if applicable, are evaluated by the university to determine whether you meet the exemption requirements (using a combination of Grade 12 mid-year AS-level and Grade 11 O-level results). 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. If you have not indicated on the application that you require on-campus accommodation, kindly send an email to resapplications@ufs.ac.za and include your student number. 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 Exemption, or are in the process of applying for one, the UFS OIA will assist you and can apply to USAf on your behalf. Once you receive a conditional admission to study, please liaise with oiastudentadmin@ufs.ac.za for assistance. 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. **Uncertified 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)
- **uncertified** senior/school leaving certificate
- **uncertified** academic records of UFS discretionary year studies
- **uncertified** copy of South African ID or passport



The UFS OIA 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.

Step 5: Apply for a police clearance certificate, which must cover either the past 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.

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Step 6: Following receipt of the conditional admission to study, you will receive a visa (undertaking) letter from the UFS OIA. Please contact niemannaja@ufs.ac.za or tshabalalal@ufs.ac.za to assist you with this letter.

Step 7: Contact the OIA for individual advice on study visa applications and mandatory South African medical aid. Please contact niemannaja@ufs.ac.za or tshabalalal@ufs.ac.za for assistance.

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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. The OIA will assist you.

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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 (oiastudentadmin@ufs.ac.za). Your conditional admission will be re-evaluated, and you will receive a final admission outcome.

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



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Step 12: Accept the study offer online within the stipulated timeframe. If you fail to accept the offer before the deadline, it 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.

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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.

CONVERSION TABLE



The UFS uses a conversion table to help us consider all applications equally. If you are an international and/or home-schooled prospective student, use the conversion table below to calculate your AP (admission point). The table applies to all examination authorities/bodies in South Africa and internationally (upload international results as symbols).

The conversion table below reflects the minimum admission requirements and is a guideline only. Meeting the minimum admission requirements for your chosen/intended programme of study does not guarantee admission, as limited space is available in each programme. Final selection is subject to the availability of space, academic results, and other admission requirements where applicable.



CONVERSION TABLE

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ABBREVIATIONS

% awarded by SU	The percentage in this column is awarded for the symbol or number grade presented by the different systems in the shaded areas
SA NSC	South African National Senior Certificate
HIGCSE/NSSC HL	Higher International General Certificate of Secondary Education / Namibian Senior Secondary Certificate Higher Level
IGCSE/GCSE/NSSC OL/O-Level Gr-11	International General Certificate of Secondary Education / General Certificate of Secondary Education / Namibian Senior Secondary Certificate Ordinary Level Grade 11
IGCSE/GCSE/NSSC OL/O-Level Gr-12	International General Certificate of Secondary Education / General Certificate of Secondary Education / Namibian Senior Secondary Certificate Ordinary Level Grade 12
AS-Level	Advanced Subsidiary Level
A-Level	Advanced Level
IB HL	International Baccalaureate Higher Level
IB SL	International Baccalaureate Standard Level
GERMAN SCHOOL	Abitur
IEB	Independent Examination Board
SACAI	South African Comprehensive Assessment Institute
SC HG	Senior Certificate Higher Grade (completed Grade 12 before 2008)
SC SG	Senior Certificate Standard Grade (completed Grade 12 before 2008)

UFS Formula	HG		SG		NSC / NSS / IEB		NSSC / HIGCSE (HL)		IGCSE / O / GCE		AS	A	IB (SL)	IB (HL)	German	
	Sym	%	Sym	%	Lvl	%	Lvl	%	Sym	%	Sym	Sym	Lvl	Lvl	Lvl	%
10												A		7		
9												B		6		
8	A	80			7	90	1	80			A	C		5	13-15	90-100
7	B	70			7	80	2	70			B	D	7	4	11-12	80-89
6	C	60	A	80	6	70	3	60	A	80	C	E	6	3	8-10	70-79
5	D	50	B	70	5	60			B	70	D		5	2	7-8	60-69
4	E	40	C	60	4	50	*4	50	C	60	E		4	1	5-6	50-59
3	F	33	D	50	3	40							3		4	40-49
2	FF	20	E	40	2	30							2			
1			F	33									1			

UFS Formula	Zambia School Certificate		Zeugnis der allgemeinen Hochschulreife		Malawi MSCE		Angola		Uganda				China		West Africa (WAEC / NECO / WA A-levels)			USA	
	Sym	%	Sym	%	Rating	%	Marks	Sym	Advanced	Certificate of Education	Marks	Sym	Marks / 100	Marks / 100	Sym	Rating	West Africa O-levels	Sym	%
8			12-15	80					A	80			90	135	A	1,2			
7			10-11	70					B	70			80	120	B	3,4		A	90-100
6	1,2	Dist	8-9	60	1,2	80	18-20	A	C	60	1,2	A	70	105	C	5,6	1,2	B+ / A-	85-89
5	3,4	Merit	6-7	50	3,4	70	14-17	B	D	50	3,4	B	60	90			3,4	B	80-84
4	5,6	Credit	4-5	40	5,6	60	10-13	C	E	40	5,6	C					5,6	C	70-79
3					7,8	50												D	60-69
2																			
1																			

* Already confirmed by the Matriculation Board and approved by the Access Committee:
HIGCSE "4" = IGCSE "C" = 60%

The Conversion Table is subject to change.



MATRICULATION EXEMPTION



Matriculation exemption is a legal requirement 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 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

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

For students who prefer to apply to USAf themselves, below is an outline of the process.

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 (HARD COPY)

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

SOUTH AFRICAN MEDICAL AID



In terms of the Immigration Act 13 of 2002 as amended and its regulations, any prospective student in the Republic of South Africa must provide proof of medical cover with a medical scheme registered in terms of the Medical Schemes Act 131 of 1998. Although you might be able to secure a study visa with other types of medical products, whether South African or otherwise, the University of the Free State only accepts South African medical-aid products. To comply with the regulations, the university requires a membership certificate as proof of full medical-aid cover with a South African-registered medical-aid scheme for the full calendar year, until 31 December of that year. (<https://www.medicalschemes.com/medicalschemes.aspx>)

To avoid unnecessary complications, please make the necessary financial arrangements with the medical-aid provider prior to your entry into South Africa. Should you rely on sponsorship, please make sure that you advise your sponsor of this requirement as soon as you get sponsorship or acceptance. The required medical-aid cover fee must be paid directly to the medical-aid company, separate from the tuition fees. Students will not be allowed to register unless they can show a membership certificate as proof of a valid and comprehensive medical-aid cover for the duration of the academic year (until 31 December); without a clearance certificate, students cannot register at the institution. Students who are members or dependents of a South African-based parent/guardian/spousal/work medical aid, are required to present a recent membership certificate for the annual registration. The membership certificate must reflect active membership for the current year.

STUDY VISAS



If you are a foreign student and wish to study in South Africa, you can apply for a study visa by completing South African Home Affairs Form BI-1738. Study visas must be applied for at VFS Global Centres (<https://www.vfsglobal.com/dha/southafrica/>) at various locations in South Africa or at the nearest South African embassy, mission, or consulate abroad; prospective students are responsible for the payment of the relevant fees. Study visas for studies at a learning institution must be valid for the duration of the study.

The following documents must be submitted with the BI-1738 application (visa application) form:

- a passport valid for no less than 30 days after intended studies
- payment of the prescribed administrative fee
- confirmation and proof of payment for a South African medical aid through a medical scheme registered with the SA Council for Medical Schemes; the cover must remain valid for the duration of the calendar year
- letter of offer from the university, stating the duration of the degree
- letter of undertaking from the university – this letter is issued by the Office for International Affairs
- medical and radiological reports (less than six months old)
- yellow fever vaccination certificate, if relevant
- relevant certificates if married, widowed, divorced, or separated
- details regarding arranged accommodation while in South Africa
- proof of sufficient funds to cover tuition fees and maintenance
- a police clearance certificate for the past 12 months or longer since the age of 18.



You are advised to submit the documentation as soon as possible. DO NOT send the documentation to the university. You should keep a copy of your submission and all receipts safe. Please note that it can take longer than one month to obtain a study visa.

Please note that the holder of a study visa may conduct part-time work for a period not exceeding 20 hours per week.



OFFICE FOR INTERNATIONAL AFFAIRS (OIA)

The Office for International Affairs (OIA) serves as the first port of call for all international students at the UFS, providing assistance and specialised administrative support. The principal purpose of the OIA is to enable internationalisation at the UFS. It renders strategic advice on internationalisation and supports the international activities of internal UFS stakeholders. It supports international partnerships, research internationalisation, internationalisation-at-home activities, and student exchanges.

The services include, but are not limited to

- specialised services for international students, and ensuring their compliance with relevant legislation;
- facilitation of international partnerships and advice to internal stakeholders on partnership processes;
- providing practical and emotional support for international students;
- structuring co-curricular internationalisation-at-home activities, such as cultural diversity celebrations;
- supporting co-curricular internationalisation-at-home activities and the social integration of international students; and
- liaison with various external stakeholders, i.e., government, embassies in South Africa, science councils, and funding agencies.



UMOJA BUDDY PROGRAMME

As a first-entering international student, you are invited to join the Umoja Buddy Programme (UBP), coordinated by the OIA. The UBP is designed to help with the adjustment process by pairing newly admitted international students with current senior students at the UFS. Students requesting an Umoja ambassador have the chance to start their time here at the UFS with a friend they can hang out with, and who can help them adjust to campus life. The UBP is a fun and easy way to learn about South African culture, and it is a great way to share about your own country and culture. The UBP provides both international and local students at the University of the Free State the opportunity for an enriching cultural exchange and allows both participants to gain a broadened perspective on the world.



WHERE CAN YOU FIND THE OFFICE FOR INTERNATIONAL AFFAIRS?

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
Letlela Tshabalala +27 51 401 9032 | tshabalalal@ufs.ac.za
Matladi Tsoeu +27 51 401 7207 | oiastudentadmin@ufs.ac.za

Incoming exchange students, Internationalisation@home coordinator:

Bulelwa Malo +27 51 401 3397 | malob@ufs.ac.za





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