

UNIVERSITY OF THE FREE STATE  
**POSTGRADUATE  
INTERNATIONAL  
STUDENTS**  
2024

FUTURE FOCUSED

T: +27 51 401 3000 | E: [info@ufs.ac.za](mailto:info@ufs.ac.za) | [www.ufs.ac.za](http://www.ufs.ac.za)

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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



# SUPPORT TO POSTGRADUATE STUDENTS

Scan and view the QR codes that contain relevant information about the programmes per faculty.

# CENTRE FOR GRADUATE SUPPORT



The Centre for Graduate Support serves UFS-registered postgraduate diploma, honours, master's, and doctoral students and supports the university community with services and information resources to reach our postgraduate teaching, learning, research, and community engagement goals. Our support is generally generic, with faculties providing the discipline-specific support that postgraduate students and staff may require.

Through our comprehensive set of generic competency-building Research Capacity Development workshops, we capacitate staff and students through blended learning (online and face to face) workshops. The workshops cover various topics, including research methodology, academic writing, research ethics, research software programs, and research supervision. To reach our off-campus students, we present various international workshops to registered UFS postgraduate students in Lesotho, Namibia, Zimbabwe, and Ghana, and locally in Gauteng, Northern Cape, and the Western Cape.

Our WriteSpace provides academic writing support to postgraduate students and academic staff, facilitating workshops on academic writing and English language development. The Write Space also facilitates one-on-one writing consultations for postgraduate students. Furthermore, writing skills are developed through the provision of Grammarly, an English language software program available to both staff and postgraduate students at the UFS.

Recognising the importance of funding for postgraduate students, the CGS provides financial support by administering internal and external funding instruments to ensure that postgraduate students pursue and complete their studies within the minimum academic period. The CGS has a dedicated funding office that assists postgraduate students with bursaries and funding.

The CGS GRM online electronic student tracking system tracks the research journey of each UFS postgraduate student, thus enabling deans and HODs to keep track of all their postgraduate students' progress from registration to graduation. Further supporting the GRM tracking system are two postgraduate administrative processes. The Applications, Admissions and Enrolments (AAE) portfolio processes master's, doctoral, and postdoctoral applications, admissions, and enrolments. The Theses/Dissertation submission portfolio is responsible for processing theses and dissertations for examination.

We also support academic and support staff who are pursuing their postgraduate qualifications. This is funded through the UCDG grant and covers expenses related to, e.g., teaching replacements, fieldwork costs, editing costs, tuition fees, etc. There is limited financial support for postgraduate students in terms of fieldwork and congress attendance.

The CGS plays an important role in developing and implementing postgraduate policies at the UFS. We have therefore initiated various organisational processes to harmonise postgraduate administrative processes across the institution. This should result in smoother handling of postgraduate administrative processes.

# UNDERTAKING POSTGRADUATE RESEARCH AT THE UFS

At the UFS, we have made major investments in postgraduate education to attract the best honours, master's, and doctoral students from all over the continent and worldwide. The efforts include research capacitation and assistance with tuition fees for qualifying postgraduate students – from postgraduate diploma to doctoral students.

Research at the UFS centres around the UFS being a research-led university. UFS research concentrates on two international agendas: The Africa We Want and the Sustainable Development Goals. Based on these plans, the research agenda articulates into six themes, namely

- local and regional socio-economic development;
- food security and land reform;
- health and well-being;
- human rights, social justice, and reconciliation; and
- new scientific and industrial challenges.

Each of these themes encompasses our academics' research at the UFS. It requires an interdependent, integrated, and transdisciplinary research approach. We provide research leadership by promoting and supporting research activities to ensure that our faculties achieve excellence in research, scholarship, and innovation. This filters down to our postgraduate students. The seven faculties at our university continue to produce high-quality research that contributes to global knowledge in economics, education, health sciences, natural and agricultural sciences, law, the humanities, and theology and religion.

The University of the Free State provides comprehensive support to postgraduate students to ensure that they achieve success.

The University's Centre for Graduate Support offers much-needed support to postgraduate students by providing opportunities for research skills development. The Centre for Graduate Support offers a variety of workshops and related events aimed at the development of professional research skills. These workshops cover the critical areas of writing skills, research methods, information management, ethical practices, research supervision, project management, theoretical application, intellectual property and legislation, and career development. The Centre for Graduate Support also administers all the UFS bursaries and aims to address postgraduate students' challenges during their studies.

As a postgraduate student, you will be supported, mentored, and supervised by leading professors who are committed to developing your competence and confidence as a new researcher. Within your department and faculty, you will be provided with the training and resources necessary to advance your research, which will result in you compiling a thesis or dissertation. The key person in your development as a researcher remains your supervisor. You will also find that fellow students often become key supporters in your learning, and you are encouraged to use this support during your studies.

As a university, we are responsible for building knowledge markets and platforms of the knowledge society. The university forms partnerships to establish research consortia and research platforms, industry clusters and platforms, creative commons, and open-source platforms. This is an environment where the university and business are increasingly overlapping. The UFS is proud of the newly established advisory boards in each faculty. Through these advisory boards, we aim to understand and address challenges experienced by communities, industries, the private sector, and government.



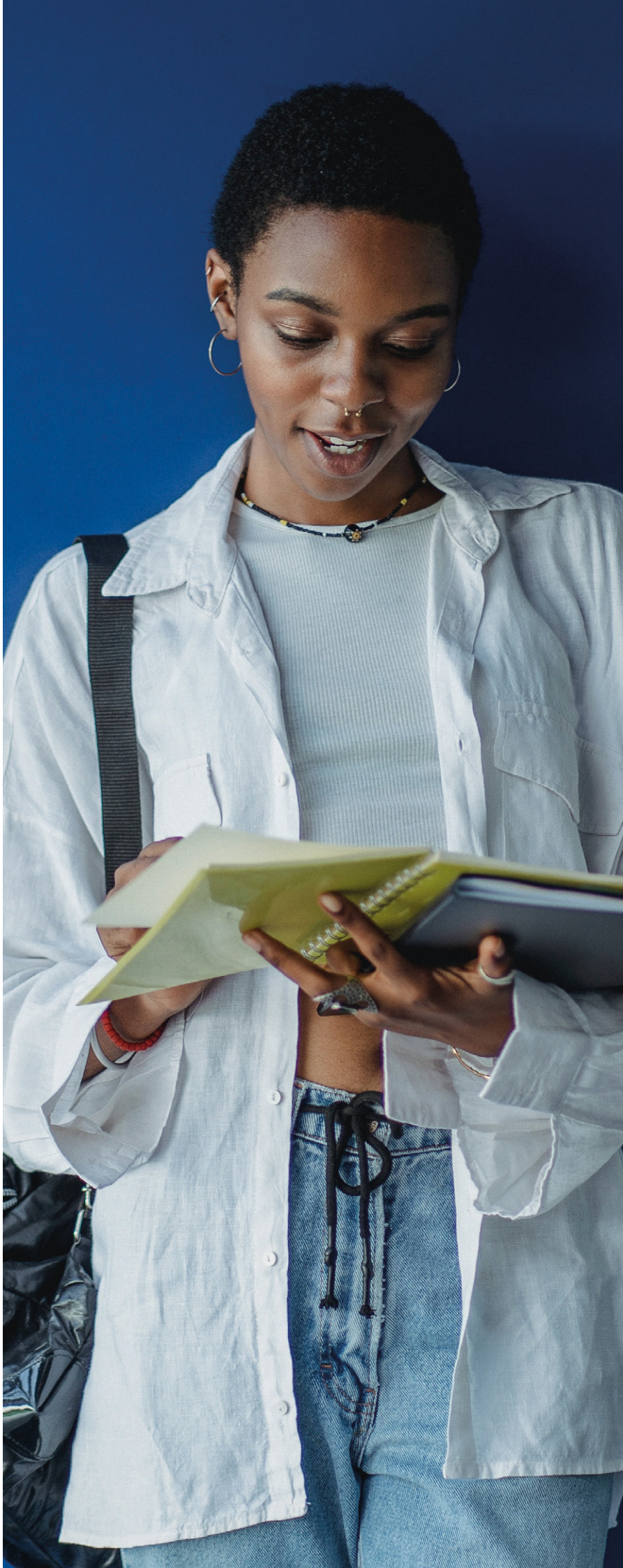
Ethics are embedded in the research culture of the university. The questions we pose, the methodologies we use to gather data, and how we write up research findings must be informed by the greatest sensitivity to ethical concerns. Being ethical is the foundation of our research agenda.

This university believes that the priority of postgraduate students must be their focus on academic activities rather than worrying about financing their studies. We are therefore committed to postgraduate students and avail resources to support their studies. There is a dedicated office for postgraduate funding opportunities within the Centre for Graduate Support to assist students in identifying sources of finance within and outside the university and preparing successful funding applications. The office manages a rich online database of scholarships, bursaries, and other funding opportunities and will assist postgraduate students throughout their studies.

We create and sustain rich international networks with leading universities and scholars across the globe. Your supervisor will expose you to these networks within which young scholars are placed for purposes of mentorship, socialisation, networking, and growth. We have extensive agreements on institutional, faculty, and departmental level with national and international universities.

These agreements provide for the exchange of researchers, lecturers, and collaborative research projects. The more than 70 partner universities are located in countries including Austria, Belgium, Botswana, Brazil, Canada, China, the Czech Republic, France, Germany, Ghana, India, Israel, Italy, Japan, Mexico, the Netherlands, Norway, Spain, Sweden, Thailand, Zimbabwe, and the USA.

Our research standing and quality attract large numbers of exceptional and talented postgraduate students, both locally and internationally.



# UFS RESEARCH AT A GLANCE

Join some of the leading professors in the world as you pursue an advanced degree in your field.


Latest Research Report 2020/2021  
[https://www.ufs.ac.za/docs/librariesprovider41/research-reports/ufs-research-report-2018-2019\\_electronic-copy.pdf?sfvrsn=eb439321\\_0](https://www.ufs.ac.za/docs/librariesprovider41/research-reports/ufs-research-report-2018-2019_electronic-copy.pdf?sfvrsn=eb439321_0)



Research webpages  
<https://www.ufs.ac.za/research>

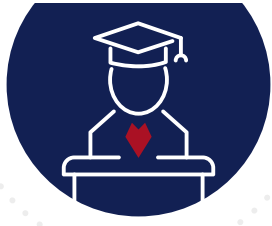


## Research capacity at the UFS includes: (extract from 2018/2019 research report)



**204**  
NRF-rated researchers

**55**  
Y-rated researchers



**52%**  
permanent academic staff with PhD

**169**  
research-related agreements and contracts (2019)



**POSTGRADUATE STUDENTS**



**186**  
research master's graduates (2020)

**106**  
doctoral graduates (2020)



**1 023**  
doctoral enrolments (2020)



# APPLICATION PROCESS



**Online application:** Visit the website [www.ufs.ac.za](http://www.ufs.ac.za) and follow the link Postgraduate Studies – Online Application to complete and submit your application form. Terms and conditions apply.

## N/B

*Applicants must please contact the relevant faculty in order to complete the departmental application/selection forms as well.*

Make sure that your application form is completed correctly and signed before returning it to the UFS. You should expect some form of acknowledgement/feedback from the university within three weeks of sending your application.

- The application process must be completed before arrival at the university for registration. Your details must be captured on the UFS database to facilitate the registration process. For this reason, adherence to closing dates is extremely important.
- Students transferring from other universities must include a certificate of conduct as well as a study record from their previous university with their applications. The closing date for students transferring from other universities may depend on faculties.
- International postgraduate students must attach certified copies of degrees/certificates to their applications. Degrees/certificates that are not certified will delay the processing of applications. In addition, proof of application for a SAQA Certificate of Evaluation relating to all qualifications obtained outside South Africa must be attached.

If your application is successful, you will receive a letter of admission from the Admissions Office.

International students will additionally receive a letter from the Office for International Affairs, which serves as a supporting document for your study visa application. Visit the South African embassy/consulate/high commission in your home country with the above letters, as well as your passport, to apply for your visa. Please be advised that your study-permit application can take more than six weeks to be finalised. Please contact the Office for International Affairs should you experience challenges or delays with the visa application process. Comprehensive information on the visa application process is available in the International Student Guide, which you can download at

[https://www.ufs.ac.za/docs/librariesprovider43/international-affairs/international-student-guide-2022--2023.pdf?Status=Master&sfvrsn=2df55220\\_3](https://www.ufs.ac.za/docs/librariesprovider43/international-affairs/international-student-guide-2022--2023.pdf?Status=Master&sfvrsn=2df55220_3)



## CONFIDENTIALITY CLAUSE:

The UFS confirms that all personal information provided on your application form will be treated confidentially and will not be sold to a third party or used for commercial or related purposes.

The UFS further confirms that your personal information will only be used for purposes relating to your potential relationship with the UFS as a student, including but not limited to the processing of your application to study at the UFS, effecting registration at the UFS, and for any communication purposes related to your application and/or registration to study at the UFS.

# APPLICATION AND ADMISSION OF INTERNATIONAL POSTGRADUATE STUDENTS



Postgraduate applicants must have all previous post-school qualifications verified by the South African Qualifications Authority (SAQA). They need to attach proof of application for a SAQA Certificate of Evaluation relating to all qualifications obtained outside South Africa. Postgraduate students may not be able to register without the SAQA verification. Please contact the Office for International Affairs: **Mrs Matladi Tsoeu**, E: [tsoeumr@ufs.ac.za](mailto:tsoeumr@ufs.ac.za) | T: +27 51 401 7207, should you experience delays with the SAQA process.

## **SAQA contact details:**

### **EVALUATION OF FOREIGN QUALIFICATIONS CALL CENTRE:**

**T:** +27 12 431 5070 or alternatively send an email to: [customer@saqa.org.za](mailto:customer@saqa.org.za)

**Helpdesk:** +27 860 111 673

**Switchboard:** +27 12 431 5000

**Fax:** +27 12 431 5147

**Street address:** SAQA House | 1067 Arcadia Street | Hatfield | Pretoria

**Postal address:** Postnet Suite 248 | Private Bag X06 | Waterkloof, 0145





# INTERNATIONAL APPLICATIONS



## OFFICE FOR INTERNATIONAL AFFAIRS

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.

### *Where can you find the Office for International Affairs?*

Our offices are located on the second floor of the Theology Building on the Bloemfontein Campus and on the second floor of the Intsika Building on the Qwaqwa Campus.

If you need more information, contact the relevant person:

#### **BLOEMFONTEIN CAMPUS:**

**Immigration, accreditation, medical aid, finances, and student administration:**

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

**Letlela Tshabalala:** +27 51 401 9032 | tshabalala@ufs.ac.za

**Matladi Tsoeu:** +27 51 401 7207 | tsoeumr@ufs.ac.za

**Incoming exchange students, internationalisation@home coordinator:**

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

#### **QWAQWA CAMPUS:**

T: +27 58 718 5115 | oiastudentadmin@ufs.ac.za



# ALL INTERNATIONAL STUDENTS

ARE ADVISED TO TAKE NOTE OF THE FOLLOWING:



**Administrative fee:** A non-refundable administrative fee is charged on all international student accounts. For more information, visit <https://www.ufs.ac.za/kovsielife/unlisted-pages/tuition-fees/tuition-fees-30>



**Closing date:** The closing date for applications is **31 August 2023**. Contact the faculty of your intended postgraduate study for more detail. Refer to the section dealing with faculty-specific postgraduate programmes for contact details.



**Visa:** You must have a valid study visa before you can enter South Africa. Make sure your study visa is issued to study at the UFS and not at any other institution in South Africa. You must have a valid and appropriate/correct visa to be registered at the UFS. Applications may take more than six weeks to process; please contact the Office for International Affairs immediately if you experience any challenges or delays. See below for more information.



**Accommodation:** You must have a letter from Housing and Residence Affairs confirming accommodation. This letter is required for your visa application to study at the UFS. Contact **Hein Badenhorst** at +27 51 401 3737 or [Badenh@ufs.ac.za](mailto:Badenh@ufs.ac.za)



**Medical Aid:** You must be a member of a medical aid registered in terms of the Medical Schemes Act 1998 of South Africa, as required by the South African Immigration Act. Please note that your medical-aid cover **MUST** be valid for the duration of your studies at the UFS. No travel insurance or hospital plans will be accepted. See below for more information.



**First payment:** A first payment must be made before you can register as a UFS student. The Department of Student Finance will communicate the amount and the payment deadline to you. For further details, visit <https://www.ufs.ac.za/kovsielife/unlisted-pages/tuition-fees/tuition-fees-30>



**Scholarships/Bursaries/Sponsorships:** If you have a scholarship, inform your sponsor of the UFS regulations on payments before you register and pay tuition fees.

Applicants who are in possession of a degree from non-South African universities, must include the South African Qualifications Authority (SAQA) evaluation letter or proof of application for evaluation to SAQA with their application form. Non-South African certificates/degrees must be assessed by SAQA prior to registering at the UFS. This process can take anything from two to three months. Visit [www.saqa.org.za](http://www.saqa.org.za) for more information.



## 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 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; contact **Ms Jeanne Niemann**: E: niemannja@ufs.ac.za | T: +27 51 401 3219.
- 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 six weeks 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.

## 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.

# PROCESSES FOR INTERNATIONAL STUDENTS



Apply to the UFS at  
<https://apply.ufs.ac.za>



Receive the offer  
to study



Accept the  
offer online



Contact the Office for International Affairs  
(Mrs Jeanne Niemann, E: [niemannaja@ufs.ac.za](mailto:niemannaja@ufs.ac.za), T: +27 51 401 3219) to issue a letter of  
undertaking to apply for a visa  
(only if you are a full-time student)



Apply for membership  
of a registered medical  
aid in South Africa  
(only if you are a  
full-time student)

Apply for a study visa at  
the nearest SA embassy  
/ consulate / mission  
(only if you are a  
full-time student)

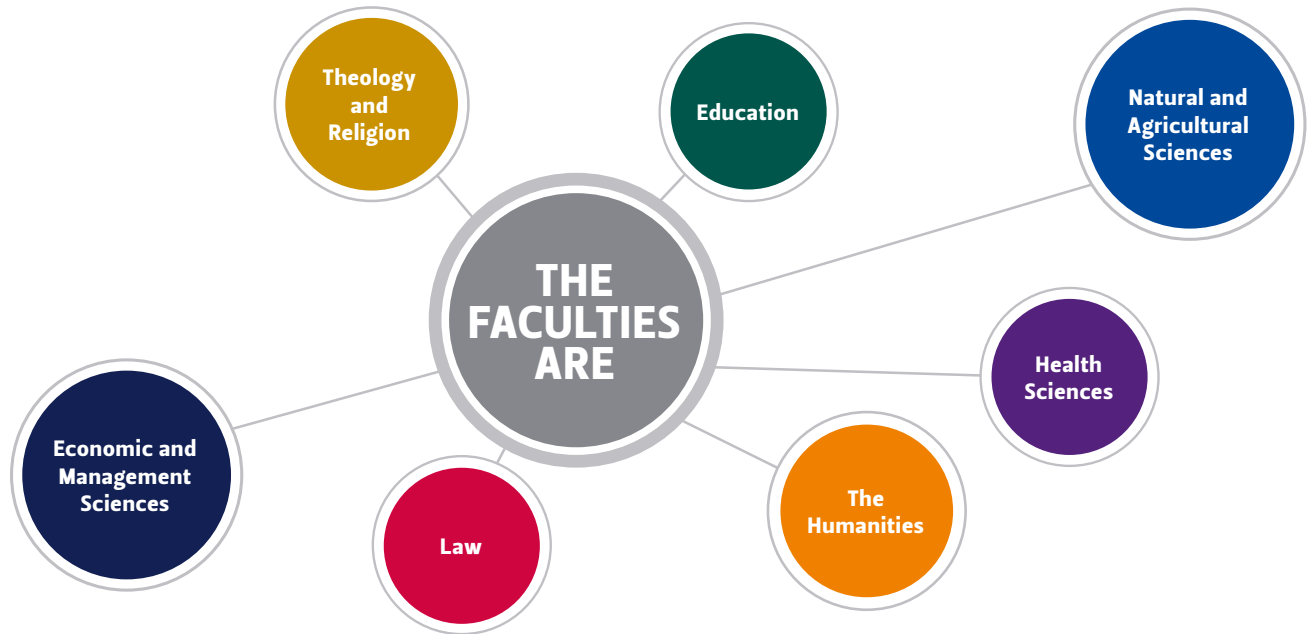


Once your visa has been issued, please  
submit documentation (confirmation of  
medical aid, passport, and visa) to the  
Office for International Affairs. Contact  
Jeanne Niemann or Letlela Tshabalala  
for further assistance.



# FACULTY-SPECIFIC POSTGRADUATE PROGRAMMES

We have seven different faculties, each with their own specific admission requirements for undergraduate programmes. Within the faculties, different undergraduate programmes may also have additional and/or different admission requirements – especially the selection courses. Make sure that you are aware of the requirements for the programme you want to study. The faculties are:





# FACULTY CONTACT DETAILS



## FACULTY OF ECONOMIC AND MANAGEMENT SCIENCES

Enquiries: Simone Williams | T: +27 51 401 2173 | E: EMSadvice@ufs.ac.za

**IMPORTANT: Applicants must please contact the faculty/department/contact person to complete the departmental application/selection forms as well.**



## FACULTY OF EDUCATION

**IMPORTANT: Applicants must please contact the faculty/department/contact person to complete the departmental application/selection forms as well.**



## FACULTY OF HEALTH SCIENCES

**IMPORTANT: Applicants must please contact the faculty/department/contact person to complete the departmental application/selection forms as well.**



## FACULTY OF LAW

**IMPORTANT: Applicants must please contact the faculty/department/contact person in order to complete the departmental application/selection forms as well.**



## FACULTY OF NATURAL AND AGRICULTURAL SCIENCES

The Faculty of Natural and Agricultural Sciences consists of three research areas, namely:

- Natural Sciences,
- Agricultural Sciences, and
- Building Sciences.

For specific admission requirements to study any of the postgraduate diplomas, honours, master's, and doctoral degrees, consult the faculty website and the Rulebook of the Faculty of Natural and Agricultural Sciences at: <http://www.ufs.ac.za/nas> or for academic advice, contact the programme director of the specific field of study as indicated below.

If you need assistance to find the relevant person, please contact:

Marketing Manager:

Elfrieda van den Berg: T: +27 51 401 2531 | E: vdberge@ufs.ac.za | [www.ufs.ac.za/nas](http://www.ufs.ac.za/nas)

**IMPORTANT: Applicants must please contact the faculty/department/contact person in order to complete the departmental application/selection forms as well.**



## FACULTY OF THE HUMANITIES

**IMPORTANT:** Applicants must please contact the faculty/department/contact person in order to complete the departmental application/selection forms as well.



## FACULTY OF THEOLOGY AND RELIGION

The Faculty of Theology and Religion offers the following fields of specialisation in postgraduate studies:

- Old Testament Studies
- New Testament Studies
- Bible Translation
- New Testament Greek and Early Christian Literature
- Church History and Polity
- Systematic Theology
- Practical Theology
- Missiology
- Religion Studies
- Spirituality



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

**Kovsie  
2B**

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UNIVERSITEIT VAN DIE  
VRYSTAAT  
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**UFS**  
STUDENT RECRUITMENT  
SERVICES