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**Kopsie
2B**

THREE PHASES TO BECOME A KOVSIE STUDENT

NOMONDE MBADI

and I am the Director for Student Recruitment Services.

Let us begin our journey to become a Kopsie student with an understanding of how the application, admission, and registration processes at the University of the Free State work.

Hello, I am...

The first step towards a tertiary qualification at Kopsies starts with the application.

You have decided to study at a tertiary institution after Grade 12. So, how do you do it? You must notify the university that you intend to study for an undergraduate programme – and you do so through the application form.



For degree studies at the University of the Free State, we expect that:

- you have an NSC or NCV with an endorsement that allows entrance to degree studies (bachelor's degree) or an equivalent qualification;
- you meet all the minimum admission requirements for the programme you intend to study. **Meeting the minimum admission requirements for your chosen/intended programme of study does not guarantee admission, as limited space is available in each programme;**
- you have a minimum level of 4 (50%) in the UFS language of instruction; and
- you must pass certain school subjects with a minimum level of achievement in order to take a certain university module. For example, you must get a mark of 70% for Mathematics in Grade 12 if you plan to study BSc majoring in Physics with Engineering subjects. Please refer to the Prospectus 2021 at <https://.ufs.ac.za/prospective> for faculty-specific admission requirements.

APPLICATION

At the UFS, you do not pay any application fee. Applications open on 1 April and close on 30 September. Note that the selection programmes have specific closing dates, which you should not miss.

To apply, visit <https://apply.ufs.ac.za>. Keep your mobile phone and an active email address ready, as you require both to access and complete the online application form.

Proceed through all the steps and submit your electronic application. Make sure that you complete the application form properly, e.g. if you need on-campus residence accommodation or financial aid, indicate this in the relevant section. **Remember to upload or attach copies of the following when you apply for an undergraduate programme:**

- Your ID if you are a South African citizen
- Your passport if you are an international student
- Your parent's ID or passport if you are younger than 18
- National Senior Certificate if you have already matriculated
- Your final Grade 11 results with the school's stamp
- Grade 12 June results with the school's stamp as soon as it becomes available. It can also be emailed to studentadmin@ufs.ac.za, especially if you have applied for a selection programme
- USAf accreditation from the examination board for South African universities. Apply to mb.usaf.ac.za for conditional exemption, foreign conditional exemption, or mature age conditional exemption.

We advise you to apply online as it is quick and easy – no hassle, no fuss! It has a modern design and is mobile- and tablet-friendly. You can apply using any device. No selection forms need to be attached, unless requested otherwise. You can expect a quicker response time if you apply online.

We will acknowledge receipt of your application form by sending you a letter and student number.



ADMISSION

Now the UFS knows that you want to study an undergraduate programme. You have received a student number. But that does not mean you have been admitted to the UFS.

2 In the admission phase, there are two very important concepts you have to understand – conditional admission and final admission.

Let me explain what conditional admission means. If you meet the admission requirements for the programme you have chosen, you will receive a conditional admission letter. This is very important, as the UFS is telling you that your Grade 11 results are good enough, but you will have to keep up the good work to be assured of a space to study the programme of your choice. You can use this letter to source financial support from sponsors or a study loan.

If your Grade 11 results are lower than the admission requirements for the programme you have chosen, you will receive a letter informing you that you have been conditionally denied. You have two choices – either you study harder and improve your results in Grade 12, or you must change your programme of choice to another one with lower admission requirements, e.g. an Extended Curriculum Programme or a Higher Certificate.

If there are any outstanding documents, e.g. the financial agreement or an ID, you will be requested to submit it. Please do not ignore this correspondence as it will delay your final admission to study.

THIS BRINGS US TO THE FINAL ADMISSION PHASE. You received your NSC results in January and it looks good. Well done! The UFS also received your results. You meet all the requirements for your choice of programme. The UFS is just as delighted with your results as you are and sends a letter informing you that you have been finally admitted. This means that there is a space for you, and you must register as soon as possible when registration opens. Remember that there are limited spaces, so make sure that your finances and accommodation are in order before you come to register. If you have not applied for bursaries, loans or sponsorships and accommodation, it is crucial that you do so now. More about registration a bit later. Now, this is where the good news gets better. If your final admission point is 35 and above, you will receive an academic merit award. Hard work is always rewarded!

UNFORTUNATELY, this phase also means that if your final Grade 12 results are lower than the admission requirements, you will receive a final letter of denial. It is important to act immediately and apply to the Central Application Clearing House. They will help you find a space at any other tertiary institution in the programmes for which you meet the admission requirements.

REGISTRATION. The last step to becoming a Kopsie student is the most important – registration. Registration is the process by which you formally register as a student at the UFS. Make sure that you pay the required first payment five (5) days before registration, otherwise you will not be able to register. Check the website for important information, especially if you have applied for NSFAS. All first-year students register during a specific period. Again, the online or manual options are available. You will receive academic advice and assistance with module selection for your first year. After registering, you will receive your timetable, student card, and study guides. You are ready to start with your classes.

SO, LET US RECAP –

your Kopsie journey begins with the completion and submission of the application form. Having applied does not mean that you have been admitted. You will only be conditionally admitted based on your Grade 11 results. Final admission in January is based on your final Grade 12 results. Registration is the last phase you need to complete. Once you have done this, you are a Kopsie student and can proceed with your studies. Good luck!

CONTACT US

If you need more information, contact +27 51 401 9666 or send an email to studentadmin@ufs.ac.za. Alternatively, you can contact the Student Recruitment team at:

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SEE YOU NEXT YEAR!
ONLY A KOVSIE KNOWS THE FEELING.

