

How to apply for POSTGRADUATE PROGRAMMES

on the Stellenbosch and Tygerberg campuses



SELECT A PROGRAMME

Check out on [What can I study?](#) on the Prospective Postgraduate Student [website](#) for possible programme choices or browse the [University Calendar](#).



MEET THE ADMISSION & SELECTION CRITERIA

Make sure you meet the minimum criteria for the programme(s) before you apply.

[Admissions Policy](#)

[Admission Criteria](#)



APPLY ONLINE

Submit your application before the [closing date](#).

You can [apply here](#).

[Application documents](#)



TRACK YOUR APPLICATION STATUS

Log in to the [Applicant Portal](#) to track your application status.



ACCEPT OUR OFFER AND UPLOAD YOUR SIGNED CONTRACT

If we make you an offer you must accept it by the deadline, and upload your signed [student contract](#) to join our postgraduate community!

RESOURCES

Here is a list of all the useful links that you'll find throughout this document.

GET IN TOUCH

For help or information, contact Client Services at 021 808 9111, e-mail info@sun.ac.za or visit www.sun.ac.za/pgstudies. Remember to use your Applicant ID when you contact us.

SELECT A PROGRAMME

WANT MORE INFORMATION ABOUT THE PROGRAMMES WE OFFER?

Visit the [Prospective Postgraduate Student website](#) and click on [What can I study?](#) for possible programme choices, or browse the University Calendar.

HELP WITH YOUR APPLICATION

If you need any help with your application or need more information, please contact our Client Services at 021 808 9111, or e-mail info@sun.ac.za or visit www.sun.ac.za/pgstudies. Remember to provide your Applicant ID when you contact us.

The Postgraduate Office offers application advice to students (prospective and currently enrolled at SU) to help them to identify opportunities across faculties for which they are eligible to apply. Contact the Enrolment Support section within the Postgraduate Office by [e-mail](#) or telephone 021 808 4208 for advice on the programme offering and research specialisation areas.

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MEET THE ADMISSION AND SELECTION CRITERIA

Each postgraduate programme has a specific set of [admission criteria](#), so it is crucial that you meet at least the minimum criteria for the programme(s) before you apply. The criteria are published in each Faculty's University Calendar Part.

Meeting the minimum admission criteria does not guarantee admission to a programme. Some programmes have limited places available and may be subject to additional selection processes.



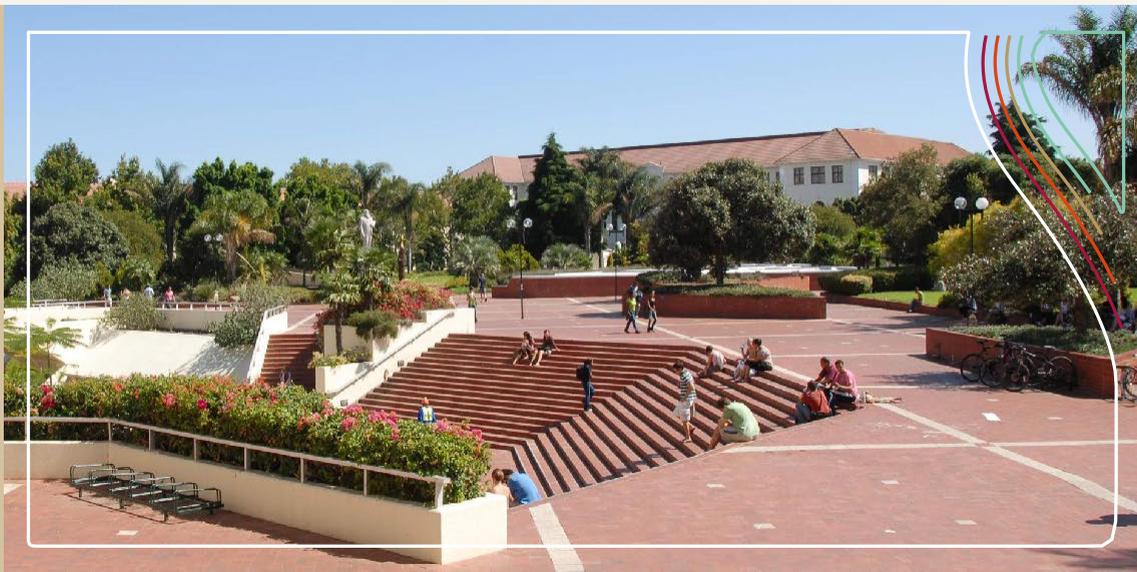
USEFUL RESOURCES

[UNIVERSITY CALENDAR](#)

[ADMISSION POLICY](#)

[POSTGRAD WEBSITE](#)

[ADMISSION CRITERIA](#)



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APPLY ONLINE

TAKE NOTE OF THE CLOSING DATES

- Applications for postgraduate programmes are subject to faculty-specific closing dates. [View them here.](#)
- You will need a valid e-mail address and mobile phone number so that we can contact you.
- As soon as you [create your profile](#) you can follow the system prompts.

SELECT YOUR PROGRAMME(S)

- You may select a maximum of two programmes from any faculty. If you apply for a PhD programme, you will only be allowed to apply for one programme
- You will be considered for all programme choices, and if you are selected, you may receive multiple offers. You must accept one of the offers by the set cut-off date.



I don't have internet access; how can I apply?

Get in touch with Client Services and ask them to send you a hard copy application form. You can call 021 808 9111 or email info@sun.ac.za. Your completed application form and supporting documents must reach us before the closing date. If we don't receive your application on time, we cannot consider it.

Will I lose my data if there is a power outage while I'm applying?

No, you can start again at the last section you completed, but keep an eye on those [closing dates](#).

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APPLY ONLINE (Continued)



USEFUL RESOURCES

[FUNDING AND SUPPORT](#)

[APPLICATION TERMS AND CONDITIONS](#)

[PRIVATE ACCREDITED ACCOMMODATION](#)

[STUDENT FEES](#)

FAQ



UPLOAD YOUR APPLICATION DOCUMENTS

Tip: Make sure your electronic copies are clear and legible and that we can easily read everything on the page. If we cannot, we will ask you to resubmit the document, which will slow down your application. We prefer PDF documents, but you can also upload doc, docx, jpg, jpeg, and png files.

APPLICATION DOCUMENTS WE NEED

- The University requires all your qualification documents (final graduation certificates and academic transcripts) leading up to your highest qualification so that we may fully understand your learning pathway.
- Copies of your original documents must be stamped and signed by the awarding institution, notary public, diplomatic official or a Commissioner of Oaths. If you use Postal or Police services to certify your documents, please ensure that the stamp includes the date, name, signature, and rank of the officer.
- Please supply official results. We do not accept self-generated online results obtained from self-service portals.
- When submitting your qualification documents online, please ensure that each document is scanned and uploaded as a separate, individual document.
- We cannot consider your application if we do not receive your supporting documents by the relevant closing date.

What if my application and supporting documents don't reach you before the closing date?

We cannot consider applications if we don't receive them by the [closing date](#).

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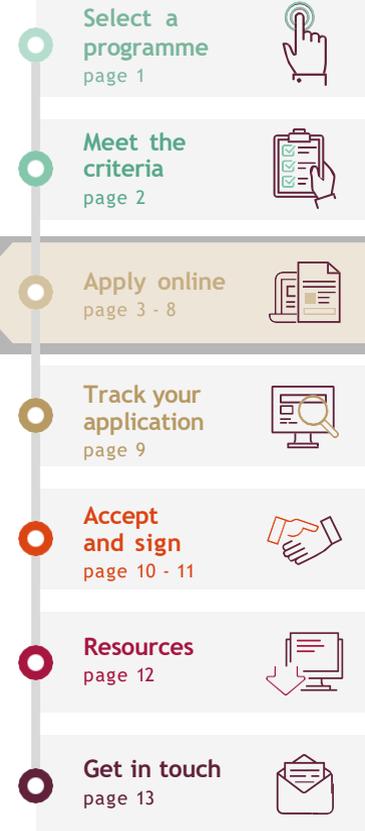


APPLY ONLINE (Continued)

REQUIRED DOCUMENTS

Non-academic documents we need

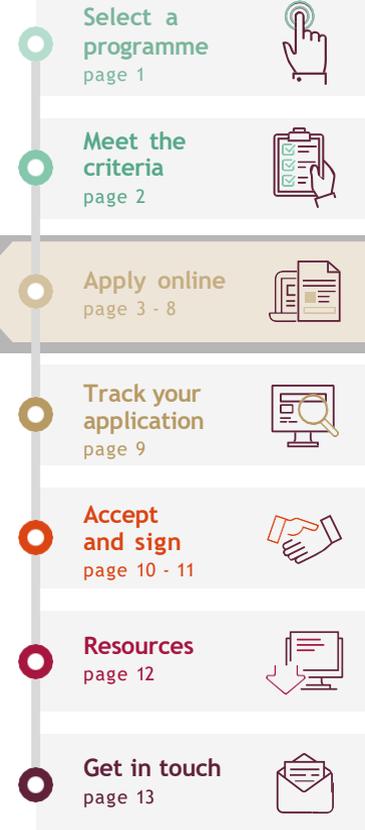
Supporting documents	Description
Proof of payment for the R100 application fee, only if you pay offline.	International applicants do not have to pay the application fee.
A completed student support form .	Students with disabilities may indicate types of additional support they require on this form.
Immigration documents.	Proof of permanent residency, refugee or asylum-seeking status for non-South African applicants.
A signed student contract .	You will not be able to register at the University without a signed contract.
Non-academic faculty-specific documents (where applicable)	Additional supplementary documents are required for specific programmes. View the additional document listing within each faculty as well as prospective supervisor requirements.



APPLY ONLINE (Continued)

Academic documents we need

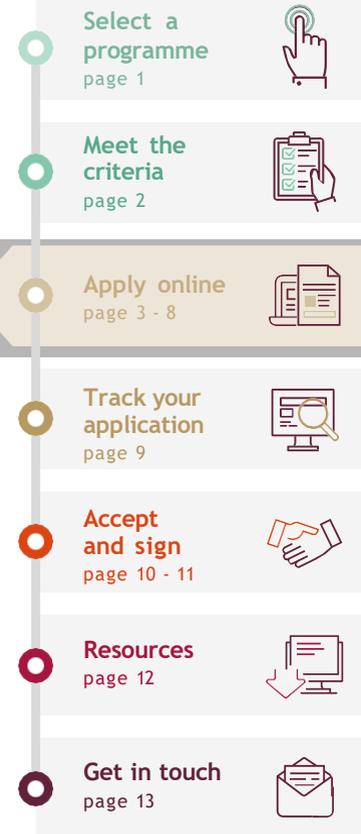
Academic documents	Description
Final school-leaving results	School- leaving results issued by the official examining/certification body in the country of origin. Here are the documents we require per programme and faculty.
Proof of current registration if you are currently enrolled for a full degree in the year of application.	Provisional academic transcript for each academic year completed, including a list of subjects you are enrolled for with provisional grades if available at time of application.
Full academic transcript (including SU)	Full academic transcript comprises the official records indicating the study history and results (we will not accept results obtained from self-service portals). A syllabus or programme breakdown is not a substitute for the academic transcript.
Transcript legends	Clarification of codes and credits; usually printed at the back of the transcript) may also be included.
Degree certificates	Final certificates issued upon graduation



APPLY ONLINE (Continued)

Academic documents we need

Academic documents	Description
<p>Proof of qualification completed.</p> <p>If your final degree certificate is not available when you apply, please provide us with official proof that you have completed the qualification.</p>	<p>For international qualifications, provisional certificates and official statements confirming the award should not be older than five years from the date the degree was conferred.</p> <p>For national qualifications awarded by South African Higher Education Institutions, provisional certificates and official statements confirming the award should not be older than one year.</p>
Sworn translations	Qualification documents in foreign languages (other than English, Afrikaans or Dutch) must be accompanied by sworn translations, word for word into English and certified by an official translator. In other words, you must submit the documents in both the original language and the English translation.



APPLY ONLINE (Continued)

SUBMIT YOUR APPLICATION

When you have completed the application form and attached all your supporting documents, you are ready to submit your application!

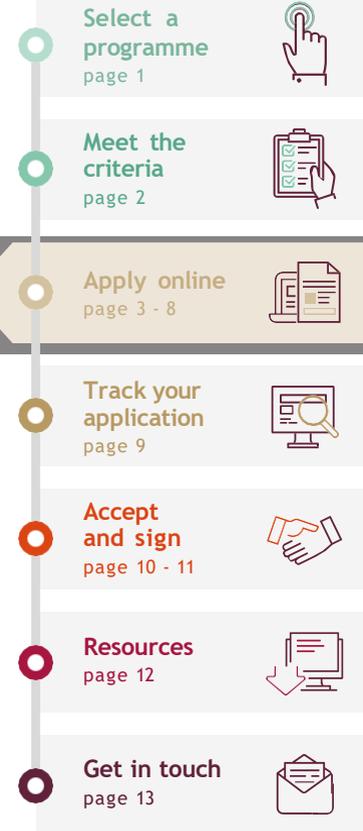
You will receive an e-mail that confirms that we have received your application. All the e-mails we send you will also be available on the Applicant Portal.

We will contact you using the e-mail address and mobile phone number you provided to let you know whether your application has been successful.



How do I change my programme selection after I have submitted my application?

You need to send an e-mail to our Client Services at info@sun.ac.za. But keep an eye on those closing dates. Once applications are closed, the Faculty will decide whether they could accommodate your request based on the number of places available.



TRACK YOUR APPLICATION STATUS

Once your application is complete, the respective department will review your application for consideration to your proposed programme of interest.

Some programmes have limited places available and may be subject to additional selection processes. We may require supplementary documentation or information from you, so be sure to monitor your application regularly.

Log in to the [Applicant Portal](#) to track your application status and make sure there is no outstanding information. Use your username (e-mail address) and password to log in.

Please note: The respective Faculty Board and Senate of the University must approve doctoral applications. This process is lengthy, given the extensive selection process.



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ACCEPT OUR OFFER AND UPLOAD YOUR SIGNED CONTRACT

RECEIVING MULTIPLE OFFERS

If you have applied for more than one programme, you may receive more than one offer from us. You may only accept one offer.

CONDITIONAL OFFERS

If you provide your provisional results and have not completed the qualification at the time of application, we may admit you on the condition that you pass and complete your qualification and that your academic results meet conditions for the programme(s) you applied for. Once you have your final results, we can make you a final offer.

FINAL OFFERS

We will make a final offer based on the results of your qualification(s) and if you meet the requirements of the programme(s). The cut-off date for accepting our final offer will be communicated to you.

What if I change my mind?

If you accept an offer you can decline it at any time to accept another offer. If you have declined an offer or your offer has expired you must contact Client Services at info@sun.ac.za if you want to be considered for that programme again. The Faculty can then consider your request based on available space.



ACCEPT OUR OFFER AND UPLOAD YOUR SIGNED CONTRACT (Continued)

UPLOAD YOUR SIGNED CONTRACT

When you first accept an offer, we will ask you to submit a signed Student Contract. Once you have accepted a final offer and uploaded your Student Contract, you will be able to register when the official registration opens.

You will not be able to register if we have not received your signed Student Contract.

If you are an international student, you will receive a letter of undertaking from the University to apply for your study visa. You will undergo a pre-registration process, where we will verify that you have a valid passport, study visa, South African medical cover and have paid the required fees. Please read more on the requirements [here](#).



USEFUL RESOURCES

[STUDENT CONTRACT](#)



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RESOURCES

WANT MORE INFORMATION ABOUT THE PROGRAMMES WE OFFER?

Check out **What can I study?** on www.sun.ac.za/pgstudies or browse the [University calendar](#).



USEFUL RESOURCES

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[STUDENT ACCOMMODATION](#)

[ADMISSION CRITERIA](#)

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GET IN TOUCH

HELP WITH YOUR APPLICATION

If you need any help with your application or need more information, please contact our Client Services at 021 808 9111, or e-mail info@sun.ac.za or visit www.sun.ac.za/pgstudies.

Remember to provide your Applicant ID when you contact us.

HELP WITH FUNDING APPLICATIONS

For queries, please contact the Postgraduate Funding unit: postgradfunding@sun.ac.za

THE LEGAL STUFF

The University reserves the right to adjust the information in this brochure at any time and as the need arises. This information may therefore be incomplete or out of date. The latest information is available on www.sun.ac.za/pgstudies and at the telephone numbers given in this brochure. The information is given here to the best of our knowledge and as accurately and fully as was possible at the time of going to press in March 2022.

Verifying the given information remains the responsibility of the prospective student.

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