

APPLICATION FOR ADMISSION: MASTERS AND DOCTORAL STUDIES

INTRODUCTION

The University consists of three campuses: The Mafikeng Campus, Potchefstroom Campus and Vaal Triangle Campus. The head office and seat of the Institutional management are located on the Potchefstroom Campus.

The NWU is a value-driven institution that promotes tolerance and respect for all perspectives and belief systems in order to facilitate an environment conducive to teaching and learning, research and community service. The values and practices of the NWU will be driven by the values enshrined in the constitution, in particular human dignity, equality and freedom. This includes the promotion of unity through diversity.

APPLICATION FEE

The prescribed application fee as determined annually by the Council is not refundable. The application will only be accepted for processing if it is accompanied by such application fee and/or proof of payment of such application fee.

LANGUAGE POLICY

The Council of the North-West University (NWU), in concurrence with the Senate, developed a language policy that is flexible, functional and which promotes multilingualism.

The policy will promote accessibility, integration and a sense of belonging. In line with this policy, each campus (i.e. Vaal Triangle, Mafikeng and Potchefstroom) developed a campus language plan, which take into account the language requirements of students and the language realities at ground level. For more information, please visit <http://www.nwu.ac.za> on the Internet.

STUDENT NUMBERS

Please note that the allocation of a student number does not necessarily mean that an applicant have been accepted as a student.

DIRECT ALL CORRESPONDENCE TO*:

POSTAL ADDRESS

North-West University
Vaal Triangle Campus
Higher Degrees Admissions Office
Internal Box 125
PO Box 1174

VANDERBIJLPARK

1900
Tel: 016 910 3340
Fax: 016 910 3106
E-mail: 25459848@nwu.ac.za

COURIER ADDRESS

North-West University
Vaal Triangle Campus
Higher Degrees Admissions Office
Building 24, Office G61
Hendrik van Eck Blvd

VANDERBIJLPARK

1900

Information on application procedures, admission requirements etc. are available at:
<http://www.nwu.ac.za/content/vtc-academic-administration-admission-masters-studies>

Please note:

- Candidates are personally responsible for determining the closing date of selection courses in conjunction with the relevant faculty/school. You are kindly referred to <http://www.nwu.ac.za> for more information on closing dates.
- Before submitting the application forms candidates should consult the lecturer under whose supervision the candidate would like to conduct research. If the candidate does not know under whose supervision he/she would like to do conduct research, the Higher Degrees Office should be consulted for a recommendation.
- Prospective students are responsible for the submission of a properly completed application form, accompanied by all the relevant documents required.
- It is compulsory to submit with the application, a research proposal for all programmes (Excluding UARM)

CONTINUANCE

- If you are currently registered with the NWU and would like to continue your studies, you need to submit a certified copy of your identity document with the application for admission.

ALUMNI (FORMER STUDENTS)

Applicants who were registered with the NWU/PU for CHE previously, must submit the following documents:

- Completed application form;
- Certified copy of identity documents;
- Application fee as determined;
- Certified copies of academic transcripts and/or certificates from other tertiary institutions.

A. GENERAL INFORMATION AND INSTRUCTIONS TO PROSPECTIVE STUDENTS

IMPORTANT

Read the following instructions and information carefully before completing the form. Incomplete information can lead to unnecessary delays in the processing of your application.

1. This application form should be completed by all who have not been registered at this University before or who have interrupted their studies for a year or longer.
2. Please inform the University immediately should you:
 - Decide not to pursue this application for admission any further;
 - Change your address;
 - Not, within four weeks of sending in the application, receive an acknowledgement of receipt from the University.
3. The University reserves the right to refuse any application without supplying reasons for such a decision.
4. Population Group
Although this information is vital for statistical purposes, answering is optional.

NB: For further information with regard to the completion of the application form, consult the calendar or information guides.

Policy documents, fees payable and financial regulations and all other rules and regulations of the University (hereafter referred to as the brochures) are available for purposes of information at www.nwu.ac.za

The Institutional Statute of the University, containing particular provisions with regard to students, degrees and discipline at student level, is available for purposes of information at http://www.nwu.ac.za/i_gm/index.html or at the office of the Campus Registrar.

A.1. Application Form

Application number:

(Official use)

During which year do you intend to commence your study at this University?

Campus

Vanderbijlpark

☐

Have you been registered at this University before?

Yes

☐

No

☐

If yes, please supply university number

Last year registration (e.g. 1994)

Method of learning that you will follow (mark with an x) (1) Full-time

☐

(2) Part-time

☐

A.2. Qualification

Qualification e.g. MCom/PhD

Qualification code

Curriculum code

Option 1:

Qualification e.g. MCom/PhD

Qualification code

Curriculum code

Option 2:

A.3. Biographical Particulars of Applicant:

Identity number

Surname

Initials

Birth date

Title (e.g. Mr)

Full names

Gender

Male

☐

Female

☐

Preferred name

Maiden name (married woman)

Marital Status

Single

☐

Married

☐

Other (please specify)

Nationality

South African

☐

Other (please specify)

Population group (Information treated as confidential.)

Asian

☐

Black

☐

Coloured

☐

White

☐

Other (please specify)

Please complete where applicable:

Employer:

Profession and position:

Do you make use of a wheelchair?

Yes

☐

No

☐

Do you suffer from any of the following? (Supporting proof of your disability must be included with your application.)

Blindness

☐

Deafness

☐

Cerebral Palsy

☐

Speech Defects

☐

Other (specify)

*** Notifiable Disease**

Tuberculosis (TB)

☐

Bacterial Meningitis

☐

A.4 Language Preference:

Home language

Afrikaans

☐

English

☐

Other (specify)

Preferred language for correspondence

Afrikaans

☐

English

☐

* It is specifically brought to the attention of applicants that tuberculosis and bacterial meningitis are extremely contagious and can have serious medical complications. Successful applicants are strongly advised to immunise themselves against the above-mentioned diseases before commencing their studies.

B. CONTACT DETAILS

Preferred communication channel:

Mail ☐

E-mail ☐

E-mail address:

Preferred account correspondence channel:

Mail ☐

E-mail ☐

Account E-mail address:

Residential address

Postal code

Postal address (if different from home address)

Postal code

Cell phone number

Home tel. no.

Area code

Number

Work tel. no.

Area code

Number

Extension

C. NATIONAL STUDENTS

Documents required for **South African citizens**:

1. The completed and signed NWU application form (signed page 6 of the form if relevant and signed pages 8 and 11 of the form - **compulsory**)
2. Two recent ID photographs of yourself in colour
3. A copy of proof of payment of the NWU application fee of R150 (non-refundable)
4. A copy of the signed letter providing your understanding that you will have to undergo psychometric assessments. (where applicable).
5. A copy of the signed letter of support from your employer
6. Your resume/curriculum vitae of no more than two pages
7. A certified copy of your ID
8. A certified copy of your full academic record, including the final results of all tertiary qualifications obtained and a certificate of conduct, as issued by the registrar of the university where you were registered
9. Certified copies of all tertiary qualification certificates obtained, as proof of a qualification at NQF level 8
10. A certified copy of your marriage certificate if the degree(s) were issued in your maiden name.
11. Proof from previous tertiary institution that no fees are outstanding.

D. INTERNATIONAL STUDENTS (NON SA CITIZENS)

(Mark the appropriate box)

Study permit

☐

Residential permit

☐

Other (please specify)

Documents required for **international applicants** (passport holders, permanent residents, asylum seekers, refugee permit holders):

1. The completed and signed NWU application form (signed page 6 of the form if relevant and signed pages 8 and 11 of the form - **compulsory**)
2. Two recent ID photographs of yourself in colour
3. A copy of proof of payment of the NWU application fee of R550.00 (non-refundable)
4. A copy of the signed letter providing your understanding that you will have to undergo psychometric assessments (where applicable).
5. A copy of the signed letter of support from your employer
6. Your resume/curriculum vitae of no more than two pages
7. A certified copy of your asylum seeker permit, refugee permit, passport, permanent residency ship (should you make use of an asylum seeker / refugee permit or be an permanent resident please include a certified copy of your passport)
8. A certified copy of your full academic record, including the final results of all tertiary qualifications obtained and a certificate of conduct, as issued by the registrar of the university where you were registered

9. Certified copies of all tertiary qualification certificates obtained as proof of a qualification at NQF level 8
10. A certified copy of your marriage certificate if the degree(s) were issued in your maiden name
11. Certified copy of SAQA evaluation certificate – if qualifications were obtained outside the borders of South Africa (<http://www.saqa.org.za/>)
12. Certified copies of translation of academic record and certificates from original language to English. Only official sworn translators will be accepted.
13. If language of tuition was not in English an English proficiency test result is required (not older than 2 years):
TOEFL - <http://www.ets.org/toefl> or IELTS - <http://www.ielts.org>
14. Certified copy of work, study, refugee, asylum seeker, etc

E. SCHOLARSHIP HOLDERS

None ☐
 NRF ☐
 PUK ☐
 Employer ☐
 Government ☐

Contact person: (Bursar/employer)

Cell phone number

Home tel. no. Area code Number

Residential address

Postal code

Would you like to apply for a scholarship/bursary? Yes ☐ No ☐

F. ACADEMIC HISTORY

Please complete in order (starting with the most recent) all tertiary academic qualifications (required for evaluation purpose)

1. Qualification:

Period: From (Year): To (Year):

Name of Institution:

Complete Studies? Yes ☐ No ☐

University/student number:

2. Qualification:

Period: From (Year): To (Year):

Name of Institution:

Complete Studies? Yes ☐ No ☐

University/student number:

3. Qualification:

Period: From (Year): To (Year):

Name of Institution:

Complete Studies? Yes ☐ No ☐

University/student number:

Applicants must submit certified copies of all certificates/degrees as well as certified academic transcripts with the application form.

G. PARTICULARS OF FRIEND/NEXT OF KIN

Relationship	<input type="text"/>	ID	<input type="text"/>
Surname	<input type="text"/>	Initials	<input type="text"/>
Birth date	<input type="text"/>	Title	<input type="text"/>
		Maiden name (Married women)	<input type="text"/>
Home address	<input type="text"/>		
	<input type="text"/>	Postal code	<input type="text"/>
Postal address (if different from home address)	<input type="text"/>		
	<input type="text"/>	Postal code	<input type="text"/>
Work address	<input type="text"/>		
	<input type="text"/>	Postal code	<input type="text"/>
E-mail address	<input type="text"/>	Cell phone number	<input type="text"/>
Home Tel. no.	Area code <input type="text"/>	Number	<input type="text"/>
Work tel. no.	Area code <input type="text"/>	Number	<input type="text"/>
Fax. no.	Area code <input type="text"/>	Number	<input type="text"/>

H. SURETYSHIP (IF APPLICABLE)

1. I, the undersigned,

Full names and surname

Identity number

hereby **bind myself** as surety and co-principal debtor *in solidum* (i.e. for the full amount) for the due performance by the student of all his/her financial obligations towards the University as explained in the financial rules of the university.

I confirm that I understand the meaning of the term *in solidum* as explained above

2. I hereby **renounce** the benefits arising from the legal exceptions *de duobus vel pluribus res debendi* and *ordinis seu excussionis*, and I confirm that I understand the legal consequences of the above-mentioned renunciation, namely that it entails the following:

- 2.1 *duobus vel pluribus res debendi* (the principle that a debtor is only liable for a portion of the amount payable): The University can, in its discretion, claim full payment of all outstanding moneys owed to it from either the student or from myself as surety or jointly from both of us.
- 2.2 *ordinis seu excussionis* (the principle that a debtor is regarded as secondary and becomes liable only after the portion owed by the main debtor had been collected): I shall not be entitled to force the University to proceed against the student as principal debtor and to excuss him/her first before claiming performance from me as surety.

Signature

Date

I. PROVISION OF CONFIDENTIAL INFORMATION

I hereby grant permission to the NWU to disclose my personal information as defined in the Protection of Personal Information Act 4/2013 to third parties, including bursary providers, financial institutions, parents and guardians, potential employers, etc. I understand that I have the right at any time to withdraw this consent in writing by submitting a student request.

Confidential Information Yes ☐ No ☐

J. STUDENT CARDS:

Student cards for Masters and Doctoral students are compulsory only when the student will make use of facilities on campus (for example the IT labs and Library); please take note of the following.

If an applicant requires a student card, the applicant must report to the Department of Protection Services in order to obtain such a card.

K. TERMS AND CONDITIONS (IF THE STUDENT IS UNDER AGE, THE UNIVERSITY REQUIRE THE SIGNATURE OF A PARENT OR GUARDIAN.)

1. The University will at all times be entitled to cancel the student's registration immediately if it should appear that the information provided in this form is false or incorrect.
2. The student is subject to all the rules and regulations as contained in the brochures and the Institutional Statute of the University, including the rules and procedures regarding student discipline.
3. The University will take all reasonable steps to prevent the student from being injured or impaired through any injury, loss or damage, be it caused by the negligence of the University or any of its employees, or a fellow-learner. The student undertakes to not institute any claim against the University regarding such injury or damage and furthermore, the student undertakes to indemnify the University if the University incurs accountability due to any negligence or other deed or failure by the student.
4. By signing this application form and any subsequent registration forms, the student confirms and acknowledges, and if applicable, his/her natural or lawful guardian, that the above-mentioned provisions form part of the student's study contract with the University and is binding on the student, his/her indicated guardian and their dependants, executors, administrators and representatives.
5. Potchefstroom is considered the place where this agreement originated, regardless of where it is signed.
6. Do you currently owe any amount of money to any tertiary institution in South Africa? Yes ☐ No ☐
7. If the answer in above is YES, indicate the name of the institution and the amount that is owed and attach all relevant details.

Name of Institution:

Amount owed:

8. I, the undersigned, will be responsible for the punctual payment of all and any money payable to the University in terms of my enrolment and/or connection with the University, now and in the future, as explained in more detail in the official brochures as determined from time to time and amended by the University. The contents of these brochures form the basis of the financial agreement between the University and the student and are considered to be included in this agreement. Henceforth I will make available to the University proof of each deposit/payment regarding money paid into the University's bank account, to enable the University to credit the student's account in so doing.
9. If I, the student fail to make payments on predetermined dates, the University may, in its discretion, hand the student's account over to attorneys for any amount for recovery. I, the student, undertake to pay all costs whatsoever due and payable, including tracking fees, recovery levies, advocate fees and any expenses of whatever nature on an attorney-and-own-client scale. A wage attachment order may also be issued against my/our employer(s) to attach my/our salary/salaries in order to recover the outstanding amount in total or in instalments.
10. Any amount owed and payable to the university in terms of the University's financial rules as published in the brochure entitled "Fees payable and financial rules" is determined and proven by means of a certificate issued and signed by an authorised official of the University. Such a certificate will be binding and will prima facie serve as proof of the extent and the existence of such an amount, unless and until evidence to the contrary has been submitted.
11. I hereby commit myself separately and jointly and in solidum along with the student to duly comply with all the conditions contained herein.
12. These conditions are valid and of effect for the entire duration of the student's enrolment as a student at the University and thereafter until all obligations in terms of hereof have been met.
13. I have satisfied and subject myself to all rules and regulations as contained in the brochures and in the Institutional Statute of the University that form part of this agreement and/or as amended from time to time.
14. Hereby I give North-West University permission to check my academic records and personal details during my admission application, and if necessary to contact other tertiary institutions so as to obtain this information.

Signed on (date)

Signature of the person
responsible for the account

Student's Signature

Name & surname

Name & surname

Identity number

Identity number

International Student – Passport number

L. OFFICE USE ONLY

L.1. RECOMMENDATION BY FACULTY/SELECTION COMMITTEE

Application approved ☐ Application rejected ☐ Year level to which admitted ☐

Other recommendations _____

DIRECTOR: ACADEMIC ADMINISTRATION: _____ DATE

Y	Y	Y	Y	M	M	D	D
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L.2 RECOMMENDATION BY THE SCHOOL DIRECTOR / RESEARCH DIRECTOR (on request)

Application approved ☐ Application rejected ☐

Other recommendations _____

SCHOOL / RESEARCH DIRECTOR: _____ DATE

Y	Y	Y	Y	M	M	D	D
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M. DEPARTMENT OF ACADEMIC ADMINISTRATION

- * Two ID photographs of yourself should accompany the first application for admission (undergraduate and postgraduate).
- * These photographs are required for administrative purposes.
- * Please write your initials, surname, date of birth and signature on the reverse side of the photographs.
- * You are cordially requested to **paste** the ID photographs in the frames below.

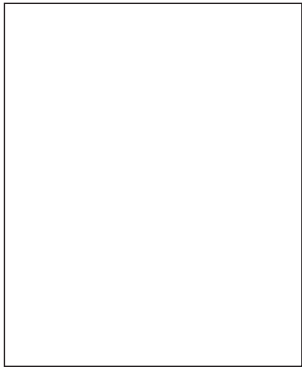
Initials

Surname

Application number

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These photographs remain the property of the NWU.



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