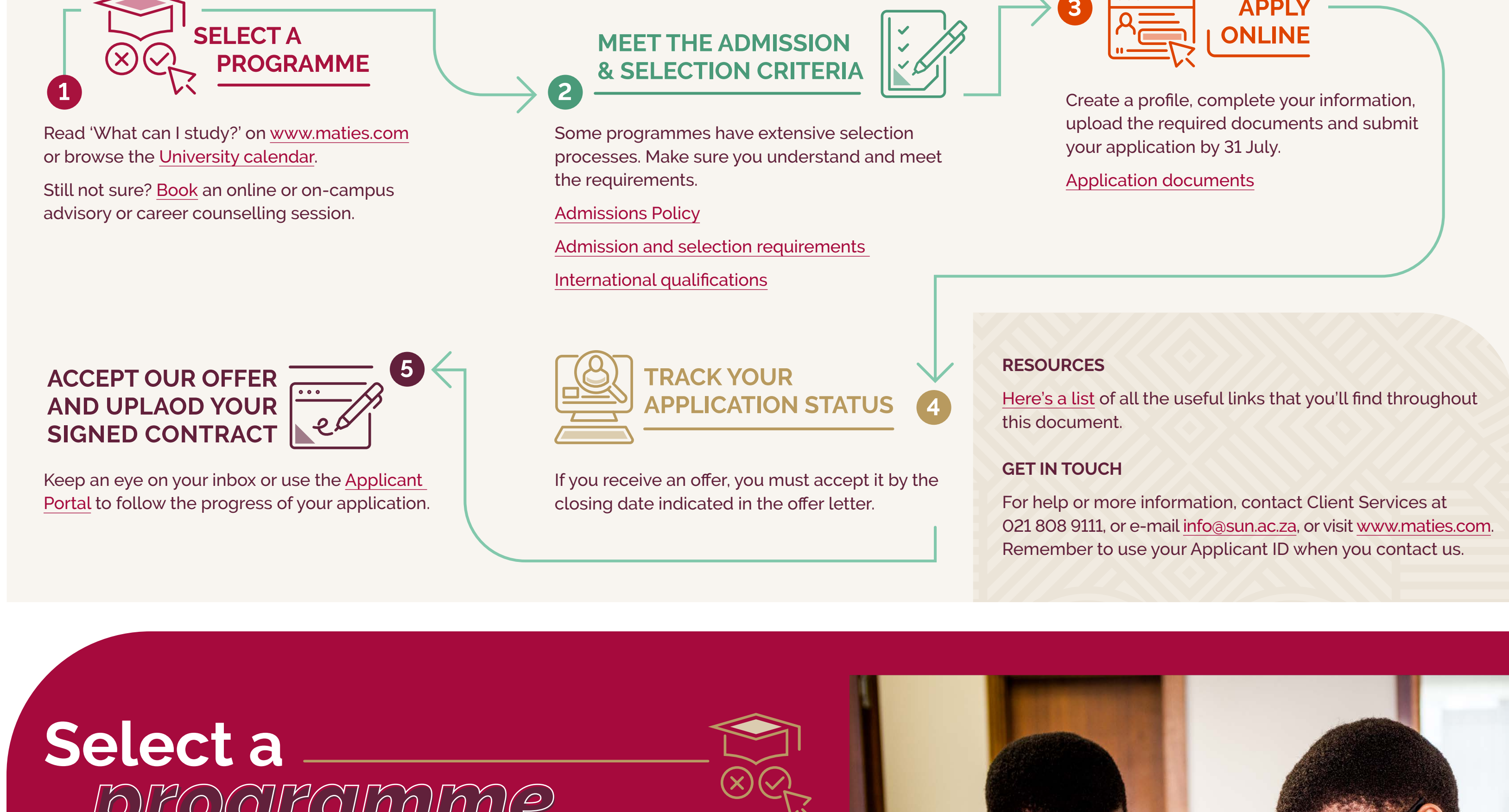


# How to apply

## Undergraduate programmes



## Select a programme

**WANT MORE INFORMATION ABOUT THE PROGRAMMES WE OFFER?**

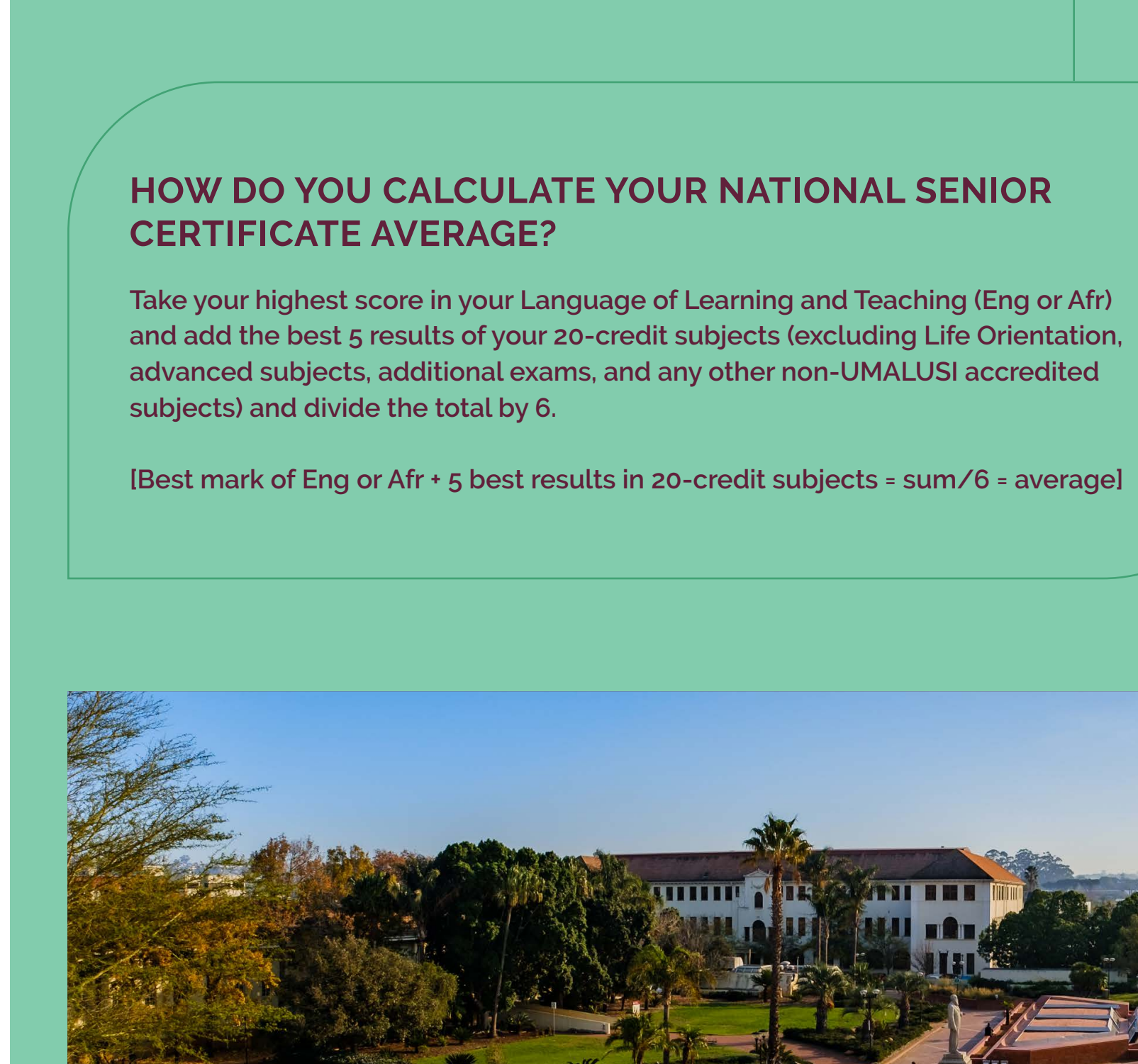
Read "What can I study?" on [www.maties.com](http://www.maties.com) or browse the [University calendar](#).

**CAREER ADVICE**

Book an online or on-campus advisory or career counselling session at our Centre for Student Recruitment at [csr@sun.ac.za](mailto:csr@sun.ac.za), or phone 021 808 4709.



## Meet the admission and selection criteria



Before you apply you must make sure that you:

- meet the most basic academic requirements for a bachelor's degree; and
- meet the minimum requirements and selection criteria for the programme(s) you apply to.

We receive thousands of applications every year, but our space is limited. Even if you meet all the admission requirements we may not be able to accommodate you.

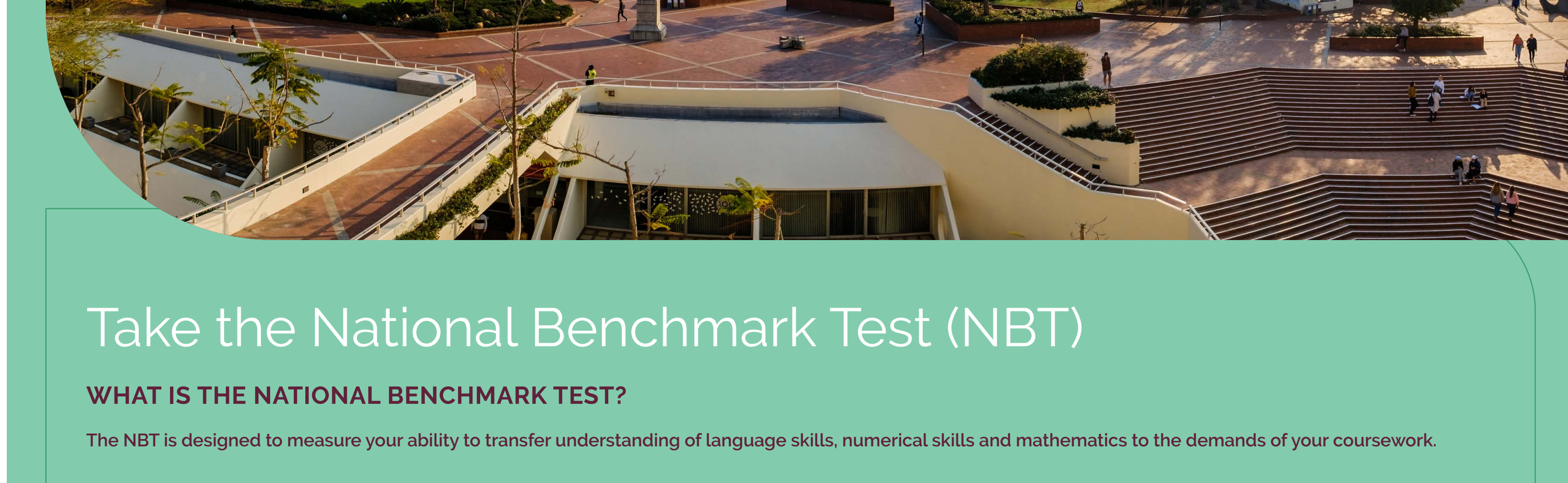
### WHAT ARE THE MINIMUM ACADEMIC REQUIREMENTS FOR A BACHELOR'S DEGREE?

Before you consider applying for University, you must have:

- an UMALUSI certified NSC or IEB qualification;
- 30% for a South African Language of Learning and Teaching (English or Afrikaans); and
- an achievement rating of 4 (50–59%) in four 20-credit subjects.

### HOW DO WE ASSESS INTERNATIONAL QUALIFICATIONS?

If you apply with international qualifications we will use appropriate calculations and conversions relevant to the guidelines for the specific examination.



## Take the National Benchmark Test (NBT)

**WHAT IS THE NATIONAL BENCHMARK TEST?**

The NBT is designed to measure your ability to transfer understanding of language skills, numerical skills and mathematics to the demands of your coursework.

**WHO MUST WRITE THE NBTs?**

- Applicants who are applying to the Faculty of Law (BALaw, BComLaw, BAccLLB and the four-year LLB programme) must write the NBT no later than 30 July.
- School of Tomorrow applicants must write the NBT before the end of 2023.
- If mathematics is an admission requirement to the programme you are applying for at the Faculty of Law you must also write the Mathematics NBT paper.

**WHERE CAN I MAKE AN APPOINTMENT TO WRITE THE NBT?**

Visit [www.nbt.ac.za](http://www.nbt.ac.za) for more about the NBT and to make an appointment.

[BACK TO TOP](#)

## Apply online

- Create an online profile so that we can consider your application.
- Make sure you have an e-mail address and phone number so that we can contact you.
- As soon as you create your profile you can follow the system prompts and e-mail communication.

## Take note of the closing dates

Make sure you submit your application before the [closing dates](#).

IMPORTANT CLOSING DATES	OPEN	CLOSE
Undergraduate applications and residences	3 April	31 July
Financial assistance applications at SU <i>Please visit the NSFAS website for application dates for NSFAS bursaries</i>	15 June	30 November
Diploma in Public Accountability applications (Telematic education)	3 April	15 December

## Apply for up to three programmes

- You may apply to be considered for up to three programmes from any faculty.
- You will be considered for all three of those programmes, and if you qualify, you may receive multiple offers. You must accept one of the offers by the closing date indicated in the offer letter.
- If two of the programmes you have selected have extensive selection processes, you should choose a third programme that does not have extensive selection processes to improve your chances of receiving an offer.

### PROGRAMMES WITH EXTENSIVE SELECTION PROCESSES:

- All programmes in Medicine and Health Sciences
- All programmes in Law
- All programmes in Engineering
- All programmes in Music
- BA (Visual Arts)
- BA (Drama)
- BA (Sport Science)
- BSc (Sport Science)
- BEd (General Education)
- BCom (Actuarial Science)
- BCom (International Business)

**I DON'T HAVE INTERNET ACCESS; HOW CAN I APPLY?**

Contact Client Services to help you at 021 808 9111 or e-mail [info@sun.ac.za](mailto:info@sun.ac.za).

**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 remember to keep an eye on those closing dates.

## Upload your application documents

We can only consider your application if you submit all the required documents by the closing date. For the list of application documents that we require, please [click here](#). Make sure you upload all these documents.

**TIP**

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

**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.

## Submit your application

After you have completed the application online and uploaded all your supporting documents, you are ready to submit your application!

We will communicate with you throughout the application process to confirm that we have received your application and that we have updated your application and document status. You can also track your application on the Applicant Portal.

**HOW CAN I CHANGE MY PROGRAMME SELECTION AFTER I HAVE SUBMITTED MY APPLICATION?**

You will need to send an e-mail to our Client Services at [info@sun.ac.za](mailto: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.

## Useful resources

- [A LIST OF THE DOCUMENTS WE NEED](#)
- [STUDENT SUPPORT FORM](#)
- [PORTFOLIO REQUIREMENTS FOR BA \(VISUAL ARTS\)](#)
- [STUDENT CONTRACT](#)

[BACK TO TOP](#)

## Track your application status

We will send you an e-mail each time your application status is updated. You can also track your status online. Remember that we can only consider your application once we have received and reviewed all your information and application documents.

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.

## Accept our offer and upload your signed contract

### Receiving multiple offers

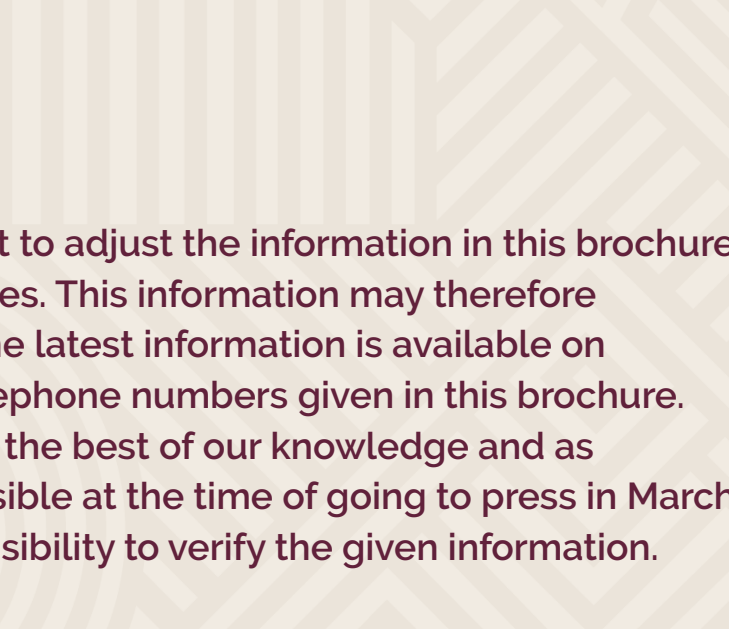
If you have applied for more than one programme, you may receive more than one offer from us. You will only be able to accept one offer at any given time, making the offer active. This means that, if you choose to accept any second or third offer, that offer will replace the previous offer. If you are no longer interested in our offer, you can decline it at any time.

### Conditional offers

If you apply with your grade 11 results, we may admit you on condition that you pass your final National Senior Certificate (NSC) or equivalent exam and that your results meet the programme requirements as set by the faculty.

**WHAT IF I RECEIVE MORE THAN ONE OFFER?**

If you receive multiple conditional offers, you must accept at least one offer by the closing date in the offer letter, otherwise, the offer expires.



### Final offers

If you must with your grade 12 results, we will consider you for a final offer (or offers). You must then accept one of those offers within the closing date in the offer letter.

If you have accepted your conditional offer, we will consider you for a final offer based on your final grade 12 results released at the beginning of the following academic year. You will have three days to accept our offer before the offer expires.

### WHAT IF I CHANGE MY MIND LATER?

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



## Upload your signed contract

When you first receive a conditional or final offer, and you decide to accept that offer, you must submit a signed Student Contract.

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

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

## Useful resources

- [STUDENT CONTRACT](#)

[BACK TO TOP](#)

## Resources

**WANT MORE INFORMATION ABOUT THE PROGRAMMES WE OFFER?**

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- USEFUL RESOURCES**
- [ADMISSIONS POLICY](#)
  - [ADMISSION AND SELECTION REQUIREMENTS](#)
  - [INTERNATIONAL QUALIFICATIONS](#)
  - [A LIST OF THE DOCUMENTS WE NEED](#)
  - [STUDENT SUPPORT FORM](#)
  - [PORTFOLIO REQUIREMENTS FOR BA \(VISUAL ARTS\)](#)
  - [STUDENT CONTRACT](#)
  - [UNDERGRADUATE BURSARIES AND LOANS](#)
  - [NSFAS](#)
  - [STUDENT ACCOMMODATION](#)
  - [STUDENT FEES](#)
  - [APPLICANT PORTAL](#)



## Get in touch

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**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](mailto:info@sun.ac.za) or visit [www.maties.com](http://www.maties.com). Remember to use your Applicant ID when you contact us.

[BACK TO TOP](#)

**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.maties.com](http://www.maties.com) 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 2023. It is the applicant's responsibility to verify the given information.

**IMAGES**

Stefan Els, photographer Corporate Communication & Marketing Division, Go Trolley Films