

## 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 NWU, in concurrence with the Senate, developed a language policy that is flexible, functional and which promotes multilingualism.

### **STUDENT NUMBERS**

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

### **DIRECT ENQUIRIES TO:**

#### **<sup>1</sup>POTCHEFSTROOM CAPUS:**

##### **POSTAL ADDRESS**

North-West University  
Potchefstroom campus  
Higher Degree Administration  
Private bag X6001 Hoffman Street  
Internal box 460

**POTCHEFSTROOM**  
2520

Tel: 018-299-4044

E-mail: [PostGrad-EnquiriesPOTCH@nwu.ac.za](mailto:PostGrad-EnquiriesPOTCH@nwu.ac.za)

##### **COURIER ADDRESS**

North-West University  
Potchefstroom campus  
Higher Degree Administration

Joon Van Rooy building (F1)  
Second floor  
**POTCHEFSTROOM**  
2531

#### **<sup>2</sup>MAFIKENG CAMPUS:**

The Campus Registrar  
North-West University  
Mafikeng campus  
Private bag X2046  
MMABATHO  
2735

Tel: 018-389-2111

Fax: 018-392-5775

#### **<sup>3</sup>VAAI TRAIANGLE CAMPUS:**

The Campus Registrar  
North-West University  
Vaal triangle campus  
P.O. Box 1174  
VANDERBIJLPARK  
1900

Tel: 016-910-3111

Fax: 016-910-3171

E-mail: [vaal@puk.ac.za](mailto:vaal@puk.ac.za)

<sup>1</sup> In order to ensure that data is captured properly, all applicants are requested to request the relevant application forms from the above-mentioned addresses.

<sup>2</sup> In order to ensure that data is captured properly, all applicants are requested to request the relevant application forms from the above-mentioned addresses.

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Information on application procedures, admission requirements etc. are available from:

<http://www.nwu.ac.za/content/postgraduate-students>

**Please note:**

- Candidates are personally responsible for determining the closing date of selection courses in conjunction with the relevant faculty/school.
- 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 conduct research, the administrative manager of the relevant faculty 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.
- Incomplete applications will not be processed.
- Applications must be submitted as referred to in the [Guidelines for Applicants](#) or as referred to on the [website](#)

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**DOCUMENTS REQUIRED WITH AN APPLICATION 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 document;
- Application fee as determined;
- Certified copies of all academic transcripts and/or certificates from other tertiary institutions.

**NEW APPLICANTS**

Applicants who are applying for admission at the NWU for the first time, must submit all the supporting documents as indicated in the [Guidelines for Applicants](#) with the application for admission.

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**IMPORTANT INFORMATION**

- Please read the relevant information available before completing the application form. Incomplete information can delay the processing of your application.
- Please inform the University as soon as possible should you:
  - Decide not to pursue this application for admission;
  - Change your address and/or telephone number; or
  - Don't receive an acknowledgement of receipt of the application within four (4) weeks from submitting an application for admission.
- The University reserves the right to refuse any application for admission without supplying reasons for such a decision.
- **Population group**  
Although this information is vital for statistical purposes, answering is optional.
- All applications are processed in accordance with the Protection of Personal Information Act 4 of 2013.

**APPLICATION FOR ADMISSION**

What year do you plan to start your studies at this University?

At which campus would you like to study?

Have you ever registered at this University before? Yes No

If yes, please indicate your student number:

Last year of registration (e.g. 1994)

Have you made contact with a prospective supervisor/promoter? Yes No

If yes, please supply the name of the prospective supervisor/promoter:

Method of instruction you would like to follow (mark with X)

Full-time

Part-time

Agreement

E.g. Bible College, Cedar

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**QUALIFICATION**

Qualification you would like to follow:

e.g. Ph.D. - Communication

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**BIOGRAPHICAL DETAILS OF APPLICANT:**

Identity number

Surname

Initials

Date of birth (YYYY/MM/DD)

Title e.g. Mr.

Full names

Gender

Male

Female

Preferred name

Marital Status

Maiden name

Population group

Asian

White

Coloured

Black

Confidential

Other (specify):

Nationality:

Employer:

Occupation:

**LANGUAGE PREFERENCE:**

Home language: English Afrikaans  
Other (specify):

Correspondence language: English Afrikaans

**CONTACT DETAILS:**

Preferred communication method: Mail E-mail

E-mail address:

Preferred account correspondence method: Mail E-mail

Account e-mail address:

Residential address

Postal code

Postal address (If different from residential address)

Postal code

To which address should the account be sent (if not e-mail)? Residential Postal

Cell phone number

Work telephone number

Home telephone number

**APPLICANTS LIVING WITH DISABILITIES:**

Please indicate any disability for appropriate support (proof of disability must be included in the application):

Visual Hearing Mobility Speech  
Special learning <sup>4</sup>Tuberculosis Bacterial Meningitis  
Other (specify):

Do you make use of a wheelchair: Yes No

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<sup>4</sup> 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 immunize themselves against the above-mentioned diseases before commencing their studies.

**INTERNATIONAL STUDENTS (NON SA CITIZENS)**

(Mark the appropriate box)

Study permit

Residential permit

other (specify)

Permit number:

Expiry date:

Passport number:

Expiry date:

**Once the relevant permit numbers becomes available, the numbers must be supplied to the University.**

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**SCHOLARSHIP HOLDERS**

NONE

NRF

PUK

Employer

Government

Other:

Contact person: (Bursar/Employer)

Contact number:

Address:

Would you like to apply for a bursary?

Yes

No

Postal code:

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**Guardian/Friend/Next of Kin's details**

Relationship

ID

Surname

Initials

Date of birth (YYYY/MM/DD)

Title

Maiden name

Postal address

Postal code

E-mail address

Cell phone number

Home telephone number

Work telephone number

Fax number

## **ACADEMIC HISTORY**

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

**1. Qualification:**

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

Name of institution:

Study completed?        Yes                                  No

University/Student number:

**2. Qualification:**

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

Name of institution:

Study completed?        Yes                                  No

University/Student number:

**3. Qualification:**

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

Name of institution:

Study completed?        Yes                                  No

University/Student number:

**Applicants must submit certified copies of all certificates and academic transcripts with the application for admission.**

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### **PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013**

The applicant hereby grants permission to the University to disclose any personal information as defines in the Protection of Personal Information Act 4 of 2013 to any third party, including bursary providers, financial institutions, parents and guardians, potential employers, etc. The applicant have the right to withdraw this consent in writing at any time by submitting a request to the University.

Yes                                  No

### **STUDENT IDENTITY CARDS:**

Student identity cards for Masters and Doctoral students are not compulsory. Please take note of the following:

If an applicant requires a student identity card, the applicant must provide a passport photo with the application for admission and/or per registered mail. The photo must be of good quality. The applicant must write his/her University number on the back of the photo.

Should no photo be submitted, the University will assume that the applicant does not require a card. Should the applicant decide on a later stage to request a card, the applicant must report to the campus Protection Services in order to obtain such a card.

By marking the block below, the applicant declares that he/she has taken the necessary steps to obtain a student identity card (if required), and that the applicant understands that if no photo was supplied, a card will not be issued.

I hereby declare that I have read the above-mentioned information pertaining to the student identity cards, and that I understand the consequences thereof.

### **Surety (if applicable)**

1. I, the undersigned,

Full names and surname

Identity number

Hereby commit myself as surety and co-debtor *in solidum* (i.e. for the total amount due) for the proper fulfilment 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 concept *in solidum* as explained above.

2. I hereby sign away the benefits resulting from the legal exception *de suobus vel pluribus res debendi* and *ordinis seu excussionis*. I confirm that I understand the legal consequences of such signing off, namely that it entails the following:
  - a. *De duobus vel pluribus res debendi* (the principle that a debtor is only accountable for part of the amount due). In its discretion the University is entitled to claim the full outstanding amount owed to the University, either from the student or from the surety or combined from both parties.
  - b. *Ordinis seu excussionis* (the principle that a debtor is considered secondary and only becomes accountable after the main debtor's part has been paid). I will not be entitled to compel the University to first act against the student as main debtor and to excuse him/her prior to claiming payment from me as surety.

Signature

Date

**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. 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.
7. 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 issues against my/our employer(s) to attach my/our salary/salaries in order to recover the outstanding amount in total or in instalments.
8. 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.
9. I hereby commit myself separately and jointly and in solidum along with the student to duly comply with all the conditions contained herein.
10. 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.
11. 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.
12. 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 person responsible for the account

Student's Signature

Name and Surname

Name and Surname

Identity number

Identity number