APPLICATION FORM

FOR MASTER'S AND DOCTORATE DEGREES

Innovation through diversity ®

NORTH-WEST UNIVERSITY ®
YUNIBESITI YA BOKONE-BOPHIRIMA
NOORDWES-UNIVERSITEIT
POTCHEFSTROOM CAMPUS

INTRODUCTION

The North-West University (NWU) officially came into existence on 1 January 2004 following the merger of the University of North-West University and the Potchefstroom University for Christian Higher Education and the incorporation of the Sebokeng Campus of the Vista University.

The University consists of three campuses: The Potchefstroom Campus, Vaal Triangle Campus and Mafikeng 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-learning, research and community service. The value system and practices of the NWU will be driven by the values enshrined in the Constitution, especially 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 **non-refundable.** The application form will only be accepted for processing if accompanied by this application fee (only cheques or postal orders in favour of the North-West University, please).

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. For more information please visit *http://www.nwu.ac.za*

STUDENT NUMBERS

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

ALL CORRESPONDENCE TO:

POTCHEFSTROOM CAMPUS
Master's & Doctorate Admissions Office
Internal Box 460
North-West University
Private Bag X6001
2520 POTCHEFSTROOM, RSA
Tel: (018) 299-4044
Fax: (018) 299-2443
E-mail: enquiries@nwu.ac.za

COURIER ADDRESS
Office no 104
Building F20
Hoffman street
POTCHEFSTROOM 2520

Information on application procedures, admission requirements etc are available at:
http://www.nwu.ac.za

Checklist for accompanying documents

- ☐ Have you signed the undertaking (page 7)?
- ☐ Did you include a certified copy of your academic record (transcript)?
- ☐ Did you include certified copies of your certificates?
- ☐ Did you include two ID-photos?
- ☐ Did you include a certified copy of your ID-document (RSA Citizens)?
- ☐ Did you include a certified copy of your marriage certificate? (if applicable)
- ☐ Did you include a certified copy of your passport? (foreign students)
- ☐ Did you include payment/proof of payment of the application fee?
- ☐ Did you clearly indicate what qualification you are applying for?
- ☐ Did you include the SAQA evaluation certificate? (if applicable)

Important: If any of the abovementioned documents are outstanding, your application form will not be submitted to the Faculty for evaluation.

Please complete the application in PRINT.

Applications for admission during a particular year close at the end of October of the preceding year except selection courses and instances in which faculties determine specific closing dates. However late applications are considered in exceptional circumstances.

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 one should consult the lecturer under whose supervision one would like to conduct the research. If one does not know under whose guidance one would like to work, the Administrative Manager of the appropriate faculty should be consulted for a recommendation.

FOREIGN STUDENTS

- All foreign students must contact the International Office on campus at: *http://www.puk.ac.za/international/index.html* (Building E11)

- A sworn statement or bank guarantee must be submitted to ensure that one has access to the necessary finances which will enable one to undertake one's studies and to cover cost of living expenses for the full duration of one's studies.

- Prospective students from non-English speaking countries must submit a certificate of English language proficiency, either the TOEFL score sheet or results of the University of Cambridge International English Language Testing system. Please request the institution where the test was taken, to send an official statement of the score and indicate whether the test was paper- /computer- / IT-based. Students who completed their studies through an English-medium institution prior to submitting their application may apply in writing for exemption from the TOEFL test.

  PLEASE NOTE: Proof of English proficiency must be given prior to official registration (not older thatn 2 years)

- All documents in foreign languages should be submitted together with sworn translations in English.

STUDY PERMIT

Please note that one may only apply for a study permit once one has received the "Confirmation of provisional registration of a foreign student," an admission letter from the NWU as well as an invitation letter issued by the International office. One should then contact the South African Embassy in one's country of origin to determine the procedure to be followed.

On receipt of a study permit a student is required to fax a copy thereof to the NWU as soon as possible, marked for the attention of the Master's and Doctorate Admissions Office (Fax no. +27 18 299 2443). A certified copy must be submitted on arrival at the University or sent by mail to our office ASAP.

Students will not be allowed to register without proof of a valid study permit and proof of international medical insurance.

CONTINUATION OF STUDIES

- If you are currently registered at the NWU and only continuing your studies, this application form has to be submitted with

  ☑ A certified copy of your ID/passport

  You will keep your current student number as well as your student card

- No need to submit the following:

  ☒ Application fee
  ☒ Academic record for qualifications obtained at NWU
  ☒ Two ID photos - use your existing student card

ALUMNI (OLD STUDENTS)

Students who have not registered in the previous year at NWU but used to be a registered student at NWU/PU for CHE

Must submit the following:

☑ Completed Application form
☑ Certified copy of ID
☑ R150.00 Application Fee
☑ Certified copy/copies of the academic record of any other relevant qualification/s obained from another tertiary institution

A.

A1. Application Form

Student number

☐ Continuation of study ☐ Alumni

☐ First time Applicant

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

Did you contact a possible supervisor/promotor? Yes ☐ No ☐ If yes, state name of person _____

Have you been registered at this University before? Yes ☐ No ☐

If yes, please supply student number Last year of registration (e.g. 1994)

Method of learning that you will follow (mark with X) (1) Full-time ☐ (2) Part-time ☐

(3) Agreement, e.g. Bible Colleges, Cedar, etc ☐

A.2. Qualification

	Qualification e.g. M Mus	Qualification code e.g. 117108	Curriculum code e.g. L870P
Qualification that you wish to enrol for:			
	Qualification e.g. PhD(Chemical Eng)	Qualification code e.g. 703104	Curriculum code e.g. I901P
Second choice:			

A.3. Biographical Particulars of Applicant:

Identity number

Surname Initials

Birth date (YYYY/MM/DD) Title e.g. Mr

First names Gender Male ☐ Female ☐

Preferred name Marital status Maiden name

Nationality South African ☐ Other (please specify)

Population group Asian ☐ White ☐ Coloured ☐ Black ☐ Information Confidential ☐

Other (please specify)

Please complete where applicable:
Employer:

Occupation & position held:

Religious affiliation (specify):

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 paralysis ☐ Speech defect ☐ Other (specify)

***Notifiable Disease** Tuberculosis (TB) ☐ Bacterial Meningitis ☐

LANGUAGE PREFERENCE

Home Language Afrikaans ☐ English ☐

Other (specify) :

Preferred language for correspondence Afrikaans ☐ English ☐

APPLICATION FEE INCLUDED: YES ☐ NO ☐

☐ POSTAL ORDER
☐ CHEQUE
☐ REMITTANCE SLIP

Please do not include cash

* 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 (PLEASE PRINT)

Preferred communication channel Post ☐ Email ☐ Fax ☐

Do you have access to CD-ROM facilities? Yes ☐ No ☐

Home address

Postal code

Postal address

Postal code

Address where account should be sent? Home address ☐ Postal address ☐ Other ☐

Cellphone number

Tel. no of applicant during office hours Area code Number Extension

Tel. no of applicant after hours Area code Number

Fax no Area code Number

E-mail address

FOREIGN STUDENTS (NON RSA CITIZEN)

(Mark applicable block)

Study permit ☐ Residence permit ☐ Other (please specify) _____

OFFICE USE

Permit number Permit expiry date (YYYY/MM/DD)

Passport number Passport expiry date (YYYY/MM/DD)

C. HOLDERS OF BURSARIES

☐ NRF ☐ UNIVERSITY ☐ EMPLOYER ☐ GOVERNMENT

OTHER: _____

CONTACT PERSON (EMPLOYER / BURSAR): _____

CONTACT NUMBER: _____

ADDRESS: _____

Postal code

C. **Post-school activities**

Primary activity in year prior to study at the NWU:

University ☐ Technical Institute ☐ Military service ☐ Other (specify) ☐

Work ☐ Technikon ☐ Teacher's Training College ☐

Tertiary institution registration? First Registration ☐ Second Registration ☐

Have you sat for any examination at a tertiary level? Yes ☐ No ☐

Complete in reverse order (starting with the most recent) all tertiary academic qualifications including incomplete qualifications (compulsory for evaluation purposes)

D. ACADEMIC HISTORY

Period		**Name of university / college / technikon, etc.**	**Name of degree / diploma / certificate**	**Study completed**		**University-Student no.**
From Year/Month	To Year/Month			Yes	No	

E. Employment record

Please record your most recent positions of employment, starting with your current position

Period		**Occupation**	**Employer**
From Year/Month	To Year/Month		

SA Nursing Council Reference Number (Nursing applicants only) _____

F.

DEPARTMENT OF ACADEMIC ADMINISTRATION

- Application for student card

All students are issued with student cards to enter the library, for use of other facilities and for purposes of identifications during certain classes, examinations and on the computer network. This card is prepared on the basis of the details provided below, so that the card can be issued to you after registration. The card remains the property of the University and should be returned if you should suspend your studies.

- Two ID photographs of yourself should accompany the first application for admission (undergraduate and postgraduate)
- These photographs are required for administrative purposes, and also to enable us to provide you with a student card after registration.
- Please write your initials, surname, date of birth and your signature on the reverse side of the photographs.
- You are cordially requested to paste the ID photographs on to the little frames below.

Initials

Surname

Student number

These photographs remain the property of the NWU

DEPARTMENT OF PROTECTION SERVICES

- Application for student card

All students are issued with student cards to enter the library, for use of other facilities and for purposes of identifications during certain classes, examinations and on the computer network. This card is prepared on the basis of the details provided below, so that the card can be issued to you after registration. The card remains the property of the University and should be returned if you should suspend your studies.

- Two ID photographs of yourself should accompany the first application for admission (undergraduate and postgraduate)
- These photographs are required for administrative purposes, and also to enable us to provide you with a student card after registration.
- Please write your initials, surname, date of birth and place signature on the reverse side of the photographs.
- You are cordially requested to paste the ID photographs on to the little frames below.

Initials

Surname

Student number

These photographs remain the property of the NWU

N/A: I already have a student card

H. Undertaking by the student. (If student is under age we also require the signature of parent or guardian)

1. I declare that I (hereinafter referred to as the student) have/has completed the form in full and that the details are true and correct.
2. If I/the student should require urgent medical attention during my/the student's stay in the residence, I authorise the housemaster or his delegate to call in a practising physician or medical specialist. Should an emergency operation or other treatment be required, I authorise the housemaster or his delegate to give the required written consent thereto on my/the student's behalf. (Not applicable to distance education students.)
3. I/we, the undersigned, will be responsible for the prompt payment of all and any money payable to the NWU in terms of my/the student's enrolment and/or association with the NWU, now and in future, as set out in more detail in the official University brochures as determined and amended by the University Council from time to time. The contents of these brochures form the basis of the financial agreement between the University and myself/us and are regarded to be incorporated in their entirety into this agreement. I shall forthwith fax proof of every deposit/payment made by or on behalf of the student with regard to monies paid into the University's bank account to enable the University to credit the student's personal study account with the University.
4. I give permission that a student card may be issued to me/the student and I assume responsibility for all financial and other transactions negotiated and entered into by means of such card. I also bind myself/the student to the prescribed rules with regard to lost cards (the rules in question are provided when the card is issued and are available for purposes of information at the office of the Dean of Students, together with the relevant brochure). Student cards are issued to all students and are required among others, for the use of sport and library facilities, dining halls, restaurants and for personal identification in some classes, at examination venues and on the computer network. This card is issued on the basis of the details supplied by or on behalf of the student so that the card can be issued to the student after registration. Among others, it is expected of the student to wear the card visibly on his/her person and to treat it as a debit card. The card remains the property of the University and must be returned when the student terminates his/her studies. Lost cards must be cancelled immediately at the Department of Protection Services of the University.
5. I consent to the issuing of a computer user name to me/the student. I realise that the security of the password is the personal responsibility of the student. I/the student bind myself to the rules for the use of the University's computer facilities as contained in the relevant policy documents and brochures and I/the student accept(s) responsibility for all transactions done in the student's user name, including electronic mail and Internet access.
6. I understand that the University will at all times be entitled to summarily cancel my/the student's registration should it become apparent that the information supplied on this form is false or incorrect. I further understand that the University reserves the right to cancel my/the student's admission/registration in the event that I/the student was for any reason erroneously admitted to a qualification.
7. If I/the student fail/fails to make payments on pre-determined due dates, and if the University, at the University's sole discretion should hand over to attorneys any amount of monies for collection, I undertake to pay all costs whatsoever which may be due and payable, including tracing fees, collection charges, advocate's fees, and any expenses of whatever nature on an attorney-and-own-client scale. Any fees payable by me/ the student will firstly be allocated to the aforementioned costs, thereafter to interest and only then to the capital amount. A wage attachment order(s) may also immediately be issued against my/our employer(s) in order to attach my/our salary/salaries or wage(s) in order to collect the outstanding amount as a whole or in instalments.
8. Any amount owing and payable to the University in terms of the University's financial rules as published in the brochure entitled "Fees Payable and Financial Rules", may be fixed and proven by means of a certificate issued and signed by an authorised official of the University. Such a certificate shall be binding and will serve as *prima facie* proof of the extent and existence of such amount, unless and until the contrary is proved.
9. I understand that this undertaking signed by me specifically refers to my/the student's application for admission to the University and/or application for continuation of studies at the University.
10. I hereby bind myself jointly and severally and *in solidum* together with the student to properly meet all conditions contained herein.
11. These conditions will remain valid and in force for the full duration of my/the student's enrolment as a student at the University and thereafter until all commitments in terms hereof have been met.
12. I have satisfied myself as to and subject myself to all the rules and regulations contained in the brochures and in the Institutional Statute of the University which form part of this agreement and/or as it may be amended from time to time.
13. Potchefstroom shall be regarded as the place where this agreement has come into existence, regardless of where it may have been signed.
14. I hereby undertake to transfer to the University any intellectual property rights that may arise in the course and scope of the studies and research of the student at the University, by signing the necessary documents. I understand that, in the case of any commercial exploitation thereof, the University will remunerate me/the student in terms of the same policy that applies to staff of the University.
15. I understand that the University will take all reasonable steps to prevent me/the student from being injured or prejudiced

for any injury or damage, whether or not it is caused by the negligence of the University or any of its employees, or a fellow-student, and I undertake not to institute any claims against the University in respect of such an injury or damage. I further undertake to indemnify the University should the University incur any liability whatsoever pursuant to any negligent or other act or omission by me/the student.

16. I /the student, my/his/her dependants, executors, administrators, and/or transferees hereby relinquish and indemnify the University against any claim or damage of whatsoever nature which may arise on or outside the campuses of the University during my/the student's period of study at the University.
17. Do you currently own any amount of money to any tertiary institution in South Africa? Yes ☐ No ☐
18. If the answer in above is YES, please indicate the name of the institution and the amount that is owed and attach all relevant details.

Name of Institution _____ Amount _____

Signed on this _____ day of _____

_____ _____

SIGNATURE OF PERSON LIABLE FOR PAYMENT SIGNATURE OF STUDENT

_____ _____

NAME AND SURNAME (please print) NAME AND SURNAME (please print)

ID number ☐☐☐☐☐☐☐☐☐☐☐☐☐ ID number ☐☐☐☐☐☐☐☐☐☐☐☐☐

I. 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 set out in paragraph 3 of section H above.

I confirm that I understand the meaning of the term *in solidum* as explained in the paragraph 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 am aware of the legal effect of the abovementioned 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 owing 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 ☐☐☐☐☐☐☐☐

J. Particulars of friend / next of kin (not of the same address)

Relationship ☐ ID ☐

Surname ☐ Initials ☐

Maiden name ☐ Title ☐

Occupation ☐ Employer ☐

Postal address ☐

☐ Postal code ☐

E-mail address ☐ Cellphone number ☐

Home tel. no Area code ☐☐☐ Number ☐☐☐☐☐☐☐

Work tel. no Area code ☐☐☐ Number ☐☐☐☐☐☐☐

Fax no. Area code ☐☐☐ Number ☐☐☐☐☐☐☐

J. OFFICE USE ONLY

J.1. RECOMMENDATION BY FACULTY / SELECTION COMMITTEE

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

Remarks/Conditions _____

_____

_____

_____

ADMINISTRATIVE MANAGER / CHAIRMAN: _____

TITLE, INITIALS, SURNAME _____ DATE (YYYY/MM/DD) ☐☐☐☐☐☐☐☐

J.2. RECOMMENDATION BY THE SCHOOL DIRECTOR

Application approved ☐ Application rejected ☐

Other recommendations _____

_____

_____

_____

SCHOOL DIRECTOR _____

TITLE, INITIALS, SURNAME: _____ DATE (YYYY/MM/DD) ☐☐☐☐☐☐☐☐

J.3. RECOMMENDATION BY THE RESEARCH DIRECTOR

Application approved ☐ Application rejected ☐

Other recommendations _____

_____

RESEARCH DIRECTOR: _____

TITLE, INITIALS, SURNAME: _____ DATE (YYYY/MM/DD) ☐☐☐☐☐☐☐☐