Undergraduate Application Pack
for International Students

Contents:

1. Application for admission - Cover Letter
   • Undergraduate Programme Guide
   • Undergraduate Requirements
   • Fees Guidelines
   • How to Pay
   • Medical Aid
2. Undergraduate Application Form
3. On-Campus Accommodation Application Form
4. Off-Campus Accommodation Application Form

Please forward any enquiries to: international@mandela.ac.za

Published in May 2019
Dear Prospective Student

Thank you very much for enquiring about our programmes. We hope you decide to join our exciting and diverse university environment for the study experience of a lifetime!

At Nelson Mandela University we offer the full spectrum of career-focused, academic-orientated and professional programmes from diploma through to doctorate level in more than 130 career fields.

UNDERGRADUATE REQUIREMENTS
Use this link to access the latest information:
http://international.mandela.ac.za/Application-and-Admissions/Requirements-for-Undergraduate

In the documents below you will find an application form. Please complete the form and make sure it is accompanied by the following:

- Certified copy of school leaving certificate (with English translations where necessary)
- Certified copy of passport or identity document
- Transcript of an academic record if you have studied at another university or college
- International application fee of R500.00 (proof of transfer)

Please note: The deadline to apply for January 2020 is 31 October 2019.

UNDERGRADUATE PROGRAMME GUIDE
Download and browse this searchable PDF for all the programmes available to international students:
www.tinyurl.com/y8tglkur

FEES GUIDELINES
Use this link to access the latest information:
http://international.mandela.ac.za/Application-and-Admissions/Fees-Guidelines

HOW TO PAY?
Use this link to access the latest information:
http://international.mandela.ac.za/How-to-pay

Note: No application will be processed without payment of the application fee. Furthermore the Institution does not offer Distance Education Programmes to International Students.

MEDICAL AID
Use this link to access the latest information:
http://international.mandela.ac.za/Application-and-Admissions/Medical-Aid

If you have any queries kindly contact us via Email on: international@mandela.ac.za

Yours faithfully

Dr Nomakwezi Mzilikazi
Acting Senior Director: Office of International Education
Application for academic admission and on-campus residence for Certificates, Diplomas, Advanced Diplomas, Undergraduate Degrees & BTechs  

2020

Please take note of the admission requirements before completing this application form.
(Available from our undergraduate and international student guides. Prospective students are encouraged to apply online [mandela.ac.za/application] – Only use this form if you do not have internet access.)

Please indicate by ticking the applicable box

☐ South African citizen  
☐ International student

Where will you be studying? (Refer to our course guides for more information)

☐ Port Elizabeth Campuses  
☐ George Campus

Nelson Mandela University has campuses in both Port Elizabeth and George. Please note that some qualifications are only offered on one specific campus.

Surname

Initials

Student number (for office use only)

Have you previously applied/registered at any one of these institutions: NMMU, UPE, Vista (PE Campus) or PE Technikon?  

Yes  
No

If yes, kindly indicate your student number and institution: 

Student number

Institution  

UPE  
VISTA  
PE TECHNIKON  
NMMU

Section A

What qualification(s) you like to apply for? (Please indicate the qualification type as well as the area of specialisation - use the undergraduate guide to assist you in this regard)

First choice of study e.g. BCom (Financial Planning)  

Second choice of study e.g. Dip (Building)  

Your second choice will only be considered if your first choice is unsuccessful.

Type of proposed registration  

full-time  
part-time  
study abroad  
exchange student  
occasional  
recognition of prior learning (RPL)

Change the World

mandela.ac.za
**Checklist for applicants**

Please note that your application form cannot be processed if you have not attached all the relevant documents. Please use the checklist below to ensure that you have attached all the required documents before you submit your application form.

- Certified copy of your ID document or birth certificate (ID document compulsory for SA citizens – your application cannot be processed without a certified copy of your ID. If you are still waiting for your ID, submit a certified copy of your birth certificate)
- Certified copy of ID of parent / legal guardian / surety (required if you are a dependant, or currently at school or have left school recently and do/will not have permanent employment when applying or studying at the university
- Certified copy of your latest school results (indicating the percentage (%) you have obtained in each subject) e.g. Grade 11 final or Grade 12 June or September results or your final school leaving results – NO GRADE 12 MARCH RESULTS
- Academic record(s) and certificate(s) of conduct from previous institution(s) (if applicable)
- Diploma/Degree certificate(s) (if applicable)
- Marriage certificate (if applicable)
- Certified copy of passport (for international students) / proof of permanent residency (SA ID)
- Did you complete section C on page 7 (if applicable)?
- Did you sign section H on page 10?
- Did your parent/legal guardian/ surety sign section I on page 12?
- Have you attached your proof of residential/ home or postal address?
- Did you sign section J on page 14? (if applicable)
- Certificate of exemption from Universities South Africa (USAf) – only applicable for applicants who did not write/ are not writing a South African school leaving examination (NSC/IEB). (The letter from USAf must state the type of exemption for which you qualify).

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**Sign Here**

Applicant (Only to be signed once all of the items have been ticked off and your application is ready to be submitted to the admissions office):

I ................................................................................................................................................ accept that if any of the above-mentioned is not attended to/or not included that this application will not be finalised.

Signed at ............................................................... on the ...................................... of ............................................... 20............................

Sign here / Thumb print ..................................................................................................

---

**Office Use**

Checked and accepted by Admissions staff member

**Sign Here**

Admissions Office

Name & Surname ........................................................................................

Date ..............................................................................................................

Signature ......................................................................................................

[STAMP]
Guidelines and information for applicants

1. Closing dates for applications

In order to ensure adequate time for application, processing and planning by the university and yourself, applications for admission in 2020 should be submitted by 01 August 2019.

Applications will be considered after this date and based on academic merit until 30 September 2019. In addition, subject to availability of space, places in some qualifications are limited. It is therefore in your best interest to submit your application by 01 August 2019.

2. Application fees (all qualifications) for academic admission: 2020 January intake

<table>
<thead>
<tr>
<th>Dates</th>
<th>Application Fee</th>
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<tbody>
<tr>
<td>Until 01 August 2019</td>
<td>(no application fee)</td>
</tr>
<tr>
<td>From 02 August 2019 to 30 September 2019</td>
<td>(no application fee)</td>
</tr>
</tbody>
</table>

Before completing the application form, please take note of the minimum admission requirements for the qualification that you are applying for (mandela.ac.za/application) or refer to the relevant course guide.

If you have a disability or special needs, please refer to point number 6 on page 3 and section C on page 7.

3. Selection of undergraduate candidates

Submission of a completed application form does not mean that you have been accepted as a student, or that you may register. All applicants will be notified of the outcome of their application. All prospective students are selected in accordance with the admissions policy of the university. Certified copies of the required certificates/documents must be attached to your application form.

- Please ensure that your cell number is correct as prospective students will be notified via sms and can also track their application online (mandela.ac.za/application).
- Please do not send original certificates/documents in the post.
- Acceptance as a student does not mean that you have also been accepted at one of the residences or that you will automatically qualify for a bursary/loan.

4. Students from other tertiary institutions

If you were previously registered at other tertiary education institutions, you need to submit an original full academic record and certificate of conduct issued by each institution at which you were registered as these two documents are compulsory. This statement must indicate all modules passed and failed, and modules for which you are currently registered. Students who studied at the Port Elizabeth campus of the former Vista University before 2004 must obtain an academic record and a certificate of conduct from UNISA. (Tel: 086 167 0411 or e-mail: undergrad@unisa.ac.za)

5. Financial aid (South African applicants)

Applications for NSFAS funding must be made directly on the NSFAS website or an application form can be downloaded and sent directly to the NSFAS office in Cape Town. The closing date for NSFAS funding is advertised on their website. Further information can be obtained from the NSFAS website – www.nsfas.org.za or e-mail: info@nsfas.org.za, or by calling 086 006 7327.

Scholar Merit and Student Merit awards are awarded to top academic achievers and no application is required for these two awards. Bursaries and sponsorships are available to students who fulfill specific criteria as required by the various sponsors. Details on any of these options can be found in the Bursaries and Financial Aid booklet on the Financial Aid website – finaid.mandela.ac.za

6. Assistance for differently abled students

The university strives to ensure that all campus facilities are accessible to students who are differently abled. Every reasonable attempt will be made to provide students with the assistance they may require. However, if we are not aware of the condition/disability, the university will not be in a position, nor be obligated to make reasonable concessions. If the condition/disability is not self-evident, the university may require the applicant to disclose sufficient information to confirm the condition/disability or to ensure that reasonable concessions could be accommodated.

For more information on accessibility and how your particular condition/disability can be accommodated, you are advised to contact the Universal Accessibility & Disability Services (UADS), on 041 504 2313/4756 or e-mail: disability@mandela.ac.za as early as possible. Early enquiries during the year preceding application are encouraged, to ensure that requests can be reasonably accommodated.

7. Residence applications

- To apply for on-campus accommodation please complete section J at the end of this application form;
- Please note that indicating that you require on-campus accommodation does not guarantee you a place in any residences;
- A selection process has to take place and priority will be given to applicants who have obtained good academic results;
- No student will be admitted to any residence until she/he has been academically admitted to a university programme and the initial downpayment(s) have been paid prior to your arrival;
• Also note that residence accommodation is limited and preference will be given to applications received on or before 30 September 2019;
• Late applications will only be considered if there are still places remaining;
• Please include proof of your current residential/ home or postal address with your application form.

8. International students

Closing date for applications: 31 October 2019 (late application procedure does not apply to international students)

Your application form should be accompanied by the following:

Undergraduate applications
• Certified copy of school leaving certificate (with English translations where necessary);
• Certified copy of passport / identification document;
• Transcript of an academic record if you have studied at another university or college;
• International application fee of R500 (proof of transfer).

You may remit your application fee by telegraphic transfer or bank draft. The bank details are as follows:

Account name: Nelson Mandela University – Main
Bank name: Standard Bank
Bank address: Rink Street, Port Elizabeth, South Africa
Branch code: 050417
Internet Banking Code: 051001

Account no.: 080263011
Bank swift code: SBZAZAJJ
Nelson Mandela University ref. no.: 5350 4605 & Student Name
Student name: Please state on deposit slip

All enquiries with regard to application, admission, orientation, accommodation, study permits etc. can be sent to international@mandela.ac.za or you can visit their website at international.mandela.ac.za.

9. Changes after submitting an application

Kindly advise the Admissions Office if your address, cell number or e-mail address has changed, or if you would like to change your initial qualification choices after you have already submitted your hard copy application form. You are advised to also contact the Admissions Office in writing, should you decide not to proceed with your application. E-mail: admissions@mandela.ac.za or fax (041) 504 1477.

10. Student number

Please ensure that you include your student number and/or identity number (ID) on all documents submitted to the university. We cannot process your requests if we do not have your student number, which must be written at the top of each page you submit. This student number will appear in all future correspondence that you receive from the university.

11. Medium of instruction and academic activities

Tuition at Nelson Mandela University is presented mainly in English. Academic activities take place from Monday to Friday and when necessary, on Saturdays.

12. Certificate of Exemption

Candidates who wrote a foreign school-leaving qualification require a certificate of exemption from Universities South Africa (USAf) before their application can be considered. Such candidates will need to submit their final school leaving certificate to USAf in order to determine whether they qualify for any type of exemption. The letter you receive from USAf will then need to be sent to the admissions office with your application form, in order for your application to be considered.

Contact Universities SA (USAf):
Tel: +27 (011) 591 4401/2
Fax: +27 (0)86 680 5727
Email: applications@usaf.ac.za
Website: www.mb.usaf.ac.za
APPLICATION FOR ADMISSION

Instructions

Use **CAPITAL LETTERS** to complete this form or place an X in the correct box. **Please use a black pen.** Kindly complete the form in FULL and answer all the questions. Application forms that are not completed and do not include the required documentation may not be processed. In this case your application form will be returned to you which may delay the application process.

<table>
<thead>
<tr>
<th>Section B</th>
<th>Personal details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr</td>
<td>Ms</td>
</tr>
<tr>
<td>Initials.</td>
<td>Surname</td>
</tr>
<tr>
<td>Marital status</td>
<td>Gender</td>
</tr>
<tr>
<td>Single</td>
<td>Married</td>
</tr>
</tbody>
</table>

Home language

**Population group** (information required by the Department of Higher Education & Training)
- African
- Coloured
- Indian
- White

**Nationality / residence status**
- South African citizen
- Foreign with temporary residence permit
- Foreign with permanent residence permit
- Foreigner not resident in South Africa

**If you are not a citizen of South Africa kindly indicate**
- Passport number
- Expiry date
- Citizenship
This section must be completed by all applicants in full

**PLEASE NOTE:** It is your responsibility to inform the university in writing should any of the information below change. (*all fields are compulsory)

<table>
<thead>
<tr>
<th><em>Your postal address</em></th>
<th><em>Your home / residential address</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>(Please do not indicate your school address here)</td>
<td>(Please do not indicate your school address here)</td>
</tr>
<tr>
<td><em>Title ..........Name &amp; Surname...................................................</em></td>
<td><em>Title ..........Initials...................................................</em></td>
</tr>
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<td>.................................................................</td>
<td><em>Surname ........................................................................</em></td>
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<td><em>Address ........................................................................</em></td>
<td><em>Address ........................................................................</em></td>
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<td>........................................Postal code ..................</td>
<td>........................................Postal code ..................</td>
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<td>*Tel (Home): Code ........ Number....................................</td>
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<tr>
<td>*Tel (Work): Code ........ Number .....................................</td>
<td>*Tel (Work): Code ........ Number .....................................</td>
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<tr>
<td>*Cell .............................................................................</td>
<td><em>Fax ...................................... Cell.............................</em></td>
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<tr>
<td>*E-mail address ................................................................</td>
<td>*E-mail address ................................................................</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><em>Name and address to which accounts must be posted</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>(not employer, sponsor or bursary address)</td>
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<tr>
<td><em>Title .......... Initials...................................................</em></td>
</tr>
<tr>
<td><em>Surname ........................................................................</em></td>
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<td><em>Address ........................................................................</em></td>
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<td>........................................Postal code ..................</td>
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<td><em>Tel (Home): Code ........ Number....................................</em></td>
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<td><em>Tel (Work): Code ........ Number .....................................</em></td>
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<td><em>Fax ...................................... Cell.............................</em></td>
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<tr>
<td><em>E-mail address ................................................................</em></td>
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<th><em>Next of kin address</em></th>
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<tbody>
<tr>
<td>(e.g. parents, spouse)</td>
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<tr>
<td><em>Title .......... Initials...................................................</em></td>
</tr>
<tr>
<td><em>Surname ........................................................................</em></td>
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<td><em>Address ........................................................................</em></td>
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<td>........................................Postal code ..................</td>
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<td><em>Tel (Home): Code ........ Number....................................</em></td>
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<td><em>Tel (Work): Code ........ Number .....................................</em></td>
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<tr>
<td><em>Fax ...................................... Cell.............................</em></td>
</tr>
<tr>
<td><em>E-mail address ................................................................</em></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Your employment details</th>
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<tbody>
<tr>
<td>(If full-time employment or self-employed)</td>
</tr>
<tr>
<td>Name of employer .....................................................</td>
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<tr>
<td>Your occupation ..........................................................</td>
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<tr>
<td>Employer's address ................................................................</td>
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<td>........................................Postal code ..................</td>
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<td>Tel (Home): Code ........ Number .....................................</td>
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<td>E-mail address ................................................................</td>
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<table>
<thead>
<tr>
<th>I am at present</th>
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<tbody>
<tr>
<td>(activity you are presently doing prior to applying to Nelson Mandela University):</td>
</tr>
<tr>
<td>□ A university student</td>
</tr>
<tr>
<td>□ A private college student (e.g. Varsity College, CTI etc.)</td>
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<tr>
<td>□ A university of technology student (e.g. DUT, CPUT, VUT etc.)</td>
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<tr>
<td>□ A college of nursing student</td>
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<td>□ A TVET college student</td>
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<tr>
<td>□ Employed</td>
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<tr>
<td>□ Unemployed</td>
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<tr>
<td>□ A Grade 12 learner</td>
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<tr>
<td>□ Other</td>
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<tr>
<td>If other, please specify .....................................................</td>
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</tbody>
</table>
Sport, cultural and social activities
Leadership positions held at high school or any other institution (e.g. head prefect, prefect, SRC member, committee member of society, captain):
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Sports in which you participate(d)

<table>
<thead>
<tr>
<th>Sports played</th>
<th>Highest level played</th>
<th>Year</th>
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<tbody>
<tr>
<td>High school</td>
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<td>Post matric</td>
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Section C

Disabilities/special needs

This information will not compromise your application
Do you have any disabilities/medical condition(s)  □ Yes  □ No

If yes, please indicate:

□ Sight (conditions corrected with spectacles are not applicable)  □ Emotional (behavioural or psychological)

□ Hearing (even with hearing aid)  □ Multiple

□ Communication (talking, listening)

□ Physical (moving, standing)

□ Intellectual (difficulties in learning)

□ Yes

Please provide more details regarding your disability/condition (e.g. partially sighted, wheelchair user, degree of deafness). Every reasonable attempt will be made to provide you with the assistance you may need as a result of your disability. You must provide the university with the necessary information about your disability/condition status at the time of your application by completing and attaching the disability/condition assessment form. You are required to submit supporting documentation with your application. The relevant form will be posted to you or can be downloaded from the admissions office webpage.

Please provide more information if you have ticked any of the above.
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Section D

School leaving detail

- Please note: applicants must complete the entire section D.
- International applicants are required to submit a certified copy of their school results

Name of school

- South African applicants only:
  Please circle your school Quintile 1 / 2 / 3 / 4 / 5

Address of school

Date of your final high/secondary school year (e.g. 2019)

Very important: if you are currently in Grade 12, please submit at least one certified copy of the following results:
Final grade 11 results, June grade 12 results, September grade 12 results (if available), final grade 12 results, mid-year A and O level results/ upgraded results (if available), in addition also list your subject(s) below and the results for each subject.

Please ensure that you list the following:
- Clearly indicate if you have taken mathematics or mathematical literacy or technical mathematics;
- Clearly indicate which language(s) are home language / 1st additional language or 2nd additional language;
- No Gr 12 March results will be considered for admission to Nelson Mandela University.

<table>
<thead>
<tr>
<th>Grade 12/School leaving subjects</th>
<th>Percentage (%) obtained in each subject</th>
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*Examining Body & Province
(please indicated your examination body/type as well as the province in which you will/have written you final Gr 12 examination.)

- Matriculation Board
- Limpopo
- Free State
- IEB
- Northern Cape
- Kwazulu-Natal
- Eastern Cape
- Mpumalanga
- Gauteng
- North West
- Western Cape

*Other Examination Types

- O Level
- IGCSE
- AS-level
- A Level
- IBE
- KCSE
- BAGRUT
- HIGCSE
- AICE

Other (please specify)
**Section E**

**Previous qualifications**

**Section E is COMPULSORY** if you were previously registered at another university, university of technology or private college. Please supply full particulars of every year of registration, irrespective of whether or not any modules were passed. Certified copies of formal academic qualifications must be submitted. An official academic record and certificate of conduct must also be submitted.

<table>
<thead>
<tr>
<th>Student no</th>
<th>from year</th>
<th>to year</th>
<th>Name of degree / diploma</th>
<th>Awarded</th>
<th>Yes</th>
<th>No</th>
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Institution

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<th>Name of degree / diploma</th>
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<th>Yes</th>
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Institution

**Section F**

**Credits for recognition of modules from other institutions**

Do you wish to apply for exemption from credits/modules already completed?  

[ ] Yes  

[ ] No

If “yes”, the prescribed form must be completed (obtainable from the Faculty Office). A full official academic record issued by the institution where you were registered together with the syllabi of the relevant modules must accompany the application form. Your application will not be considered if the relevant syllabi is not attached or the applicable fees are not paid. Please refer to the application form available on our website at mandela.ac.za/application, regarding fees payable.

**Section G**

**Recognition of Prior Learning**

Do you wish to apply for Recognition of Prior Learning (RPL)  

[ ] Yes  

[ ] No

Nelson Mandela University is committed to providing multiple access pathways to its academic qualifications. The university, through a Recognition of Prior Learning (RPL) process, provides alternative entry routes into academic qualifications. RPL seeks to formally identify, assess and acknowledge the range of skills, knowledge and competencies of applicants acquired through formal, informal and non-formal means. More information about RPL can be obtained from the Admissions Office or Faculty Administrator.

**Where did you hear about Nelson Mandela University, or what made you decide on this university as a study option?**

Choose as many as are applicable.

- [ ] Newspaper adverts
- [ ] From career expo's
- [ ] Facebook
- [ ] Visit to school by University staff members/students
- [ ] From school guidance teacher
- [ ] Twitter
- [ ] From your friends or family
- [ ] Visit to the university
- [ ] YouTube
- [ ] From the Internet (website)
- [ ] Open day
- [ ] Television Advert
- [ ] Radio adverts
- [ ] Billboards
- [ ] Bus backs
(This section is compulsory and MUST be completed by all applicants.)

If I am admitted as a student to the university, I undertake to:

1. Perform such work as may be assigned to me by members of staff and to conform to all the rules and regulations laid down by the university.
2. Acquaint myself with all the rules, regulations and instructions applicable to the qualification for which I enrol; I have also acquainted myself with the fees payable as stipulated by the university.
3. I acknowledge that the rules and regulations and instructions referred to in 1 and 2 above are subject to amendment without notice.
4. I undertake to immediately notify the Faculty Administration Office in writing if I change or cancel my registration. I further undertake, if applicable to me, to immediately notify my legal guardian and/or the person who assumes liability for payment of the fees owing by me if I change or cancel my registration and to provide the said person with all accounts received from the university. I further acknowledge that such cancellation is not valid unless given in writing.
5. I am aware that my registration is valid only if it complies with the regulations of the qualification concerned, notwithstanding the acceptance of this registration by the university.

6. The fees and conditions shall be determined by the Council and are subject to amendment without prior notice. I undertake to pay all fees prescribed by the university in respect of any module/qualification for which I register, by the due date as well as all other fees, which may be owing by me to the university. I further note and accept liability for payment of interest as stipulated by the university from time to time in the event of my failing to pay fees for which I am liable by the prescribed date. In the event of the university successfully instituting legal action against me for the recovery of any amounts owing, due and payable or the enforcement of any legal rights of the university, I shall be liable to pay all legal costs incurred on an attorney and client scale, including collection commission and interest. I agree that the university may provide me with statements of account and any other communiqués by way of electronic communication through data messages. These data messages may be sent to the cellular number provided by me. I am also prepared to accept such messages at my University student e-mail address or at an alternative e-mail address nominated by myself in writing.

7. I accept that my examination results, certificate/diploma/degree and study record may be withheld under the following circumstances:
   7.1 in the event of my student account being in arrears or
   7.2 in the event of any disciplinary matter pending against me.
8. I understand that if after registration it is found that my tuition fees or residence account or any other monies including the cost for the replacement of library materials owing to the universe have not been paid by the prescribed date, my registration may be cancelled. Failure to pay residence fees by the date stipulated by the university may result in my eviction from the residences.
9. I will immediately notify the Admissions Office, in writing, if I change my address.
10. Should I, during the course of my studies at the university, sustain any injuries or contract any illness or suffer loss or damages, I hereby undertake not to institute any claim against the university on account thereof, irrespective of the cause of such damages or loss. In the event of my death during the course of my studies, this undertaking shall be binding on the executor of my estate and my heirs and successors-intitile. Under the circumstances referred to, I or my executor, administrator, heirs and successors-in-title (in the event of my death) hereby indemnify the university in respect of any damages suffered by me from any of the causes referred to above.
11. I understand and accept that any work produced by me during my studies or research at the university which may be the object of an intellectual property right, as well as any data or information collected or obtained by me, shall remain the property of the university, and I undertake not to alienate, transfer or make known such to any other party without the written permission of the university.
12. Upon registration I accept responsibility for ensuring that I am registered for the correct modules; that I have no examination or lecture timetable clashes; and that I have made provision for adequate modules and credits for the qualification I wish to obtain.
13. I undertake, that should I be admitted to the residence, the university may assume that I have constructive knowledge of all present and future policies and rules relating to residences.
14. The university uses a digital document management system to store and retrieve information. All student records and other correspondence will therefore be converted to a data format and originals may be destroyed after a period of time.
15. The information furnished by me herein is to the best of my knowledge true, correct and complete.
16. An applicant who submits any document in support of this application, which contains a false statement, is altered or forged, will be prosecuted both criminally as well as in terms of the Student Disciplinary Code. The findings of the Disciplinary Committee will be communicated to all other tertiary institutions in the country.

**Section H**

**Declaration by applicant**

If I am admitted as a student to the university, I undertake to:

1. Perform such work as may be assigned to me by members of staff and to conform to all the rules and regulations laid down by the university.
2. Acquaint myself with all the rules, regulations and instructions applicable to the qualification for which I enrol; I have also acquainted myself with the fees payable as stipulated by the university.
3. I acknowledge that the rules and regulations and instructions referred to in 1 and 2 above are subject to amendment without notice.
4. I undertake to immediately notify the Faculty Administration Office in writing if I change or cancel my registration. I further undertake, if applicable to me, to immediately notify my legal guardian and/or the person who assumes liability for payment of the fees owing by me if I change or cancel my registration and to provide the said person with all accounts received from the university. I further acknowledge that such cancellation is not valid unless given in writing.
5. I am aware that my registration is valid only if it complies with the regulations of the qualification concerned, notwithstanding the acceptance of this registration by the university.

6. The fees and conditions shall be determined by the Council and are subject to amendment without prior notice. I undertake to pay all fees prescribed by the university in respect of any module/qualification for which I register, by the due date as well as all other fees, which may be owing by me to the university. I further note and accept liability for payment of interest as stipulated by the university from time to time in the event of my failing to pay fees for which I am liable by the prescribed date. In the event of the university successfully instituting legal action against me for the recovery of any amounts owing, due and payable or the enforcement of any legal rights of the university, I shall be liable to pay all legal costs incurred on an attorney and client scale, including collection commission and interest. I agree that the university may provide me with statements of account and any other communiqués by way of electronic communication through data messages. These data messages may be sent to the cellular number provided by me. I am also prepared to accept such messages at my University student e-mail address or at an alternative e-mail address nominated by myself in writing.

7. I accept that my examination results, certificate/diploma/degree and study record may be withheld under the following circumstances:
   7.1 in the event of my student account being in arrears or
   7.2 in the event of any disciplinary matter pending against me.
8. I understand that if after registration it is found that my tuition fees or residence account or any other monies including the cost for the replacement of library materials owing to the universe have not been paid by the prescribed date, my registration may be cancelled. Failure to pay residence fees by the date stipulated by the university may result in my eviction from the residences.
9. I will immediately notify the Admissions Office, in writing, if I change my address.
10. Should I, during the course of my studies at the university, sustain any injuries or contract any illness or suffer loss or damages, I hereby undertake not to institute any claim against the university on account thereof, irrespective of the cause of such damages or loss. In the event of my death during the course of my studies, this undertaking shall be binding on the executor of my estate and my heirs and successors-intitile. Under the circumstances referred to, I or my executor, administrator, heirs and successors-in-title (in the event of my death) hereby indemnify the university in respect of any damages suffered by me from any of the causes referred to above.
11. I understand and accept that any work produced by me during my studies or research at the university which may be the object of an intellectual property right, as well as any data or information collected or obtained by me, shall remain the property of the university, and I undertake not to alienate, transfer or make known such to any other party without the written permission of the university.
12. Upon registration I accept responsibility for ensuring that I am registered for the correct modules; that I have no examination or lecture timetable clashes; and that I have made provision for adequate modules and credits for the qualification I wish to obtain.
13. I undertake, that should I be admitted to the residence, the university may assume that I have constructive knowledge of all present and future policies and rules relating to residences.
14. The university uses a digital document management system to store and retrieve information. All student records and other correspondence will therefore be converted to a data format and originals may be destroyed after a period of time.
15. The information furnished by me herein is to the best of my knowledge true, correct and complete.
16. An applicant who submits any document in support of this application, which contains a false statement, is altered or forged, will be prosecuted both criminally as well as in terms of the Student Disciplinary Code. The findings of the Disciplinary Committee will be communicated to all other tertiary institutions in the country.

**Sign Here**

**Applicant**

First name(s) .............................................................................................................................................. Surname ...........................................................................................................................

Signed at .................................................................. on the ....................................... of ............................................. 20............................

Sign here / Thumb print ...............................................................................................................................

**NB: A certified copy of the identity document (ID) or birth certificate of the applicant must be submitted.**
Section I

Declaration by applicant’s parent/legal guardian/surety

(To be completed only if the applicant is a dependant; all applicants who are currently at school or who have recently left school and do not have permanent employment must have their legal guardian/parent or surety complete this section and sign on the next page.)

Details of parent/legal guardian/surety

Name .................................................................................................................................................................................................
Surname .................................................................................................................................................................................................
Identity number of parent/legal guardian/surety ...............................................................................................................................................
Home address ..........................................................................................................................................................................................
......................................................................................................................................................................... Postal code ..............................

Home telephone number: Code ............................................. Number ............................................................................................................................
Fax ..........................................................................................................................................................................................
E-mail address ..........................................................................................................................................................................................
Relationship to applicant (eg. father, uncle, aunt etc.) .......................................................................................................................................
Employer's name (proof of employment must be provided if employed) ..................................................................................................
Employer’s address ..........................................................................................................................................................................................
......................................................................................................................................................................... Postal code ..............................

Work telephone number: Code ............................................. Number ............................................................................................................................

1. I confirm that I am the legal guardian of the applicant and agree to the provisions contained in the declaration of the applicant.
2. I agree to any change in degree, diploma or module that the applicant may take. The university shall not be responsible if the applicant abandons his/her studies or leaves the university.
3. I apply on behalf of the applicant in my personal capacity for his or her registration as a student at the university and hereby bind myself as surety and principal co-debtor for all fees due and payable owing to the university by the applicant.
4. Insofar as it may be applicable to me, I undertake, should the applicant be admitted to the university to:
   4.1 comply with all the rules and regulations of the university
   4.2 acquaint myself with all the rules, regulations and instructions applicable to the qualification for which the applicant enrols.
5. I shall be personally liable for payment of all fees, which may become due to the university in terms of this application and I renounce the benefits of exclusion, division and cession of action should any action be taken by the university for the recovery of fees owing, due and payable to the university by either myself or the applicant.
6. I indemnify the university against any claim against the university arising out of any injuries, loss or illness suffered or contracted by the applicant, myself or any third party representing myself or the applicant during the course of or arising out of his/her studies at the university, irrespective of the cause of such damages, illness or loss.
7. I undertake not to institute any claim against the university on account of any injuries or loss suffered or illness contracted by the applicant during the course of or arising during his/her studies at the university.
8. The fees and conditions shall be determined by the Council and are subject to amendment without prior notice. I undertake to pay all fees prescribed by the university in respect of any module for which I register by the due date as well as other fees, which may be owing to the university. I further note and accept liability for payment of interest as stipulated by the university from time to time in the event of my failing to pay fees for which I am liable for by the prescribed dates. In the event of the university successfully instituting legal action against me for the recovery of any amounts owing, due and payable or the enforcement of any legal rights of the university, I shall be liable to pay all legal costs incurred on an attorney and client scale, including collection commission and interest. I have furthermore noted that all accounts in respect of the applicant will be sent to him/her to check for accuracy and that it is the said applicant's duty to make accounts concerned available to me for settlement.

11
9. I agree that the university may provide me with statements of accounts and any other communiqués by way of electronic communication through data messages. These data messages may be sent to the cellular number provided by the student. I am also prepared to accept such messages at the student's University e-mail address. I also accept that such messages may be received by myself at the cellular or e-mail contact details provided by the student in terms of paragraph 6 of Section H.

10. I understand that the registration of the applicant may be cancelled or examination results may be withheld, if I fail to pay any fees owing, due and payable to the university in respect of the applicant on the due date without any prejudice to any rights, which the university may have in respect of the recovery of such fees.

11. Failure to pay the residence fees by the date stipulated may result in the applicant being evicted from the residences.

12. In the event of the university successfully instituting legal action against me for the recovery of any amounts owing, due and payable or the enforcement of any rights of the university, I shall be liable to pay all legal fees on an attorney and client scale, including collection commission and interest.

13. I declare that the information supplied by me on this form is, to the best of my knowledge, true and correct.

<table>
<thead>
<tr>
<th>Sign Here</th>
<th>Parent/Legal Guardian/Surety</th>
</tr>
</thead>
<tbody>
<tr>
<td>First name(s) .......................................................... Surname ..........................................................</td>
<td></td>
</tr>
<tr>
<td>Signed at .......................................................... on the ................................ of ............................................ 20..........................</td>
<td></td>
</tr>
<tr>
<td>E-mail: ..............................................................................................................................</td>
<td></td>
</tr>
<tr>
<td>Sign here / Thumb print ..........................................................</td>
<td></td>
</tr>
</tbody>
</table>

NB: A copy of the identity document of the parent / legal guardian / surety must be submitted.
**Section J  Application for on-campus residences**

(This form should be completed in BLOCK CAPITALS)

**Closing date:** 30 September 2019

**Contact details for residence applications**  
Port Elizabeth: 041 504 1416 | George: 044 801 5034 | resadmissions@mandela.ac.za

**Student number** (for office use only)

---

- Please note: You must provide proof of your current residential/home address with your on-campus application form.
- If this is not included your application will not be processed.

### Personal details

<table>
<thead>
<tr>
<th>Title</th>
<th>Initials</th>
<th>Surname</th>
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<table>
<thead>
<tr>
<th>First name(s) in full</th>
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<table>
<thead>
<tr>
<th>Date of birth</th>
<th>Nationality</th>
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</table>

If South African, state the province and the nearest city: ............................................

<table>
<thead>
<tr>
<th>Contact details: Home</th>
<th>Cell phone</th>
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<tr>
<th>E-mail</th>
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</table>

Are you an applicant who is differently abled?  
Yes  No

If yes, please inform us of your special needs:

---

Nelson Mandela University must be informed of certain disabilities in order to plan reasonable accommodations and support, to accommodate persons who are differently abled. Advice can be obtained from the University Universal Accessibility & Disability Services (UADS) at 041 504 2313/ 4756 or e-mail: disability@mandela.ac.za

### Population group

- African  
- Coloured  
- Indian  
- White

Gender  
- Male  
- Female

### Non-academic activities

Hobbies/sports:

---

### Academic activities

Qualification (certificate, diploma or degree) you will be pursuing:

---

Academic level of study (first year, senior, BTech / honours, masters / PhD):

---
1. The process which your application will follow is:

1.1 Receipt of your application for on-campus residence will be acknowledged but this does not guarantee a place in residence;
1.2 Your application will be sent to the Department of Housing, Living & Learning Programmes, for consideration;
1.3 A selection process has to take place and only applicants who have been admitted into a university programme will be provisionally admitted into a university residence provided that space is available. Priority will be given to students who have obtained good academic results;
1.4 Final acceptance into residence, for first year students, will depend on your final examination results. A letter of regret will be sent to you if you fail to get acceptance into residences as a result of not meeting the academic requirements as stipulated.
1.5 Students are advised to come to residence only if they have received acknowledgement of admission to residence.

2. Students living in the Nelson Mandela Bay Metropole will not be considered for on-campus accommodation. Exception to this rule will be considered upon written motivation to the Director: Housing, Living & Learning Programmes.

3. The university residences support the living and learning philosophy by providing programmes which will help ease the first-year student’s transition from high school and home to living independently and succeeding academically. Students are grouped together so that common academic interests are shared and where opportunities to learn from each other are created.

4. As a first-year student, you may feel isolated, homesick, lost and unsure when arriving at university. Each first-year student will be part of a mentoring group and attendance of the mentoring sessions is compulsory.

5. All first-year students are expected to share rooms. There are shared rooms in Xanadu (South Campus) and Letaba (North Campus) for males and Melodi (South Campus) and Lebombo (North Campus) for females, and Oceana (Second Avenue Campus) for males and females in separate buildings.

6. All students are expected to access the Meal Management System (MMS). This is a meal booking and billing system that manages student meal accounts for purchases of meals at food outlets on the different campuses and manages the pre-bookings of meals at residences and other specific venues. Registering for the MMS is done during the official registration periods when students register for academic purposes as well as for accommodation. Each student will have their own meal account in the MMS where a record of all transactions will be kept. Money must be paid into the MMS in order to create a positive balance against which all transactions will be deducted.

7. Nelson Mandela University accepts no responsibility for a student’s personal property. Please ensure that you are insured against such eventualities.

8. Resident students undertake to be bound by the current residence regulations. Always ensure that the rules and regulations are well known to you as no excuse will be accepted to the contrary if challenged for misconduct.

9. There is a 24-hour security service to ensure the safety of students and their belongings. Close circuit cameras are situated in strategic places within the residences. The university’s security and residence managers can be contacted at any time in cases of emergency.

10. In the event of space on campus not being available to you, it is recommended that you approach the off-campus, privately-owned residences (Laboria and South Point) or contact the off-campus accommodation manager for assistance.

**Sign Here**

I .......................................................... accept that if any of the above-mentioned is not attended to/or not included that this application will not be finalised.

Signed at ........................................................ on the .............................................. 20..........................

Sign here / Thumb print ..................................................................................................

If you wish to stay in accredited off-campus
Nelson Mandela University housing, please contact the following office:

**Off-campus housing office**
Sanlam Student Village (South Campus) • T 041 504 4736/2921 • E offcampus.accomodation@mandela.ac.za • W ocho.mandela.ac.za
Our Vision
To be a dynamic African university, recognised for its leadership in generating cutting-edge knowledge for a sustainable future.

Our Mission
To offer a diverse range of life-changing educational experiences for a better world.

To achieve our vision and mission, we will ensure that:
• Our values inform and define our institutional ethos and distinctive educational purpose and philosophy.
• We are committed to promoting equity of access and opportunities so as to give students the best chance of success in their pursuit of lifelong learning and diverse educational goals.
• We provide a vibrant, stimulating and richly diverse environment that enables staff and students to reach their full potential.
• We develop graduates and diplomats to be responsible global citizens capable of critical reasoning, innovation, and adaptability.
• We create and sustain an environment that encourages and supports a vibrant research, scholarship and innovation culture.
• We engage in mutually beneficial partnerships locally, nationally and globally to enhance social, economic, and ecological sustainability.

Our Values
- Diversity
- Excellence
- Ubuntu
- Social justice and equality
- Integrity
- Environmental stewardship
Contact us:

Port Elizabeth Campuses
Admissions Office
A PO Box 77000, Nelson Mandela University, Port Elizabeth, 6031, South Africa
(South, North, 2nd Ave, Bird Street, Ocean Sciences & Missionvale campuses)
T +27 41 504 2593/2945/1111
F +27 41 504 2574

George Campus
Admissions Office
A Private Bag X6531, George, 6530
T +27 44 801 5111
F +27 44 801 5031
E admissions@mandela.ac.za or info@mandela.ac.za
W mandela.ac.za/application

International Office
T +27 41 504 2161
F +27 41 504 2771
E international@mandela.ac.za
W international.mandela.ac.za

Nelson Mandela University Business School
A PO Box 77000, Nelson Mandela University, Port Elizabeth, 6031
T +27 86 150 4500
F +27 44 801 5031
E business.school@mandela.ac.za
W mba.mandela.ac.za

Change the World

mandela.ac.za
APPLICATION FOR OFF-CAMPUS ACCOMMODATION

Please note that this application can only be considered after your application for admission to the university has been approved and a refundable damages deposit fee of R2000 has been paid.

SECTION A: ACADEMIC ACTIVITIES

Student Number: [ ] Have you previously been registered at NMU? Yes [ ] No [ ]
Qualification for which you are currently registered for: .................................................................
Academic level of study (first year, senior, B Tech, Honours, Masters or PHD): .................................................................

SECTION B: PERSONAL DETAILS

Title: [ ] Initials: [ ] Last name: .................................................................
First Names (in full): ......................................................................................................................
Maiden Name (if applicable): ........................................................................................................
Date of birth: DD / MM / YYYY Nationality: ..............................................................................
Gender: [ ] Male [ ] Female
Population Group (required by the Department of Education) [ ] White [ ] Black [ ] Mixed Race [ ] Asian [ ] Other
If other please specify: ...................................................................................................................
Home Language: ..........................................................................................................................
Passport Number: ...................................................................................................................... Expiry date: MM / YYYY
Marital Status: [ ] Single [ ] Married [ ] Divorced [ ] Widowed

Personal Address: (please do not indicate your school address here)
[ ] Postal [ ] Home [ ] Residential
No: ......... Street / Building: ........................................................................................................
Suburb: ........................................ Town / City: .................................................................
Country: ................................................................. Postal Code: ........................................
Telephone Number: ( ) ................................................................. Cell Number: ........................................
Email Address: .................................................................

SECTION C: ACCOMMODATION OPTIONS

Option 1 .................................................................................................................... Option 2 ....................................................................................................................
Monthly rental budget (electricity prepaid) R [ ] Would you share with other cultures. Yes [ ] No [ ]
Would like to share accommodation with another student (not a room)
Student Number: [ ] Initials................................. Surname.................................
Student Number: [ ] Initials................................. Surname.................................

FOR OFFICE USE - Date received: ................................................................. Deposit: PAID [ ] NOT PAID [ ]
UNDERTAKING BY PROSPECTIVE RESIDENT STUDENT

NB: It is a prerequisite for admissions to University that this section be completed in full and signed by the applicant AND his/her parent/guardian and witnesses.

I, the undersigned prospective student ………………………………………………………………………………...................................................................
(Name in block capitals please)

Have noted the contents of the General Regulations for Accredited Off campus Residence of Nelson Mandela Metropolitan University, of which the following in particular have been brought to my attention:

1. Upon my admission to the accommodation I am expected to accept responsibility for the property of the University in my room in accordance with the Registrar’s/Landlord/Agents instructions.
2. The keeping and use of intoxicating liquor in residences and public spaces of such residence is prohibited.
3. All off campus accommodation is smoke free and is strictly prohibited.
4. The possession of drugs is strictly prohibited.
5. The possession of fire-arms is strictly prohibited.
6. A refundable damages deposit fee of R2000 must accompany all accommodation applications. The deposit will be refunded to the Applicant upon the expiration of the lease period, less any amount deducted in respect of damages, if applicable, to the leased property, fair wear and tear excepted. Claims received after one year will not be processed and students will forfeit the damages deposit fee. Students that have paid deposits and confirmed accommodation with the Office will not be allowed to cancel the booked accommodation for the duration of one semester. If a student cancels an application for admission after accommodation has been secured, the full deposit and rental will be forfeited.
7. Should the Off Campus Accommodation Office not receive the student’s application form prior to arrival, the student shall be held liable for a R500 location fee to source accommodation. This will be charged to your student account.
8. No student will be admitted to off campus accommodation without the following payment:
   8.1 **DEGREE SEEKING STUDENTS:**
       Payment of the administrative fee of R2000 and first term rental (third term if arriving during the second semester) prior to registration.
   8.2 **STUDY ABROAD/EXCHANGE STUDENTS:**
       Payment of the refundable damages deposit of R2000 and the full semester rental prior to Registration.
       All students must get financial clearance from the finance department.

EMERGENCY OPERATION

The Nelson Mandela Metropolitan University is hereby authorized to act on my behalf in any case where, on medical advice, an emergency operation is considered to be necessary. The Director of Student Housing (SA students) or Director: OIE (all International or Study Abroad students) in consultation with the Registrar will exercise this authority.

REGULATIONS AND RULES FOR RESIDENT STUDENTS

Before taking up residence I shall inform myself all the Regulations and Rules laid down by the University in respect of Residence. I undertake to be bound by these regulations and any that may be formulated in the future. I further undertake to accept the present authorities in the residences.

**NB: Due to limited space, please note that this application does not confirm your choice or place.**

Signature of applicant: ___________________________ Signature of parent / guardian: ___________________________
(if the prospective student is under the age of 21 years)

Full name of parent / guardian: ..............................................................................................................................................

Signature of two witnesses: Witness 1: ___________________________ Witness 2: ___________________________

Signed at ___________________________ On this __________ Day of ________________ 20__ ...

I hereby acknowledge that I have read, understand and accept the terms and obligations provided for above as well as the residence Behavioural guidelines attached.

Signature of student: ___________________________ Signature of parent/guardian: ___________________________
(required if student is under 18)

Signature of University Designee: ___________________________ Date ___________________________