

**GUIDELINES AND INFORMATION FOR INTERNATIONAL APPLICATIONS:**

**1. CLOSING DATE FOR APPLICATIONS**

In order to ensure adequate time for processing, assessment testing and planning by Nelson Mandela University and yourself, application for admissions should be submitted before the following dates:

- **Undergrad / Hons / Coursework Masters / MBA:                      30 September**  
*No late applications will be considered. In addition places in some qualifications are limited; it is therefore in your best interest to submit your application early.*
  
- **Research Masters / PHD:    No closing date\***  
\*(however please note that for registration in the following academic year it is advisable to submit your application in the current academic period.)

**2. APPLICATION FEE:**

All international students are required to pay a non-refundable application fee of **R500**. Failure to pay the application fee would result in your application not being processed. ***Once the application is submitted you will be prompted to pay the R500 non-refundable application fee. Please process the payment in order to ensure that your application will be attended to.***

**3. SELECTION OF UNDERGRADUATE/POSTGRADUATE CANDIDATES:**

Submission of a completed application form does not mean that you have been accepted as a student, or that you may register. Prospective students are selected in accordance with the Admission policy of the University. Applicants will be notified in writing of the outcome of their application by email.

**Please ensure that your email address is correct as you will be notified of your admission status via EMAIL or you can track your application status online.**

**4. IMPORTANT DOCUMENTATION:**

In order for the University to finalise your application you are requested to submit the following documentation:

<b>UNDERGRADUATE APPLICANTS TO SUBMIT THE FOLLOWING:</b>	<b>POSTGRADUATE APPLICANTS TO SUBMIT THE FOLLOWING:</b>
<ul style="list-style-type: none"> <li>• A certified copy of school leaving certificate</li> <li>• Certified copy of passport or identity document</li> <li>• Application fee R500 (non-refundable)</li> <li>• Degree certificates and transcripts if you have studied at another institution.</li> </ul>	<ul style="list-style-type: none"> <li>• Certified degree certificate</li> <li>• Full academic transcript/record of courses completed</li> <li>• A certificate of conduct</li> <li>• Certified copy of passport</li> <li>• A one page outlining the intended research topic</li> <li>• PHD applicants must submit a study proposal that includes a comprehensive description of the field of study as well as a description of the study topic.</li> <li>• Curriculum vitae</li> <li>• Proof of payment of the non-refundable application fee of R500</li> </ul>

**5. STUDENT FROM OTHER TERTIARY INSTITUTION:**

If you were previously registered at other tertiary education institutions, you need to submit a full academic record and certificate of conduct issue by each institution at which you were registered. This statement must indicate all courses passed and failed and modules for which you are currently registered.

**6. STUDENT LIVING WITH DISABILITIES:**

Nelson Mandela University strives to ensure that all campus facilities are accessible to student living with disabilities. Every reasonable attempt will be made to provide students with the assistance they require. Disability status is confidential. However, if Nelson Mandela University is not aware of the disability, the University will not be in the position nor obliged to make reasonable accommodations. If the disability is not self-evident, Nelson Mandela University may require the applicant to disclose sufficient information to confirm the disability or to ensure that reasonable consideration is granted.

For more information on accessibility and how your particular disability can be accommodated, you are advised to contact our Disability Office on 041-5042562 as early as possible. Early enquiries during the year preceding application are encouraged, to ensure that requests can be reasonably accommodated. Email [ruth.barends@mandela.ac.za](mailto:ruth.barends@mandela.ac.za)

**7. ACCOMMODATION:**

- The application form for accommodation will be sent with your acceptance letter.
- Please note that indicating that you require residence accommodation does not guarantee you a place in the 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 residence until she/he has been academically admitted to a University programme or before the appropriate fees have been paid.
- Also note that residence accommodation is limited.
- Late applications will only be considered if space is available.

**8. CHANGES AFTER SUBMITTING AN APPLICATION:**

Kindly advise the Office for International Education in writing by email if your address should be changed or if you would like to change qualification or should you decide not to proceed with the application after submitting your online application.

Notifications can be sent to [onlineinternational@mandela.ac.za](mailto:onlineinternational@mandela.ac.za)

**9. STUDENT NUMBER:**

Please use your student number when corresponding with the University. This student number will appear in all future correspondence that you receive from the University.

**10. MEDIUM OF INSTRUCTION AND ACADEMIC ACTIVITIES:**

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

**11. ASSISTANCE NEEDED:**

In the event of any other support needed with completing your online application, you may contact the Office for International Education at [onlineinternational@mandela.ac.za](mailto:onlineinternational@mandela.ac.za) or at Tel: +27 (41) 504 2161.