

APPLICATION INSTRUCTIONS AND INFORMATION

SELECTION OFFICE

Selection officer: Ms. Megan Snow

E-mail address: mclinical@sun.ac.za

Physical address: Welgevallen House, Suidwal Street, Stellenbosch

Mailing address: Stellenbosch University, Department Psychology,
Private Bag X1, Matieland, 7602

Phone number: 021- 808 3461 / 021 - 808 2696

BANKING DETAILS

A non-refundable application fee of R100.00 will be levied. Timeous payment of the application fee needs to be done electronically to the following account:

Bank: Standard Bank, 20 Bird Street, Stellenbosch

Account: Stellenbosch University

Account number: 073006955 (International students add Swift code SBZAJJ)

Branch number: 050610

Reference: 2590 & Name and surname

DEADLINES

Completed Application form 30 May 2025, 12:00

Completed online registration 30 May 2025, 12:00

All Supporting documents 30 May 2025, 12:00

Referee reports 30 May 2025, 12:00

It is the responsibility of the applicant to register online, complete the online application form and to ensure that all supporting documents are submitted by the due date. **No late or incomplete applications will be accepted.** No negotiations about late applications will be considered.

APPLICATION PACKAGE

Each application should consist of the following:

- Completed online application form
- Two completed online referee reports
- Certified academic records
- Certified degree certificate
- Black and white photograph
- Copy of bank deposit of application fee

If an application package does not include all of the above, the application will be considered incomplete and will not be submitted for selection.

Applicants are requested NOT to include any additional material in their application packages. Provision has been made on the application form for all information required for the selection process. No additional material (such as separate CV's, research proposals) will be considered during the selection process.

NOTIFICATION AND FEEDBACK

As far as possible all communication regarding selection will take place via e-mail.

Following pre-selection, all applicants will be informed by e-mail whether they are on the shortlist for selection by latest **Monday, 14 July 2025**. All applicants are welcome to call Ms. Megan Snow about the status of their applications after **12h00 on Monday, 14 July 2025**.

Shortlisted applicants will be invited to a selection process which will take place between **28-31 July 2025**. Final details about selection week will be communicated closer to the time to those invited to attend. Selection week will take place in person in Stellenbosch.

Successful applicants will be personally contacted on **1 August 2025**. Unsuccessful applicants will receive communications through e-mail. All applicants are welcome to

call Ms. Snow about the status of their applications after **12h00am Friday, 1 August 2025**.

Following final selection, feedback about applications will be given during pre-scheduled feedback appointments. Applicants who wish to get feedback about their applications should make an appointment with Ms. Snow via email (between 1 August and 15 August 2025)

INFORMATION

Should prospective applicants need more information about either the programme or the selection process, they should call or e-mail Ms. Snow.

Ms. Snow will either provide them with the information or direct them to the appropriate person.

Please note that applications for bursaries and accommodation should be completed separately. Information about these application procedures can be obtained from the following people:

Bursaries: General enquires 021-808 4208 beursnavrae_nagraads@sun.ac.za

Accommodation: info@sun.ac.za

APPLICATION INSTRUCTIONS

Carefully read through all the instructions and steps before starting the online application process to familiarise yourself with the system and what is required as part of our application. Please read and follow these instructions carefully as they are not repeated on the application form itself.

Applicants are only required to complete the internal departmental application process detailed on the department of psychology website. Applicants are **NOT** required to complete the general SU Admissions Application at this stage.

Step 1: Online registration and referee reports

Start by registering on the online system using the link which can be found on the Psychology departmental website page:

<https://www0.sun.ac.za/psychology/programmes/master-of-arts-clinical-psychology/>

When registering on the online system you will be required to complete the following details:

- Name and Surname
- Title, Name, surname and email address for two referees (who have agreed to serve as your referee) **Note: At least one referee must be a current or previous supervisor who is able to comment on your therapy/counselling experience**

Upon completing the online registration, you will receive an email confirmation and provided with a unique username and password and link to the online application form. Check both your Inbox and Spam folder for this email. You will use this exact username and password to log on to the online application form.

The two nominated referees (who have agreed to serve as your referees) will also receive an email with a link inviting them to complete the online referee report. Notify your referee that they should have received an email. Again this email will either be in their Inbox or Spam folder.

Once the referee completes the online referee report you will receive an email notification confirming completion.

Note: It is your responsibility to follow up with your respective referees to ensure they complete and submit the online referee report before the closing date.

Step 2: Prepare all your documents

Start by familiarising yourself with what will be required within the online application form. Details for this can be found in Appendix A.

Prepare and have all the supporting documents (pdf) and essays (word or pdf) ready to upload. Further details on the essays required can be found in Appendix A.

Supporting Documents Required:

- Certified academic records (Full academic record in One pdf File)
- Certified degree, Diploma and Certificates (All in One pdf File)
- Black and white photograph
- Copy of bank deposit of application fee: Bank Details are included in Appendix B

Step 3: Complete the online application form

Using your unique username and password to log on to the application portal and complete the online application form when you have all your supporting documents ready for upload. *Note: once documents have been uploaded to the online application they cannot be removed or edited/changed. If an error does occur and you need assistance with this, please contact mclinical@sun.ac.za*

Familiarise yourself with what will be required within the online application before starting the process. Details of what will be required in the online application form can be found in Appendix A.

Note: Form fields within the online application form with two diagonal lines in the bottom right corner can be made bigger by hovering the mouse in the bottom right corner and dragging down.

Note: The online form will automatically calculate your age once you have entered the birth date. Therefore, ignore the '0' value.

APPENDIX A: INFORMATION REQUIRED IN THE ONLINE APPLICATION FORM

IDENTIFICATION

Surname: *Surname as listed on current identity document*

Name: *Full names*

Date of birth: *Year/month/day*

Age: *Will calculated automatically by the system*

Title: *Ms/Mr/Mrs/Dr/Prof etc.*

Gender: *Male / Female / Transgender / Non-binary*

Race: *Information required for Government reporting purposes.*

Citizen status: *State country of citizenship*

Disability: *Persons with disabilities include those who have long-term physical, mental, intellectual, or sensory impairments which, in the presence of various barriers, may hinder their full and effective participation in society on an equal basis with others*

Contact Details: *Please state address where you can be reached during July and August.*

Physical address: *Provide your current physical address.*

E-mail address: *Where you can be reached during July and August. Please indicate if this is not going to be a reliable way of communicating with you, as this is our most important way of communicating with applicants.*

Landline: *Landline where you can reached during July and August.*

Cell phone: *Cell phone number where you can reached during July and August.*

LITERACY & COMMUNICATIONS SKILLS

Home language: *Main language spoken in family of origin*

Knowledge of languages: *List all the languages with which you are familiar.*

Indicate your proficiency in reading, writing and speaking the language by using the categories: Excellent/good/fair

EDUCATION

Formal education:

List all your formal educational qualifications in reverse date order, starting with your most recent degree/diploma and ending with matric.

Psychology training:

List the details of all psychology training, providing details of the year you completed the course and the institution.

Professional registration:

State whether you are registered with any professional board e.g. as a Psychometrist with the HPCSA.

Informal education:

Please list in reverse date order all psychology-related training you have received.

Prizes, awards, honours, bursaries received at university level

Please list in reverse date order all prizes, awards, honours, bursaries received while you were at university.

Extra-mural activities and roles at University.

Please list in reverse order the most significant extra-mural activities and roles while at university.

OCCUPATIONAL HISTORY

Psychology-related employment

Please list all occupational experience related to Psychology in reverse date order. Only paid jobs should be listed here. In the column "formal position" list your formal job title. In the column "date" indicate from when to when you were employed in this particular position. In the column "number of hours" indicate the average hours per week.

Other employment

Please list all other occupational experience in reverse date order. Only paid employment should be listed here. In the column "formal position" list your formal job title. In the column "dates" indicate from when to when you were employed in this particular position. In the column "number of hours" indicate the average hours per week.

Research experience (unpaid)

Please list all unpaid research experience in reverse date order. This may include experience obtained doing a Masters or Honours thesis or voluntary work you might have done on a research project.

In the column “type of research” indicate whether this was doctoral, masters or honours thesis research, whether you were doing independent research, whether you were a member of a research team etc.

In the column “date” indicate from when to when you were employed in this particular position.

In the column “research supervisor” indicate the name of the supervisor (if any) who supervised you on the project.

In the column “topic of research” provide the topic or title of the research project.

In the column “number of hours” indicate the average hours per week.

Voluntary community experience (unpaid)

Please list all voluntary community experience in reverse date order. This may include experience obtained while at university or afterwards. In the column “type of experience” indicate what kind of experience you obtained e.g. counsellor, driver, administrative helper etc.

In the column “dates” indicate from when to when you were employed in this particular position.

In the column “number of hours” indicate the average hours per week.

Publications

Please list all publications (if any) in reverse date order. Use APA-style. On the bottom right corner, the provided form field can be dragged down to make the block bigger.

REFEREES

Referees Contact details:

*Provide the full contact details of the two referees nominated within the registration stage of your application. **At least one referee must be a current or previous supervisor who is able to comment on your therapy/counselling experience.** Completed referee forms should reach the selection committee by the closing date. No applications will be considered without two completed referee forms. Please check that the contact details you provide are relevant for July and August.*

Note that your choice of referee can be crucial for your application. Please make sure that you choose referees who know you well and who will put an effort into completing the forms. Your referees should at least include someone who can comment on your academic abilities and your professional potential and someone who knows you well as a person.

REQUIRED DOCUMENTATION

Certified copy of Academic Transcript
Certified copies of Degrees and Certificates
Proof of Payment

ESSAY ONE: Reflective Autobiographical Essay

Please write a brief self-reflective autobiography. This essay should give us a clear idea of how your own life events, emotional experiences and insights have led to you applying to become a psychologist at this time. The essay should not exceed one page (600 words).

ESSAY TWO: Psychology in South Africa/SA Context

Please write a brief essay of no more than one page/ 600 words in which you convince us that you have the potential to make a meaningful contribution to the practice of psychology in contemporary South Africa.

APPENDIX B: BANK DETAILS

A non-refundable application fee of R100.00 will be levied. Timeous payment of the application fee needs to be done electronically to the following account:

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