

SUNSTUDENT APPLICATION INSTRUCTIONS

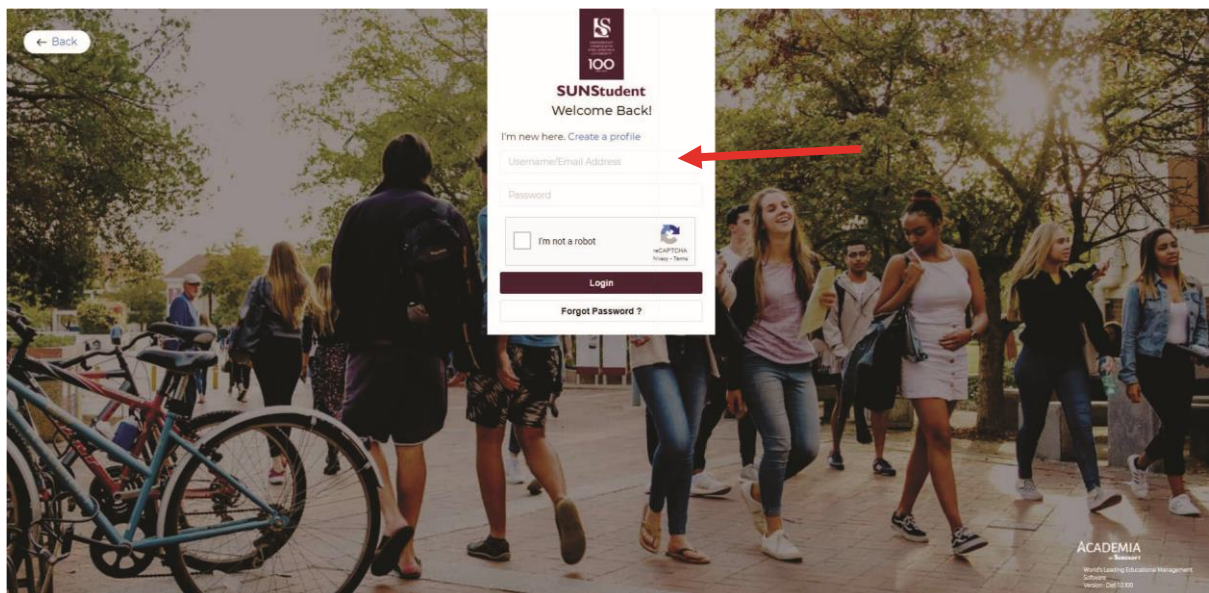
Dear students, to apply to Stellenbosch University for semester studies, please follow the instructions below:

Website for application: <https://student.sun.ac.za/>

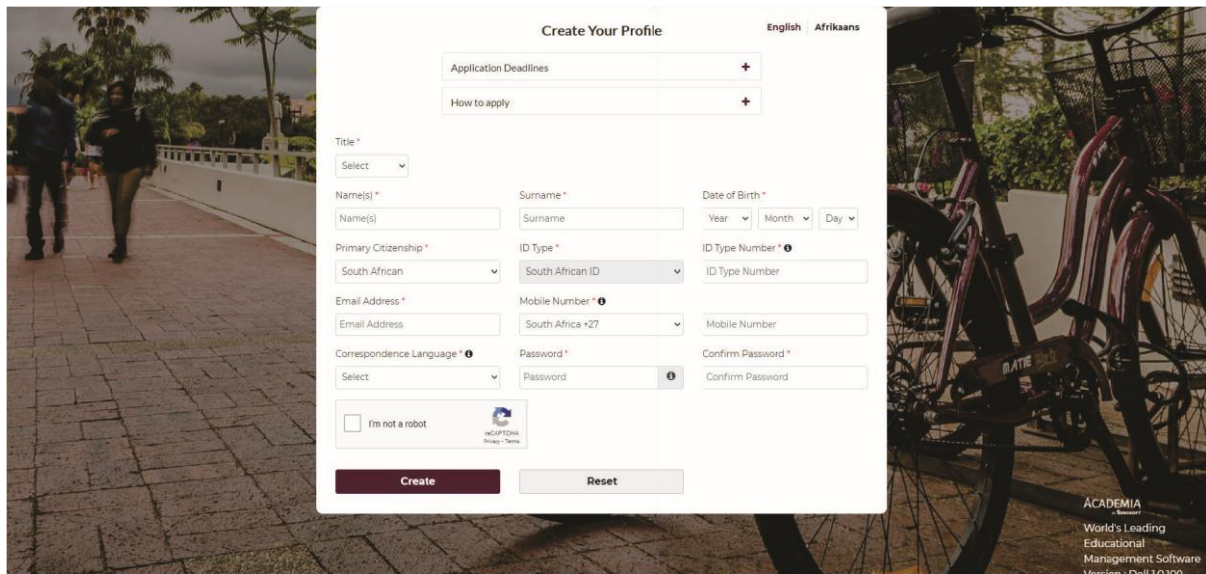
1. Step one - Select “Applicant.”



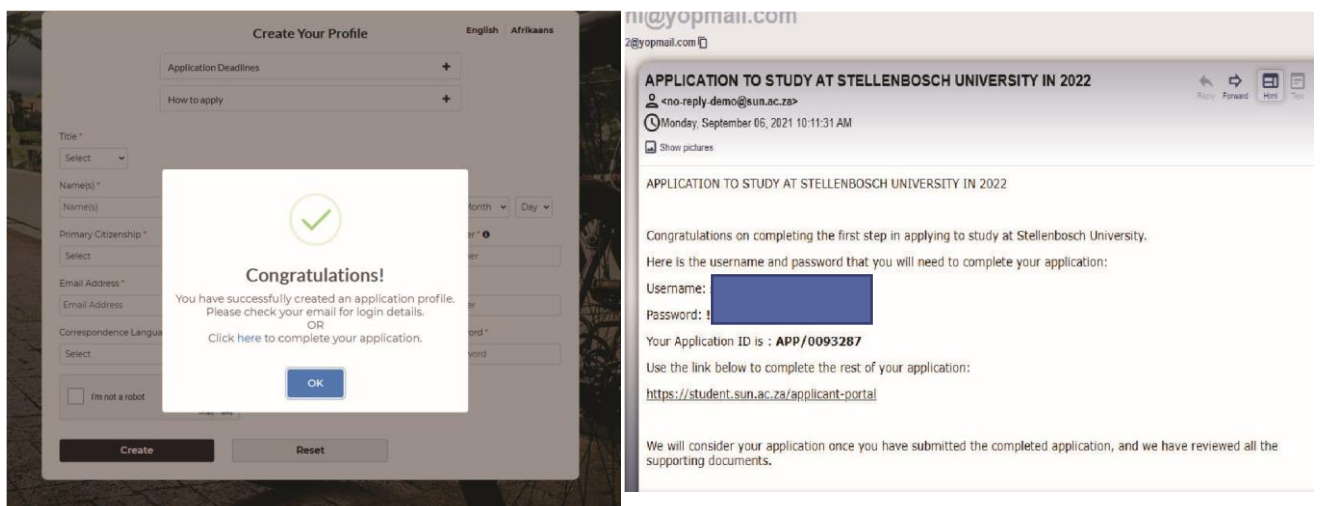
2. Click “Create a profile.”



3. Create Your Profile by providing your biographical details.



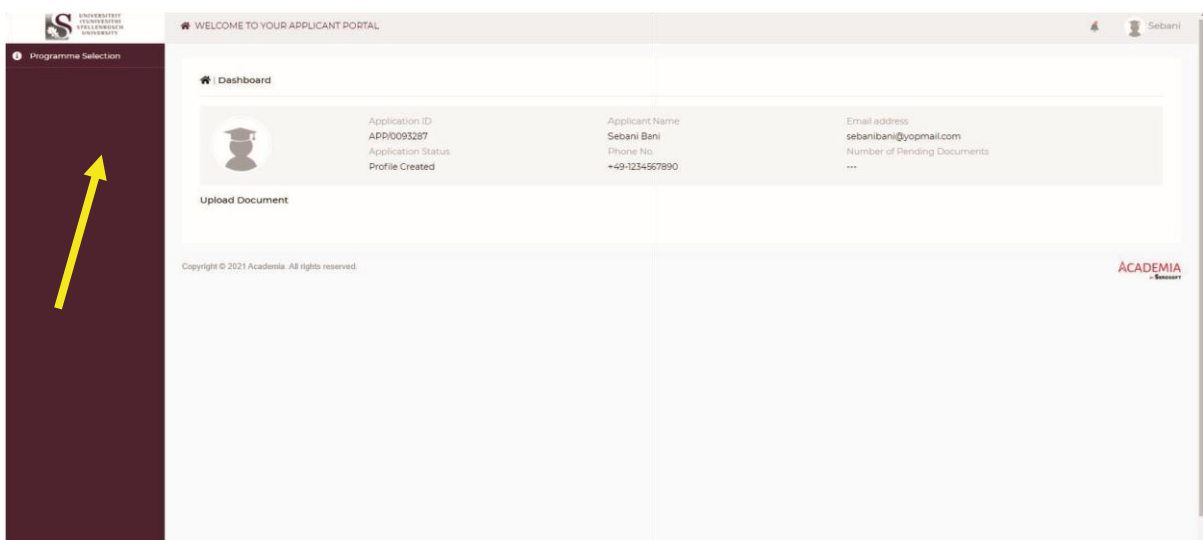
4. After creating your profile, please check your email to receive your login details



5. Login with your login details received in your inbox

6. Select Programme you wish to apply for

Programme Selection



a. **Select Faculty** (Faculty is the “school” in which most of your courses can be found, e.g. Arts and Social Sciences, Engineering, Economic and Management Sciences, etc.)

For an overview of faculties at Stellenbosch University, click [here](#).

b. **Select Programme Type**

- Make sure you select **Stellenbosch University International**

c. **Select Programme**

- If you have been nominated by your home university, select **Exchanges:Residential**

- If you are applying as a freemover, select **Study Abroad Residential: Undergraduate (bachelor level student) OR Study Abroad Residential: Postgraduate (master level student)**

d. Select intended year of studies (2022)

The screenshot shows the 'Programme Selection' modal window on the applicant portal. The window has a dark header with the title 'Programme Selection'. Below the header, there are two dropdown menus: 'Select a faculty' (set to 'Faculty of Economic and Management Sciences-Stellenbosch') and 'Programme Type' (set to 'Stellenbosch University International'). Below these, there is a dropdown for 'When do you intend to start your studies?' (set to '2022'). At the bottom of the modal, there are 'Save' and 'Cancel' buttons. The background of the portal is dimmed, showing the 'WELCOME TO YOUR APPLICANT PORTAL' header and a sidebar with navigation options.

The screenshot shows the 'Dashboard' of the applicant portal. The dashboard has a dark sidebar on the left with navigation options: 'Programme Selection', 'Personal Information', 'Next of Kin Details', 'Address Details', 'Tertiary Studies', 'Student Accommodation', 'Upload Documents', and 'Payment and Agreement'. The main content area is titled 'Dashboard' and displays the applicant's profile information. The profile information includes the Application ID (APP/0093287), Application Status (Profile Created), Applicant Name (Sebani Bani), Phone No (+49-1234567890), Email address (sebanibani@gmail.com), and Number of Pending Documents (1). Below the profile information, there is a 'Selection Snapshot' section with a table showing the selected programme details. The table has four columns: 'Faculty Campus', 'Programme', 'When do you intend to start your studies?', and 'Seat Type'. The data in the table is: Faculty Campus (Faculty of Economic and Management Sciences Stellenbosch), Programme (STUDY ABROAD: RESIDENTIAL (Undergraduate)), When do you intend to start your studies? (2022), and Seat Type (International). Below the table, there is an 'Upload Document' section. At the bottom of the dashboard, there is a copyright notice: 'Copyright © 2021 Academia. All rights reserved.' and the 'ACADEMIA' logo.

You will have to fill out all the fields with the red buttons in order to complete your application.

8. Complete and confirm your **Personal Information**

WELCOME TO YOUR APPLICANT PORTAL

Personal Information

Instructions

- Please make sure all the information you enter is correct.
- Please complete all the required fields (*) and click on 'save' before moving to the next page.

Guideline Document

Applicant ID *
APP/0093287

Title *
Mr

Name(s) *
Sebani

Preferred name *
Sebani

Surname *
Bani

Date of Birth *
03/01/1980

Gender *
Male

ID Type
Passport

ID Number *
ABCT23

Primary Citizenship *
Germany

Permanent Resident of South Africa
Yes No

Refugee
Yes No

Home Language *
German

Current Activity *
University / Universiteit

Do you use a wheelchair?
Yes No

Alternative Email address *
Alternative Email address

Disabilities *
None

Mobile Number *
Germany +49 1234567890

Correspondence Language *
English

Did you study or are you studying at a tertiary institution?
Yes No

Email address *
sebanibani@yopmail.com

9. Include the details of your Next of Kin (parent, guardian, partner, exchange coordinator, etc.)

WELCOME TO YOUR APPLICANT PORTAL

Next of Kin Details

Relationship *
Exchange Coordinator

Title *
Mr

Name(s) *
University

Surname *
Professor

Mobile Number *
Germany +49 9876543210

Email address *
uniprof@unigermanedu

Is an emergency contact
Yes

Exchange Co-ordinators Details

Document Name
Prof University Professor

Email address
uniprof@unigermanedu

Mobile Number
+49-9876543210

10. Add your Address Details

WELCOME TO YOUR APPLICANT PORTAL

Add Address

Country *
Germany

Region/Province *
Other (Foreign Region/Province)

City *
Other (Foreign City)

Postal Code
T2074

Address *
Schwarzenbergstrasse 51 Tübingen

Copy this Address to
Yes

Address Details

Select Address
Self Address

Residential Address
Schwarzenbergstrasse 51 Tübingen Germany T2074

Postal Address
Schwarzenbergstrasse 51 Tübingen Germany T2074

11. Add your Tertiary Studies information

Select 'Foreign University/Technikon'

Remember to upload your Academic Transcript.

If you have more than one qualification you need to list them all individually here.

WELCOME TO YOUR APPLICANT PORTAL

Tertiary Studies

Tertiary Studies

Institution Name *
Foreign University/Technikon

Type of Qualification *
Undergraduate Bachelor

Name of Qualification *
Bachelors in Business Administration

Studies Completed? *
No

Number of Semester Completed
5

Period From *
Jan-29, 2018

Period To
MMM d, yyyy

Upload academic transcript *
Upload Document Upload

Remark results
Remark results

Student Number
Student Number

Save Cancel

12. Complete the **Student Accommodation** page.

International students wishing to apply for university administered accommodation, must apply here: <http://www.sun.ac.za/english/SUInternational/Pages/UniversityAdministered-Housing-.aspx>

WELCOME TO YOUR APPLICANT PORTAL

Student Accommodation

Instructions

- Most students (local and international) make use of private accommodation during their postgraduate studies.
- Please consider our private accommodation options available on the web page for Prospective Postgraduate Students at www.sun.ac.za/pgstudies => "Living in Stellenbosch" => "Accommodation"
- International applicants may apply for self-catering accommodation. For more information, please visit Stellenbosch University's international website www.sun.ac.za/International. E-mail enquiries may be directed to interhouse@sun.ac.za

I take note of the above information

☒ Yes ☐ No

Save

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13. Upload Documents (document templates to download under '**Guideline Documents**') **Proposed Learning Agreement**. For information on how to select courses, please see this link: <http://www.sun.ac.za/english/SUInternational/internationalstudents/finding-courses-as-a-semester-student>.

Declaration by Home University. For exchange students (from partner universities), this serves as English Proficiency.

Proof of **English Language Proficiency**. This is for students who are not from Partner Universities (*Free movers*).

Copy of the Identification page in Passport

WELCOME TO YOUR APPLICANT PORTAL

Upload Documents

[Guideline Document](#)

Instructions

- Upload all the documents we need
- Templates for relevant forms can be found and downloaded under Guideline Document.
- Make sure your electronic copies are clear and legible.
- Please ensure you upload all the required documents as a single file.
- Formats that will be accepted are pdf, doc, docx, jpg, jpeg, or png.
- If we do not receive your application and all the required documents by the closing date, your application will unfortunately not be considered.
- To help us process your application, we may ask you for original or additional supporting documents.
- If you need any assistance with submitting your application, please email our Client Service at info@sun.ac.za or phone on (021) 808 985.

Declaration by Home University

Document Name	Document Type	Submission Date	Status
---	Compulsory for All	---	Pending Wag vir dokument

[Upload](#)

14. Accept the Terms and Conditions.

WELCOME TO YOUR APPLICANT PORTAL

Payment and Agreement

[Guideline Document](#)

Instructions

- Please read and accept the Application Terms and Conditions as published in the attached guidelines document and submit your application.
- If a 2020 application fee payment is required, you can select your payment preference option.
- The easiest way for payment is the online payment option. If you select "online payment" you will be directed to the online payment portal to complete your application.
- If you have already paid, please complete the fields and upload your proof of payment.
- If you select "pay later" to pay at the bank you can send your proof of payment to studentaccounts@sun.ac.za before the closing date.

☒ I accept the Application Terms and Conditions

Application Fee - 0

[Submit Application](#)

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UPDATED 22 February 2025