**GUIDELINES AND INFORMATION FOR APPLICATIONS**

**1. Closing date for applications**

In order to ensure adequate time for processing, assessment testing and planning by NMMU and yourself, applications for admission should be submitted before the August closing date. Late applications will however be considered after this date, based on academic merit, until the October closing date. In addition, places for some qualifications are limited; it is therefore in your best interest to submit your application early. Information on applicable dates and fees

**2. 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 in writing of the outcome of their application. All prospective students are selected in accordance with the admissions policy of the university. **You can** track your application **status online.**

**NB:** Acceptance as a student does not mean that you have also been accepted to one of the residences or that you will automatically qualify for a bursary / loan.

**3. Students from other tertiary institutions**

If you were previously registered at other tertiary education institutions, you need to submit a **full academic record and certificate of conduct issued** 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. 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)

**4. Financial assistance**

Nelson Mandela Metropolitan University offers financial assistance in the form of bursaries and NSFAS loans to students studying at NMMU (South African citizens only). The loans are administered on behalf of the National Student Financial Aid Scheme – NSFAS.

Applications for NSFAS loans 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 funds is advertised on their website. Further information can be obtained from the NSFAS website - www.nsfas.org.za

NMMU Scholar Merit and Student Merit awards are awarded to top academic achievers and no application is required. Bursaries and sponsorships are available to students who fulfill specific criteria as required by the various sponsors. Details are in the Bursary Booklet on the Financial Aid website – www.nmmu.ac.za/finaid.

**5. Students with disabilities**

NMMU strives to ensure that all campus facilities are accessible to students with disabilities. Every reasonable attempt will be made to provide students with the assistance they require. Disability status is confidential, however if NMMU is not aware of the disability, we will not be in a position nor obliged to offer reasonable support. If the disability is not self-evident, NMMU 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 the Disability Unit, on 041-504 2313 or disability@nmmu.ac.za as early as possible. Early enquiries during the year preceding application are encouraged, to ensure that requests can be reasonably accommodated.

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**6. Residence accommodation**

- To apply for residence please complete the online form or click on Residence accommodation form in point 12 under downloadable documents.
- 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 and preference will be given to applications received before 30 October.
- Please submit residence accommodation form together with proof of your current residential/home or postal address via e-mail (resadmissions@nmmu.ac.za), fax (041 504 9765) or post (Residence Accommodation, PO Box 77000, NMMU, Port Elizabeth, 6031).

**7. Changes after submitting an application**

Kindly advise the Admissions Office in writing if your address changes or any other changes or if you decide not to proceed with your application after submitting your online application. You are advised to contact Online Admissions at e-mail: onlineapplications@nmmu.ac.za or fax: 041-504 1477.

**8. 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. **NB:** Also include the hash tag (#) and number (Example: #1100) that appears in the e-mail address that was sent to you in your subject field when corresponding with us.

**9. Medium of instruction and academic activities**

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

**10. Assistance needed**

In the event of any other support needed with the completing your online application, you may contact our Contact Centre at 0415041111.

**11. Important documentation**

In order for the university to finalise your application you are requested to submit the following documentation (refer to point 12 on how to submit the documents):

- A certified copy of your identity document (ID document compulsory for SA Citizens – your application cannot be processed without a certified copy of your ID. You may also provide your ID number or serial number that appears on your birth certificate should you still be waiting for your ID Document to be issued).
- A certified copy of the identity document of parent / legal guardian / surety if you are a dependent or currently at school or studying at a tertiary institution or have recently left school and do/will not have permanent employment when applying or studying at the university.
- A certified copy of your latest school results (grade 11 final or grade 12 June or September results or final school leaving results (e.g. if you are currently at school and apply in August submit your June results). **No grade 12 March results.**
- Full academic record(s) and certificate(s) of conduct from previous institution(s) (if applicable).
- Declaration by your parent / legal guardian / surety (see point 12) if you are a dependent or currently at school or studying at a tertiary institution or have recently left school and do/will not have permanent employment when applying or studying at the university.
- A copy of your marriage certificate (if applicable).
- Completed disability assessments form (if applicable).

- Proof of your current residential / home or postal address if applying for on-campus accommodation.
- Postgraduate form (U.24) (see point 12) if you are applying for postgraduate studies.
- BTech form (see point 12) if you are applying for a Bachelor of Technology.

Please note that your reference number must clearly be indicated on **all** documentation submitted.

12. **Downloadable documents**

To download the document(s) required to complete your application follow the link(s) below. You can fax the completed document(s) to 041-504 1477 or e-mail to onlineappdocs@nmmu.ac.za. Save the documents as follow: Student number, underscore, type of document (Example 211040673_ID). You can also post the documents to Admissions Online Applications, PO Box 77000, NMMU, Port Elizabeth, 6031 should you wish.

- Declaration by parent/legal guardian/surety
- Disability form
- Residence form
- Exemption form
- Postgraduate form (U.24)
- BTech form