

GUIDELINES FOR COMPLETING THE READMISSION REQUEST

The readmission process for undergraduate students is governed by Stellenbosch University's readmission rules and procedures, as stipulated in the [University's General Yearbook](#), Part 1, under the heading "Readmission after Unsuccessful Studies."

Important Information:

- Undergraduate students must pass a certain number of credits each academic year to continue their studies. Students who do not meet these credit requirements will not be allowed to continue their studies.
- Additionally, some faculties or programmes may have additional rules regarding promotion, re-registration or readmission which may also need to be adhered to. Refer to your Faculty's yearbook for the relevant rules.
- The closing date for lodging appeals is **Friday, 10 January 2025**, excluding applications to the Faculty of Medicine and Health Sciences (FMHS) which are due on **Friday, 29 November 2024** for the FMHS December meeting or on **Friday, 17 January 2025** for the FMHS January meeting.
- You will be notified of the outcome of your readmission appeal in writing after the relevant faculty's Readmission Appeals Committee convenes.

Steps to Submit Your Readmission Appeals Application:

1. **Complete the Application**
Fully complete the Readmission Appeals Application and submit it by the stipulated date.
2. **Submit a Medical/Healthcare Practitioner's Report (if applicable)**
 - Download the form [HERE](#).
 - Ensure it is completed by your medical or healthcare practitioner.
 - Start this process as soon as possible to ensure completion before the due date.
3. **Submit a Programme Change Motivation Form (if applicable)**
 - Download the form [HERE](#).
 - Ensure it is completed by your medical or healthcare practitioner.
 - Start this process as soon as possible to ensure completion before the due date.
4. **Pay the RAC Application Fee**
 - The readmission fee of R484 can be deposited in the SU banking account or paid via internet transfer.
 - Proof of payment must accompany your application.
 - Payment methods:
Credit Card or EFT Payments:
 - Go to www.maties.com
 - Click on Students
 - Click on Fees

- Click on Student Fees Online Payments

Internet Banking Payments (Standard Bank):

- Select Payments, then Pay Beneficiary, and "Add new beneficiary"
- Under Business Directory, select "Company"
- Enter beneficiary name: Universiteit Stellenbosch and search
- Select "Universiteit Stellenbosch – Studentegeld"
- Beneficiary details/references:
 - Enter "Your details, My Reference": Stellenbosch University
 - Beneficiary reference: Student number

5. Label Supporting Documents

- Label each supporting document as Addendum A, B, C etc. as it was referred to in your application.
- Write the following at the top of each page of your supporting documents:
 - your initials and surname,
 - student number, and
 - the programme name to which you are applying for readmission.
- Scan and upload these documents with your application.

Improvement of Academic Position for Future Readmission:

If you do not apply for readmission now or if your application is or was previously unsuccessful, you will need to demonstrate your capability for successful studies at a tertiary institution to be considered for readmission in the future. You must pass applicable modules in your field of study, equivalent in standard and workload to those at SU, at any university of your choice.

Further Important Information:

- Clearly indicate which programme you wish to be readmitted to on the readmission application form.
- You may apply for readmission to the same or a different programme within the faculty you were previously registered, or to a programme in a different faculty. However, you can only apply for readmission to one programme.
- If you were not previously registered for any of the following programmes, you are not eligible to apply for readmission to these specific programmes:
 - BA (Sport Science)
 - BA (Law), BCom (Law), LLB, BAccLLB
 - BSc (Food Science)
 - BSc (Sport Science)
 - MBChB
 - BSc in Dietetics
 - BSc in Physiotherapy
 - B of Nursing
 - B of Occupational Therapy
 - B of Speech-Language and Hearing Therapy
 - Bed

- If your application for readmission to that programme is not successful, you will **NOT** be allowed to apply for readmission to a different programme or as a special student.

The readmission application, supporting documents, and the readmission application fee must reach SU by no later than **Friday, 10 January 2025**, excluding applications to the Faculty of Medicine and Health Sciences (FMHS), which are due on **Friday, 29 November 2024** for the FMHS December meeting or on **Friday, 17 January 2025** for the FMHS January meeting.

The decision of the Readmission Appeals Committee is final, and no further applications will be considered. Ensure you provide full information and all supporting documents with your application. No additional information will be considered at a later stage. All information and supporting documents submitted with your application will be treated as confidential.

For any assistance or further information, contact the Client Services Centre at 021 808 9111 or email info@sun.ac.za between 8:00 and 16:30, Monday to Friday.

By proceeding with your readmission application, you acknowledge and agree to these guidelines.