

Vision

To be a dynamic African university, recognised for its leadership in generating cutting-edge knowledge for a sustainable future.

Mission

To offer a diverse range of quality educational opportunities that will make a critical and constructive contribution to regional, national and global sustainability

Values

Respect for diversity



Excellence



Ubuntu



Integrity



Respect for the natural environment



Taking responsibility

Guidelines and information for applicants

1. Closing date for applications

In order to ensure adequate time for processing, assessment testing and planning by NMMU and yourself, applications for admission in 2011 should be submitted by **01 August 2011**.

Applications will be considered after this date based on academic merit until 05 December 2011. In addition, subject to availability of space, places in some qualifications are limited. It is therefore in your best interest to submit your application by 01 August 2011.

Please refer to point number 12 on page 4 for information regarding the closing dates for applications for academic admission for the second semester 2012 intake.

2. Application fees (all qualifications) for academic admission: 2012 January intake

Until 01 August 2011	R200
From 02 August 2011 to 05 December 2011	R270
International student application fee	R600
Master's and doctoral degrees	R200

You can use one of the following methods to pay application fees:

- ▶ Money order (purchased at a post office)
- ▶ Postal order (purchased at a post office)
- ▶ Cheque. The cheque must be crossed and marked "not transferable".
- ▶ Cashiers: payment can be made personally at the university.
- ▶ **Please do not send cash in the post.**

NMMU ACCOUNT DETAILS

Bank: **ABSA Bank**
Branch: **Port Elizabeth**
Account no.: **1640000046**
Reference: **Write the word: Application & your name**

Please attach a copy of the direct deposit or proof of payment to your application form. Also keep a copy in your possession at all times.

Important

Clearly indicate the following on the postal or money order or on the back of your cheque:

- ▶ Your full initials and surname
- ▶ Write the words: "payment of application fees"
- ▶ Payable to Nelson Mandela Metropolitan University. The original money or postal order or cheque must be stapled to your application form.

Application fees are **non-refundable**. Payment of application fees does not guarantee entry to the university.

Before completing the application form and paying the application fee, please take note of the minimum admission requirements for the qualification that you are applying for - (Website: www.nmmu.ac.za/application)

If you have a disability or special needs, please refer to point number 6 on page 4 and section B on page 6.

Free application fee for Alumni (past students) and their children.

As a benefit to NMMU alumni and alumni with children, we are pleased to inform you that you will not be required to pay the academic admission application fee for formal diploma or degree programmes as well as postgraduate studies to be undertaken in 2012.

- ▶ **Who is an NMMU alumnus?** – Any person who has graduated with a degree or diploma from NMMU, including those from the former PE Technikon and UPE.
- ▶ **Who qualifies for the free application fee?** NMMU alumni wanting to apply for postgraduate studies or formal diploma and degree programmes to be undertaken in 2012, **and** children of NMMU alumni wanting to apply for formal diploma or degree programmes to be undertaken in 2012.
- ▶ **Where to apply** – Please contact the Alumni Relations Office on 041 504 3935 or e-mail: alumni@nmmu.ac.za. The physical address is: North Campus – Summerstrand, Ground Floor, ABSA Alumni Centre. Our staff will guide you through the process since you will require an authorisation form from the Alumni Relations Office which must accompany your NMMU academic application form.
- ▶ **When does the free application fee benefit expire?** – 01 August 2011.

NB: Please note the free benefit does not apply to the registration fee.

3. 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. Certified copies of the required certificates must be attached to your application form.

Please do not send original certificates in the post.

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

4. 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 modules 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)



5. Financial assistance (South African applicants)

Nelson Mandela Metropolitan University offers financial assistance in the form of loans (administered on behalf of the National Student Financial Aid Scheme – NSFAS), bursaries, scholarships, scholar merit awards and sponsorships to students who qualify. Scholarships and scholar merit awards are awarded to top academic achievers and no application is required. Bursaries and sponsorships are given to students who fulfil specific criteria as required by the various sponsors. Loans, administered by NSFAS are available, on application, to students who meet the academic and financial criteria as laid down by the scheme. Only students whose parents/legal guardians have a gross income of less than R150 000 per annum may apply for these loans. As more applications are received than there are funds available, the closing date for these applications is 31 October 2011.

Information and application forms with regard to financial aid can be obtained from the Financial Aid Offices on the various campuses. You may also contact the university and the forms will be posted to you. Please contact the Financial Aid Office on 041 504 9956 or e-mail your request to Farida.panday@nmmu.ac.za or financialaid@nmmu.ac.za in order to make the necessary arrangements to obtain the required financial aid application forms.

6. Students living with disabilities

NMMU strives to ensure that all campus facilities are accessible to students living with disabilities. Every reasonable attempt will be made to provide students with the assistance they may require. Disability status is confidential. However, if NMMU is not aware of the disability, the university will not be in a position nor obliged to make reasonable accommodations. 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 Office, on 041 504 2562 as early as possible. Early enquiries during the year preceding application are encouraged, to ensure that requests can be reasonably accommodated.

7. Residence applications

- ▶ To apply for a place in the residence please complete Section I at the end of the application form.
- ▶ 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 on or before 30 September 2011.
- ▶ Late applications will only be considered if space is available.

8. International students

Closing date for applications: 28 October 2011 (late application procedure does not apply to international students)

Your application form should be accompanied by the following:

Undergraduate applications

- ▶ Certified copy of school leaving certificate (with English translations where necessary);
- ▶ Certified copy of passport / identification document;
- ▶ Transcript of an academic record if you have studied at another university or college;
- ▶ International application fee of R600.00 (proof of transfer)

Postgraduate applications (in addition to the above your application should also include)

- ▶ A synopsis of the intended field of research (for research master's/doctorate candidates only);
- ▶ An abstract of your master's degree research dissertation or treatise (for doctorate candidates only)
- ▶ Certified copies of degree certificates (with English translations where necessary)
- ▶ Proof of having completed a course in research methodology
- ▶ Complete a postgraduate application form (obtainable from international@nmmu.ac.za)

You may remit your application fee by telegraphic transfer or bank draft. **The bank details are as follows:**

Account name: Nelson Mandela Metropolitan University

Account no.: 1640 0000 46

Bank name: ABSA

Bank swift code: ABSA ZAJJ

Bank address: Govan Mbeki Avenue, Port Elizabeth, 6001, South Africa

NMMU ref. no.: 5350 4605

Branch code: 632005

Student name: Please state on deposit slip

All enquiries with regard to application, admission, orientation, accommodation, study permits etc can be sent to international@nmmu.ac.za or you can visit their website at www.nmmu.ac.za/international

9. Changes after submitting an application

Kindly advise the Admissions Office in writing if your address should change or if you would like to change qualification after submitting this form. You are advised to contact the Admissions Office at 041 504 2593/2945, should you decide not to proceed with your application.

10. 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.

11. 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.

12. Application for academic admission: 2012 second semester intake

Please note that only a limited number of diplomas / degrees are offered on a semester basis. A list of programmes for the second semester intake can be obtained from the Admissions Office. Second semester (July) academic applications are accepted as from 31 March 2012.

Application fees: Until 31 May 2012: R200 From 01 June 2011 to 18 June 2012: R270



Application for admission

Please indicate

- NMMU Port Elizabeth campuses
- NMMU George campus

Instructions

Use capital letters to complete this form or place an X in the correct box. Please use a black pen. Kindly complete the form in FULL and answer all the questions. Application forms that are not completed and do not include the required documentation may not be processed. In this case your application form will be returned to you which may delay the application process.

Checklist for applicants – did I enclose:

- Application fee or proof of payment
- Certified copy of ID 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 not have your ID document at this time)
- Certified copy of school results or final school leaving results (e.g. latest results)
- Academic record & certificate of conduct from previous institution (if applicable)
- Marriage certificate (if applicable)
- Certified copy of passport (if available) / proof of permanent residency (for international students)
- Certified copy of first page of ID of parent / legal guardian / surety (if applicant is younger than 18 years or currently unemployed)
- Disability assessment form can be obtained from the Admissions Office or downloaded from the NMMU website. (if applicable)

SECTION A: Proposed qualification (certificate/diploma/degree)

Were you previously registered at any one of the institutions: **UPE, Vista (PE Campus) or PE Technikon?** Yes No

If yes, kindly indicate your student number and institution: **Student number**

Institution UPE VISTA PE TECHNIKON

Name of qualification (certificate / diploma / degree)
Eg. Dip (Human Resource Management), BCom (Economics and Statistics)

First choice

Second choice

Your second choice will only be considered if your first choice is unsuccessful

Type of proposed registration full-time part-time occasional (For non-degree purposes) study abroad exchange student

Area of specialisation (Please consult the general information and admission requirements undergraduate programme booklet)

.....

.....



SECTION B: Disabilities/special needs

This information will not disadvantage your application

Do you have any disabilities / special needs Yes No

If yes, please indicate:

- Sight
- Hearing (even with hearing aid)
- Communication (talking, listening)
- Physical (moving, standing)
- Intellectual (difficulties in learning)
- Emotional (behavioural or psychological)
- Multiple
- Disabled but unspecified
- Other

If other, please specify

Please provide more details regarding your disability (e.g. partially sighted, have to use a wheelchair, degree of deafness). Every reasonable attempt will be made to provide you with the assistance you may need as a result of your disability. You must provide the university with the necessary information about your disability status at the time of your application by completing and attaching the disability assessment form. If you do not, the university cannot undertake to provide such assistance.

Please provide more information if you have ticked any of the above.

.....

SECTION C: Personal details

Title Initials..... Surname

First names in full

Maiden name (if applicable)

Date of birth..... Identity number

- Marital status**
- Single
 - Married
 - Divorced
 - Widowed

- Gender**
- Male
 - Female

Home language

Religious denomination.....

Please note that the completion of this is not compulsory

May your name be given to the religious body on campus affiliated to the denomination to which you belong? Yes No

Population group (information required by the Department of Education)

- White
- Coloured
- Asian
- Black
- Other

If other, please specify

Nationality / residence status

- South African citizen
- Foreign with temporary residence permit
- Foreign with permanent residence permit
Foreign applicants must submit proof of permanent residency
- Foreigner not resident in South Africa

If you are not a citizen of South Africa kindly indicate

Passport number..... Expiry date



This section is compulsory

Your postal address (Please do not indicate your school address here)

.....
.....
..... Postal code

Telephone numbers

Home: Code..... Number.....
Work: Code Number.....
Fax Cell

E-mail address.....

Your home / residential address (Please do not indicate your school address here)

.....
.....
..... Postal code

Telephone numbers

Home: Code..... Number.....
Work: Code Number.....
Fax Cell

E-mail address.....

Name and address to which accounts must be posted

Title Initials
Surname.....
Address.....
.....
..... Postal code

Telephone numbers

Home: Code..... Number.....
Work: Code Number.....
Fax Cell

E-mail address.....

Your employment details (If full-time employment or self employed)

Name of employer.....
Your occupation
Employer's address.....
.....
..... Postal code

Telephone number

Code Number.....
Fax Cell

E-mail address.....

Next of kin address (e.g. parents, spouse)

Title Initials
Surname.....
Address.....
.....
..... Postal code

Telephone numbers

Home: Code..... Number.....
Work: Code Number.....
Fax Cell

E-mail address.....

PLEASE NOTE:

It is your responsibility to inform the university in writing should any of these addresses change.

Are you at present

- A university student
- A private college student (e.g. Varsity College, CTI etc.)
- A university of technology student
- A college of nursing student

- An FET college student
- Employed
- A scholar
- Other

If other, please specify



Cultural and social activities

Leadership positions held at high school or any other institution (e.g. head prefect, prefect, SRC member, committee member of society):

.....
.....

Sports in which you participate(d)

	Sports played	Highest level played	Year
High school			
Post matric			

Leadership positions (e.g. captain)

SECTION D: School leaving detail

Please note: Undergraduate applicants must complete the entire section.
Only sections marked with an asterisk (*) are applicable to postgraduate students.

*Name of school

*Address of school

*Date of final school year

South African applicants only

Very important: if you are currently in Grade 12, please submit a certified copy of the following results:

Final grade 11 results, June grade 12 results, September grade 12 results (if available), final grade 12 / A and O level results (if available)

Please indicate the grade or level of the subject passed (eg: SG, HG, Level 1, Level 2, HIGCSE, IGCSE, AS, O)

Please ensure that you list the following:

- Grade or level of achievement for ALL subjects
- Clearly indicate mathematics or mathematical literacy
- Clearly indicate whether the language is home/1st additional/2nd additional

International applicants are required to submit a certified copy of their school certificate

Grade 12/School leaving subjects	Grade or level passed (eg: SG, HG, Level 1, Level 2, HIGCSE, IGCSE, AS, O)	Symbol or level of achievement (eg: A, B, C, 1, 2, 3)

*EXAMINING BODY

- | | | |
|--|--|---------------------------------------|
| <input type="checkbox"/> Matriculation Board | <input type="checkbox"/> Northern Cape | <input type="checkbox"/> Gauteng |
| <input type="checkbox"/> Limpopo | <input type="checkbox"/> Kwazulu-Natal | <input type="checkbox"/> North West |
| <input type="checkbox"/> Free State | <input type="checkbox"/> Eastern Cape | <input type="checkbox"/> Western Cape |
| <input type="checkbox"/> IEB | <input type="checkbox"/> Mpumalanga | |

*OTHER EXAMINATION TYPES

- | | | | |
|----------------------------------|----------------------------------|---------------------------------|---------------------------------|
| <input type="checkbox"/> O Level | <input type="checkbox"/> A Level | <input type="checkbox"/> KCSE | <input type="checkbox"/> HIGCSE |
| <input type="checkbox"/> IGCSE | <input type="checkbox"/> IBE | <input type="checkbox"/> BAGRUT | <input type="checkbox"/> AICE |

Other (please specify)



SECTION E: Previous qualifications

Please complete the section if you were previously registered at another university, university of technology or private college. Please supply full particulars of every year of registration, irrespective of whether or not any modules were passed. Certified copies of formal academic qualifications must be submitted. **An original academic record and certificate of conduct must also be submitted.**

Student no from year to year

Name of degree / diploma Awarded Yes No

Institution

Student no from year to year

Name of degree / diploma Awarded Yes No

Institution

Student no from year to year

Name of degree / diploma Awarded Yes No

Institution

Have you ever been disqualified or refused admission / re-admission at another tertiary educational institution? Yes No

SECTION F: Exemption from / recognition of modules from other institutions

Do you wish to apply for exemption from or recognition of modules already completed? Yes No

If "yes", the prescribed exemption form must be completed (obtainable from the Admissions or Faculty Administration Office). A full academic record issued by the institution where you were registered together with the syllabi of the relevant modules must accompany the application for exemption form. Your application will not be considered if the relevant syllabi are not attached or the applicable exemption/study elsewhere fees are not paid. Please refer to the application for exemption form available on our website at www.nmmu.ac.za/application, regarding fees payable. NMMU is committed to providing multiple access pathways to its academic qualifications. NMMU through a Recognition of Prior Learning (RPL) process, provides alternative entry routes into academic qualifications. RPL seeks to formally identify, assess and acknowledge the range of skills, knowledge and competencies of applicants acquired through formal, informal and non-formal means. More information about RPL can be obtained from the website or prospectus.

WHERE DID YOU HEAR ABOUT NMMU, OR WHAT MADE YOU DECIDE ON NMMU AS A STUDY OPTION?

Choose as many as are applicable.

- | | |
|---|---|
| <input type="checkbox"/> Newspaper adverts | <input type="checkbox"/> From career expo's |
| <input type="checkbox"/> Visit to school by staff members | <input type="checkbox"/> From school guidance teacher |
| <input type="checkbox"/> From your friends | <input type="checkbox"/> Visit to the university |
| <input type="checkbox"/> From the Internet (website) | <input type="checkbox"/> Open day |
| <input type="checkbox"/> Radio adverts | <input type="checkbox"/> Billboards |
| <input type="checkbox"/> Other | <input type="checkbox"/> Bus backs |

If Other, please specify.....



SECTION G: Declaration by applicant

If I am admitted as a student to the university, I undertake to:

1. Perform such work as may be assigned to me by members of staff and to conform to all the rules and regulations laid down by the university.
2. Acquaint myself with all the rules, regulations and instructions applicable to the qualification for which I enrol; I have also acquainted myself with the fees payable as stipulated by the university.
3. I acknowledge that the rules and regulations and instructions referred to in 1 and 2 above are subject to amendment without further notice.
4. I undertake to immediately notify the Faculty Officer in writing if I change or cancel my registration. I further undertake, if applicable to me, to immediately notify my legal guardian and/or the person who assumes liability for payment of the fees owing by me if I change or cancel my registration and to provide the said person with all accounts received from the university. I further acknowledge that such cancellation is not valid unless given in writing.
5. I am aware that my registration is valid only if it complies with the regulations of the qualification concerned, notwithstanding the acceptance of this registration by the university.
6. The fees and conditions shall be determined by the Council and are subject to amendment without prior notice. I undertake to pay all fees prescribed by the university in respect of any module/qualification for which I register, by the due date as well as all other fees, which may be owing by me to the university. I further note and accept liability for payment of interest as stipulated by the university from time to time in the event of my failing to pay fees for which I am liable by the prescribed date. In the event of the university successfully instituting legal action against me for the recovery of any amounts owing, due and payable or the enforcement of any legal rights of the university, I shall be liable to pay all legal costs incurred on an attorney and client scale, including collection commission and interest. I agree that the university may provide me with statements of account and any other communiques by way of electronic communication through data messages. These data messages may be sent to the cellular number provided by me. I am also prepared to accept such messages at my NMMU student e-mail address or at an alternative e-mail address nominated by myself in writing.
7. I accept that my examination results, certificate/diploma/degree and study record may be withheld under the following circumstances:
 - 7.1 in the event of my student account being in arrears or
 - 7.2 in the event of any disciplinary matter pending against me.
8. I understand that if after registration it is found that my tuition fees or residence account or any other monies including the cost for the replacement of library materials owing to the university have not been paid by the prescribed date, my registration may be cancelled. Failure to pay residence fees by the date stipulated by the university may result in my eviction from the residences.
9. I will immediately notify the Admissions Office, in writing, if I change my address.
10. Should I, during the course of my studies at the university, sustain any injuries or contract any illness or suffer loss or damages, I hereby undertake not to institute any claim against the university on account thereof, irrespective of the cause of such damages or loss. In the event of my death during the course of my studies, this undertaking shall be binding on the executor of my estate and my heirs and successors-in-title. Under the circumstances referred to, I or my executor, administrator, heirs and successors-in-title (in the event of my death) hereby indemnify the university in respect of any damages suffered by me from any of the causes referred to above.
11. I understand and accept that any work produced by me during my studies or research at the university which may be the object of an intellectual property right, as well as any data or information collected or obtained by me, shall remain the property of the university, and I undertake not to alienate, transfer or make known such to any other party without the written permission of the university.
12. I have no objection to my name being given to another educational institution, which will enable me to upgrade my educational qualifications should my application not be accepted.
13. I understand that the university may by law be required to disclose information about or relating to myself and my studies which is on record at the university, to a third party requesting access to such information. I specifically authorise the university to supply information relating to my studies and conduct while at the university, to my parents/legal guardians (applies only to minors), to potential employers and to sponsors of my studies, including my parents/legal guardians and my employer.
14. Upon registration I accept responsibility for ensuring that I am registered for the correct modules; that I have no examination or lecture timetable clashes; and that I have made provision for adequate modules and credits for the qualification I wish to obtain.
15. I undertake, that should I be admitted to the residence, the university may assume that I have constructive knowledge of all present and future policies and rules relating to residences..
16. The university uses a digital document management system to store and retrieve information. All student records and other correspondence will therefore be converted to a data format and originals may be destroyed after a period of time.
17. The information furnished by me herein is to the best of my knowledge true, correct and complete.
18. An applicant who submits any document in support of this application, which contains a false statement, is altered or forged, will be prosecuted both criminally as well as in terms of the Student Disciplinary Code. The findings of the Disciplinary Committee will be communicated to all other tertiary institutions in the country.

Signature of applicant Date.....



SECTION H: Declaration by applicant's parent/legal guardian/surety

(to be completed only if the applicant is younger than 18 years or is currently unemployed)

Details of parent/legal guardian/surety

Name

Surname

Identity number of parent/legal guardian/surety

Home address

..... Postal code

Home telephone number: Code Number

Fax Cell

E-mail address

Relationship to applicant (eg. father, uncle, aunt etc.)

Employer's name

Employer's address

..... Postal code

Work telephone number: Code Number

1. I confirm that I am the legal guardian of the applicant and agree to the provisions contained in the declaration of the applicant.
2. I agree to any change in degree, diploma or module that the applicant may take. The university shall not be responsible if the applicant abandons his/her studies or leaves the university.
3. I apply on behalf of the applicant in my personal capacity for his or her registration as a student at the university and hereby bind myself as surety and principal co-debtor for all fees due and payable owing to the university by the applicant.
4. Insofar as it may be applicable to me, I undertake, should the applicant be admitted to the university to:
 - 4.1 comply with all the rules and regulations of the university
 - 4.2 acquaint myself with all the rules, regulations and instructions applicable to the qualification for which the applicant enrolls.
5. I shall be personally liable for payment of all fees, which may become due to the university in terms of this application and I renounce the benefits of excussion, division and cession of action should any action be taken by the university for the recovery of fees owing, due and payable to the university by either myself or the applicant.
6. I indemnify the university against any claim against the university arising out of any injuries, loss or illness suffered or contracted by the applicant, myself or any third party representing myself or the applicant during the course of or arising out of his/her studies at the university, irrespective of the cause of such damages, illness or loss.
7. I undertake not to institute any claim against the university on account of any injuries or loss suffered or illness contracted by the applicant during the course of or arising during his/her studies at the university.
8. The fees and conditions shall be determined by the Council and are subject to amendment without prior notice. I undertake to pay all fees prescribed by the university in respect of any module for which I register by the due date as well as other fees, which may be owing to the university. I further note and accept liability for payment of interest as stipulated by the university from time to time in the event of my failing to pay fees for which I am liable for by the prescribed dates. In the event of the university successfully instituting legal action against me for the recovery of any amounts owing, due and payable or the enforcement of any legal rights of the university, I shall be liable to pay all legal costs incurred on an attorney and client scale, including collection commission and interest. I have furthermore noted that all accounts in respect of the applicant will be sent to him/her to check for accuracy and that it is the said applicant's duty to make accounts concerned available to me for settlement.



I agree that the university may provide me with statements of accounts and any other communiques by way of electronic communication through data messages. These data messages may be sent to the cellular number provided by the student. I am also prepared to accept such messages at the students NMMU e-mail address. I also accept that such messages may be received by myself at the cellular or e-mail contact details provided by the student in terms of paragraph 6 of Section H.

- 9. I understand that the registration of the applicant may be cancelled or examination results may be withheld, if I fail to pay any fees owing, due and payable to the university in respect of the applicant on the due date without any prejudice to any rights, which the university may have in respect of the recovery of such fees.
- 10. Failure to pay the residence fees by the date stipulated may result in the applicant being evicted from the residences.
- 11. In the event of the university successfully instituting legal action against me for the recovery of any amounts owing, due and payable or the enforcement of any rights of the university, I shall be liable to pay all legal fees on an attorney and client scale, including collection commission and interest.
- 12. I declare that I have not been declared insolvent by a competent authority or any court of law on the date of signing this agreement.
- 13. I declare that the information supplied by me on this form is, to the best of my knowledge, true and correct.

Signature of parent / legal guardian / surety Date.....

Place

NB: A copy of the first page of the identity document of the parent / legal guardian / surety must be submitted.



SECTION I: Application for on-campus residences

(This form should be completed in BLOCK CAPITALS)

Student number (for office use only)

Personal details

Title Initials Surname

First name(s) in full

Date of birth Nationality

If South African, state the province and the nearest city:

Contact details: Home (.....) Cell phone

E-mail

Are you an applicant with a disability? Yes No

If yes, please inform us of your special needs

NMMU must be informed of certain disabilities to determine whether it is able to make special arrangements to accommodate persons with disabilities. Advice can be obtained from the senior disability officer at NMMU Disability Unit at 041 504 2562.

Population group (information required by the Department of Education)

White Coloured Asian Black Other

If other, please specify

Gender Male Female

Non-academic activities

Hobbies/sports
.....

Academic activities

Qualification (certificate, diploma or degree) you will be pursuing

Academic level of study (first year, senior, BTech / honours, masters / PhD)



- 1. The process which your application will follow is:
 - 1.1. Receipt of your application for on-campus residence will be acknowledged but this does not guarantee a place in residence;
 - 1.2. Your application will be sent to the Department of Housing, Living & Learning Programmes, for consideration;
 - 1.3. A selection process has to take place and only applicants who have been admitted into a university programme will be provisionally admitted into a university residence provided that space is available. Priority will be given to students who have obtained good academic results;
 - 1.4. Final acceptance into residence, for first year students will depend on your final examination results. A letter of regret will be sent to you if you fail to get acceptance into residences because of inadequate final examination results.
 - 1.5. Students are advised to come to residence only if they have received acknowledgement of admission to residence.
- 2. Students living in the Nelson Mandela Bay Metropole will not be considered for on-campus accommodation. Exception to this rule will be considered upon written motivation to the Director: Housing, Living & Learning Programmes.
- 3. The NMMU residences support the living and learning philosophy by providing programmes which will help ease the first-year student's transition from high school and home to living independently and succeeding academically. Students are grouped together so that common academic interests are shared and where opportunities to learn from each other are created.
- 4. As a first-year student, you may feel isolated, homesick, lost and unsure when arriving at university. Each first-year student will be part of a mentoring group and attendance of the mentoring sessions is compulsory.
- 5. All first-year students are expected to share rooms. There are shared rooms in Xanadu (South Campus) and Letaba (North Campus) for males and Melodi (South Campus) and Lebombo (North Campus) for females, and Oceana (Second Avenue Campus) for males and females in separate buildings.
- 6. All students are expected to access the Meal Management System (MMS). This is a meal booking and billing system that manages student meal accounts for purchases of meals at food outlets on the different campuses and manages the pre-bookings of meals at residences and other specific venues. Registering for the MMS is done during the official registration periods when students register for academic purposes as well as for accommodation. Each student will have their own meal account in the MMS where a record of all transactions will be kept. Money must be paid into the MMS in order to create a positive balance against which all transactions will be deducted.
- 7. NMMU accepts no responsibility for a student's personal property. Please ensure that you are insured against such eventualities.
- 8. Resident students undertake to be bound by the current residence regulations. Always ensure that the rules and regulation are well known to you as no excuse will be accepted to the contrary if challenged for misconduct.
- 9. There is a 24-hour security service to ensure the safety of students and their belongings. Close circuit cameras are situated in strategic places within the residences. NMMU's security and residence managers can be contacted at any time in cases of emergency.
- 10. In the event of space on campus not being available to you, it is recommended that you approach the off-campus, privately- owned residences (Laboria and South Point) or contact the off-campus accommodation manager for assistance.

Signature of applicant Date.....