



LOCAL STUDENT CHECKLIST postgraduate

Application for a postgraduate degree, diploma or certificate course

We will be unable to process your application until all the documents listed below are sent in with your application form. Complete this checklist to ensure that your application is correct.

SOME IMPORTANT MATTERS

- * You must present the original of the supporting documentation to the Student Counter of the Faculty of Science when you submit your application.
- * If you cannot come to the Faculty counter, you should enclose all copies with your application. AND, you must present the originals when you come to enrol later.

ESSENTIAL DOCUMENTS

RESIDENCY:

Have you supplied:

- evidence of residency status
 - passport, or
 - birth certificate, or
 - certificate of citizenship

TERTIARY QUALIFICATION:

Have you supplied:

- a complete academic transcript in original language of issue
- a certified translation of your academic transcript (if applicable)
- grading system
- a testamur or proof of completion stating degree awarded
- a certified translation of your testamur or proof of completion stating degree awarded (if applicable)

NB. GRADING SYSTEM

Academic transcripts should indicate the grading system used, or be accompanied by an official document to this effect.

NB. PROOF OF COMPLETION

If you have one semester to complete your current course of study, you should include transcripts up until your final semester, and official documentation from your institution stating that you will finish at the end of the semester, and the name of the degree you will be awarded.

If you have completed your course of study but have not yet been awarded your testamur, you should include official documentation from your institution stating the name of the degree you have completed and the date of completion.

ENGLISH PROFICIENCY:

If your qualifications were obtained from a university in a country where English is not the official language, have you supplied:

- Proof that you have satisfied the English requirements
 - IELTS, or
 - TOEFL plus TWE

NB. ENGLISH LANGUAGE REQUIREMENTS

If your studies at university were conducted in English, you should attach an official statement from your university to this effect.

If your English proficiency test was taken more than two years ago, you should retake the test.

English language requirements are subject to change annually and could be different for individual courses. You should contact the Faculty of Science to obtain this information.

- Details of any change of name – official evidence will be required.

ADDITIONAL ESSENTIALS FOR RESEARCH

Before your application for admission to a research degree can proceed, you must have a potential supervisor arranged. Contact the relevant School/ Discipline to arrange one before continuing with this checklist.

Have you supplied:

- a statement of research interest

A statement of research interest (2-4 pages) should be developed in conjunction with your potential supervisor and includes:

 - name of your potential supervisor
 - area of proposed research
 - prior research experience
 - key literature references
 - a possible methodology or approach to the research
 - value and potential outcomes if the research is successful

PART-TIME RESEARCH:

If you are a part-time research student, have you also supplied:

- evidence of availability that:
 - shows that you will have sufficient time available to complete the course within the maximum period allowed for a part-time PhD enrolment
 - shows that you will plan and carry out the intended research, and for the purposes of this research, that you will be under the supervision and control of the university
 - includes a declaration from your employer confirming that you will be permitted the time required to effectively pursue your studies, if you are employed