Dear Licensee

I refer to my previous e-mail dated 14 May 2008 regarding the new registration procedures for the 2009 academic year.

Herewith some more information:

**Semester-based tuition delivery model**

Council approved the new semester model to be introduced for 2008/9 (January 2009) which has a huge impact on the existing registration procedures.

- For registrations, only undergraduate study units are applicable (for now);
- Year courses will be phased out with immediate effect, with certain exceptions;
- The last Y2 year-registrations were accepted during 2008. For 2009 no Y2 registrations, only semester two registrations;
- A **15 week** tuition period **must** be introduced for 2009.
- Examinations will be written with **3** sessions of 2 hours each a day (including Saturdays);
- Unisa will offer a limited number of **10** modules per academic year (total number allowed for both semesters);
- **The tuition period is preceded by 5 weeks registrations and followed by 5 weeks of examinations**;

In order for Service Departments to adhere to and implement the new semester module, the following new procedures have been put in place:

Some of the information below may not be applicable to all Licensees, but the information will be valuable when you receive enquiries from your students.

The proposed Registrations Plan – 2009 entrenches the following fundamental changes:

1. Students will no longer register on the Muckleneuk Campus, but on the newly built Sunnyside Campus.
2. The introduction of a pre-registration application process for all new applicants to Unisa for 2009. This will take the form of applications that will be processed by the Central Applications Office (CAO).
3. All students will be required to finalise their registrations online, self-help (personal registration by the student him/herself at a UNISA registration facility) or by fax, post or via one of the official UNISA Licensees. An advisory services will be offered to students by student advisors on Campus, where after students will be referred to the self-help centre or if they wish to fax, post or register via the internet.
4. Study materials will be delivered online or dispatched to students by the South African Post Office (SAPO) or a courier service – there will be no over-the-counter distribution of study materials.
5. As in the past, study material will still be send by courier at no extra cost to Licensees outside the borders of SA. For local students and national Licensees, there will be an additional option, at additional costs, for requesting study material delivery by courier.
6. The basic model of self help stations and no study material will be replicated at all registration sites.

Registration process for new students
[i.e. students who have not been registered with Unisa previously for a formal qualification]

When must applicants apply at the CAO?

<table>
<thead>
<tr>
<th>Type of modules</th>
<th>Period</th>
<th>National students fee</th>
<th>International students fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 1/Year modules</td>
<td>15 June 2008 to 30 September 2008</td>
<td>R150-00</td>
<td>R250-00</td>
</tr>
<tr>
<td></td>
<td>Late application fee applies:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>01 October 2008 to 09 January 2009</td>
<td>R300-00</td>
<td>R500-00</td>
</tr>
<tr>
<td>Semester 2 modules</td>
<td>10 January 2009 to 30 April 2009</td>
<td>R150-00</td>
<td>R250-00</td>
</tr>
<tr>
<td></td>
<td>01 May 2009 to 10 June 2009</td>
<td>R300-00</td>
<td>R500-00</td>
</tr>
</tbody>
</table>

Licensees must contact the CAO directly to discuss methods of payment for bulk applications. As far as I understand, Licensees who apply on behalf of their students at the CAO must clearly mark the applications with the Licensee’s name, address and e-mail contact details. The stamp issued by Unisa would be ideal. The CAO will then correspond with the Licensees directly instead of the students. Licensees must coordinate this directly with the CAO. Contact details for the CAO are available in the attached CAO UNISA Handbook.
**Step 1: Application**

**How do I apply to study at Unisa?**

As from 2008 prospective students wishing to register in 2009, will have to apply to Unisa via the CAO. Application forms will be available from Unisa (www.unisa.ac.za) and from all Unisa regional offices as well as from the Central Admissions Office (www.cao.ac.za).

Closing dates and application fees of the CAO is published in the CAO Handbook. Note that students who apply late will have to pay a “late application” fee. No applications for first semester or year courses will be accepted **after 9 January 2008**.

- The prospective student submits an application form, the application fee and all necessary documents to the Central Admissions Office (CAO).
- This can be done in person, online, by post or fax
  - **In person**: Submit your application form at Gate 11, Corner of Manor and Francois Roads, Mayville, Durban
  - **Online**: You can apply online if you have access to the internet, use the following address: www.cao.ac.za
  - **Post**: Send your application to Private Bag X06, Dalbridge, 4014
  - **Fax**: Fax your application to +27 (0)31 268 4422

- The CAO captures the applicant's biographical data and makes all information available to Unisa. Unisa will verify the information received after which the applicant will be allocated a Unisa student number.

- A student, to whom a student number has been allocated, will receive a letter from Unisa indicating their registration status. Later in the year, students will receive the 2009 Registration Information Brochure with details regarding registration dates and procedures, the examination timetables for 2009, a Registration Form and the module fees.

- It is important to note that the required documents must be submitted to UNISA with the applications for registration since documents will not be transferred to UNISA from the CAO.
When do I have to apply?

Students can apply via the CAO to register with Unisa from June 2008 for the 2009 academic year. CAO application dates and fees are published in the CAO Handbook.

Step 2: Registration

When must applicants register with UNISA? Detailed dates will be published in the UNISA Registration Information Brochure and the dates below might therefore change.

<table>
<thead>
<tr>
<th>Type of modules</th>
<th>Category</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 1/Year</td>
<td>Postal (Web, SAPO, Licensee Online, Fax)</td>
<td>24 November to 16 January 2009</td>
</tr>
<tr>
<td>modules</td>
<td>Personal (self-help)</td>
<td>02 December 2008 to 22 January 2009</td>
</tr>
<tr>
<td>Semester 2</td>
<td></td>
<td>26 June 2009 to 24 July 2009</td>
</tr>
<tr>
<td>modules</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

How do I register by post or fax? (Students who do not register via Licensees)

Students may register by post by posting the registration to PO Box 392, UNISA, 0003 or faxing it to 012 4294150.

How do I pay my study fee?

Fee payments can be made by credit card, debit card, electronic bank transfer or postal order (no cheques). All card payments will be processed in real time. The student will receive notification by sms that the money has been taken from his/her account. Students submitting their registration by post or fax may include credit card details for the fee to be deducted by Unisa or deposit their fees at an ABSA bank. Foreign Licensees will still pay as in the past.
When will I receive my study material?
The details of students, who have indicated their study material should be delivered by post or courier, are sent to the Dispatch department upon completion of the registration process i.e. payment of the minimum fees due. The material will be dispatched from Unisa within 5 days of a finalized registration. As in the past, study material will still be send by courier, at no extra cost, to Licensees outside the borders of SA.

Registration process for returning students
All registrations for foreign Licensee students must be done on-line via the licensee web site.

Process for students who register directly with UNISA: (National Licensees)
Wherever possible, returning students should register online, either at a Unisa registration site or from elsewhere. They will, however, also be able to submit registration forms by post or fax.

At Unisa registration facilities there will be banks of computers and advisors to assist students to ensure that the online registration process runs smoothly. Returning students who register on site may also obtain a free CD of their study materials.

Registration process for students from another university
Students seeking admission to Unisa from another university are treated as new students to Unisa and they must also first apply through the CAO prior to registering.
All registration activities thereafter must be completed online, including applications for credits and exemptions.
Summary of Processes for registration from Foreign Licensees:

- All students must apply via the CAO as explained above. Your students may apply directly with the CAO, or you as a Licensee must make arrangements with the CAO if you wish to make bulk applications and payment on behalf of your students.

- The CAO will transfer the data to the UNISA database after which student numbers will be created.

- Licensees must arrange directly with the CAO on methods of payments. Note that CAO payments cannot be made to UNISA and then be transferred from UNISA to the CAO.

- Once the student numbers are available, the Licensees can apply for registrations via the Licensee web site. (only in the registration period)

- For each application, the documents must now be submitted. Required documents must be certified by the Licensees, and then be scanned in the format as described below and for each individual application, be send to UNISA by separate e-mail.

Format;

- E-mail addresses; Refer to the list in the contact list provided November 2007 with the Licensee training. (See below)

In the subject line of any email enter the following information:

The student number; space; the letters AC followed by your account number; space; branch code; space and lastly name of Licensee.

**EG:** 46378910 AC1234 20 ABC COLLEGE

Your e-mail should be in **plain text**. Please do not insert graphics or any special formatting, irregular characters etc.

Valid attachment types:

- Microsoft Word documents (Ending with the extension: *.doc)
- Microsoft Notepad (Text Files ending with the extension: *.txt)
- Adobe Acrobat files (Ending with the extension: *.pdf)
- Graphics, scanned documents, faxes and Group 4(2s) (Only files ending with the extension: *.tiff *.tif)
  - Scanned files must be scanned at 200 x 200 DPI

Licensee Admissions (AME)

Licensee-admid@unisa.ac.za

Undergraduate degrees

licensee@unisa.ac.za

Postgraduate degrees

post-licensee@unisa.ac.za
A Few questions and answers regarding the CAO process:

Frequently Asked Questions on Unisa Application Phase

1. Why apply through the CAO?

In accordance with the principles of Open Distance Learning, it is necessary for the university to introduce an **application phase well in advance** of the registration period.

The CAO as the only dedicated applications office in South Africa currently, has been selected to fulfil this role on behalf of Unisa to process applications from students wishing to register at Unisa in 2009.

2. Who must apply?

All first time applicants wishing to enter formal studies at Unisa in 2009.

This includes undergraduate and postgraduate students, national and international, students transferring from other Higher Education Institutions (HEI’s) as well as direct or Licensee applicants.

3.a) Obtaining the application form

The application form can be obtained from the CAO offices, by post from the CAO, downloaded from the CAO website (link also from Unisa website to CAO), Unisa Contact Centre and any Unisa registration office.

b) Completing the application form

By consulting the CAO UNISA handbook, complete the CAO UNISA application form and submit it back to the CAO.

4. Are there any documents required?

Yes, certified copies of your identity document, school leaving certificate and other educational qualifications (where applicable)

5. Is there a fee attached to this application?

Yes, the fees for the 2009 academic year are R150-00 for national applicants and R300-00 for international applicants. This fee is not refundable.
6. What happens after the CAO receives my application?

The CAO will send you confirmation of receipt of your application.

UNISA will thereafter send you a letter notifying you of your Unisa student number.

You will further be advised on admission items required that need to be submitted prior to or at the time of registration.

7. Where and when can I get more details about registration?

You may contact the Unisa Contact Centre for details about registration (dates and fees) or visit the Unisa website from October 2009 onward.

All Licensees will be kept up to date as more information becomes available.

Attached find the following:

- Manual for the Licensee on line web site.

Kind regards

Riekert Liebenberg  
UNISA  
Manager: Licensee and International Student Admissions & Registrations