

University of South Africa Ethiopia Regional Learning Centre

Information on 2025 Admission Application for PhD and Master's Programmes

*Join the future for
lifelong learning*



Define tomorrow.

UNISA | 
college of
graduate studies

UNISA in Brief

Welcome to a world-class institution that has been building Africa's future for over 150 years.



The University of South Africa (UNISA) is the largest comprehensive open distance e-learning institution in Africa and the longest-standing dedicated distance-education university in the world.

UNISA is adapting quickly to the fast-paced higher-education environment of the 21st century. We are also harnessing new and emerging technologies to catapult the university into a truly digital future.

We offer an unparalleled range of study choices at all levels of study.



As one of the leading research institutions on the continent, our research efforts have won us numerous awards, recognitions, and honours.

UNISA in Ethiopia

The University of South Africa (UNISA) is operating in Ethiopia at the invitation of the Ethiopian government to collaborate in high-level human-capital development.



We invite you to join UNISA and learn without limits.

We operate in collaboration with the Ministry of Education (MOE).

So far, 550 PhD & 376 master's graduates and many other graduates have completed their studies through UNISA in Ethiopia.

More than 320 of the PhD graduates are academics from public universities.

This document is designed to provide you with basic information on applying for admission.

Applying for Admission

In order to be admitted to UNISA's PhD and Master's programmes in 2025, you need to apply for admission.

All UNISA admission applications are done online at: www.unisa.ac.za/apply

The application period is from 02 September to 22 November 2024.

Applications for the following qualifications will, however, remain open until the end of June 2025:

- MSc in Nature Conservation (full dissertation) (98022)
- Qualifications in the Department of Decision Sciences (98597 – ORE, 98598, and 98701)
- Qualifications in the College of Science, Engineering, and Technology
- MPhil in Financial Management (90158)
- PhD in Management Studies (90021 - FIN)

Academic departments have different dates on which selection for master's and doctoral qualifications will take place. Most of the applicants will be informed about the outcome of their application towards the middle of February/beginning of March 2025

Steps in Admission Application

Access UNISA's application website (<https://www.unisa.ac.za/apply>) and find your qualification of interest. Then, read about the admission requirements, research focus areas, and other details about the qualification.

To complete your online application, follow these steps:

1. Apply for a student number (if you already have a UNISA student number, this is not necessary).
2. Apply for admission.
3. Upload your documents.
All documents indicated in red when you are requested to upload your documents are compulsory for that specific qualification.

Before you apply for admission to your selected qualification, prepare your research outline in line with the departmental requirements and based on one of the focus areas available. Research outline is not required if you are applying to course-work master's degree programmes such as MBL, MBA, and LLM.

Students applying to the College of Science, Engineering, and Technology must contact the relevant department or professors before applying to find a suitable supervisor who will provide a letter of confirmation. You can get email addresses and research focus areas of professors in the College using this link: <https://bit.ly/4d0hohf>.

Documents Needed for Application

The following documents are needed for application:

- Academic documents
Degrees and academic records (student copies) of all completed qualifications
- Valid passport, National (Digital) ID, or birth certificate
Must indicate your birth date and full name, including grandfather's name in English.
- Outline of proposed research (3-5 pages) describing the following.
Title, Summary of topic, Short literature review, Expected contribution of the study, Methodology to be followed, Availability of the data, List of references, and Reasons why you are interested in the topic.
Research outline is not required for coursework master's degree programmes such as MBL, MBA, and LLM.
- Curriculum vitae (CV)
- Departmental questionnaire (**only for applications in the College of Agriculture and Environmental Sciences and MCom in Industrial Psychology – course-work**)
- Letter from department or professor (only for applicants in the **College of Science Engineering and Technology**)
- Proof of registration as a Social Worker (if you are applying for a qualification in the **Department of Social Work**)

SAQA Evaluation Certificate:

- If you obtained your qualifications from a non-South African university, the qualification that is required for your Unisa admission must be evaluated by the South African Qualifications Authority (SAQA),
- You may apply for admission without a SAQA certificate of evaluation,
- If your application for admission is accepted, you may register, but you will need to submit the SAQA certificate of evaluation before re-registering for the next academic year,
- Apply for the SAQA certificate of evaluation at: <https://www.saqa.org.za>,
- The application for evaluation certificate requires payment directly to SAQA in foreign currency.

Preparing Documents for Application

Your documents must be prepared in electronic format (scanned/saved) on your computer for uploading.

The files to be uploaded for application need to conform to the following specifications:

- Each document must be uploaded as a separate file. Academic documents can be combined in one file.
- The maximum number of files allowed is 7.
- Files cannot be larger than 2 MB (2048 KB) each.
- Only black-and-white documents may be submitted.
- Only the following file types can be accepted: PDF, DOC(X) (Word document file), or TIF (image file).

Suggestions:

- If you do not have a scanner, you can download Clear Scanner or another scanning app on your smart phone and scan with it.
- If your file is larger than 2 MB, you can compress it at <http://pdfcompressor.com/> or other sites providing similar service.

Ministry of Education (MOE) Sponsorship

MOE sponsors applicants from government universities to study with UNISA.

To be sponsored by MOE, your home university must:

- include you in a list of applicants, and
- send the list with a formal letter to MOE and the UNISA Ethiopia Centre.

The list to be sent by your university has to include:

- your full name (including grandfather's name)
- the qualification for which you are applying
- your UNISA student number (which will be provided to you during the online application process)
- your telephone number and your email address

- **finalize your application as early as possible, do not wait for the list to be sent.**

NGAT test

- MOE requires an NGAT test score of at least 50 to qualify for sponsorship.
- The NGAT test is organized by MOE. Take the test and be ready with your result.
- The test result is not required at the time of application. You will be required to provide your NGAT result only after admission in order to qualify for MOE sponsorship.

Online Application

- A detailed step-by-step explanation of the online application process is given in a separate document.
- If you did not get the step-by-step guide, contact us using the addresses given on the last page.
- Please review the guide before you start and refer to it during your online application.
- **Skipping steps and uploading incomplete documents** are major reasons for the rejection of many applications in the past.
- Please complete all the steps of the application process and upload all the required documents.
- Follow up the status of your application online.

If you need additional information or face a problem during your online application, contact us using the addresses given on the last page.



Application Fee Payment

Applicants are required to pay an application fee of 140.00 South African Rand

- MOE-sponsored applicants are not required to pay the application fee.
- You can pay the application fee after you have completed the online application.
- To get the applicable Rand to Birr exchange rate, contact us using the addresses given on the last page.
- To pay the application fee, deposit its Birr equivalent at any Awash Bank branch.
- Use the 'Awash School Fee Payment Form', as indicated in the sample below. Do not use the regular deposit form.

- Complete Awash Bank School Fee Payment Form as indicated in the sample below. **DON'T use the standard deposit form.**

The school ID of UNISA is UN001 (this serves as account number)

The school name is UNISA.

Your Student ID is your eight digit UNISA student number/reference number.

If you are not Ethiopian, use your first name, middle name, and surname.

PLEASE USE BLOCK LETTERS / CAPITAL LETTERS

PLEASE USE THIS FORM TO PAY IN CASH

Bole Branch Awash Bank

Awash School Fee Payment Form

Date: Sep-16-2019

SCHOOL ID: UN001

SCHOOL NAME: UNISA

STUDENT ID: 57140021

STUDENT FULL NAME: SOLOMON ALEMU AMARE

FATHER NAME: ALEMU

GRAND FATHER NAME: AMARE

AMOUNT IN BIRR: 230

DESCRIPTION: Two hundred thirty birr

PAYMENT OF: APPLICATION FEE

GRADE: Other

Applicant's Signature

Write **APPLICATION FEE** in the space next to 'Other' to indicate the purpose of payment.

If you need further explanation on completing the payment form, consult bank officers.



Contact Details

Email

mokongb@unisa.ac.za

tadesss@unisa.ac.za

ahmedze@unisa.ac.za

Telephone

0938 48 71 01

0936 81 21 81

0948 26 20 76

Physical Address

Lancha (Beklo-bet) area, Kirkos Sub-City, Addis Ababa (100 meters behind NOC petrol station)

www.unisa.ac.za

Define tomorrow.