

University of South Africa Ethiopia Regional Learning Centre

*Information on 2024 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 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.



PHOTO: IC FOURIE

UNISA in Ethiopia

UNISA is operating in Ethiopia on 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, 490 PhD & 368 master's graduates and many other graduates have completed their studies through UNISA in Ethiopia.

More than 290 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 2024, you need to apply for admission.

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

The application period is from 14 September to 31 January 2024.

You can apply for the following qualifications outside the application period:

- MSc in Nature Conservation
- Qualifications in the Department of Decision Sciences
- Qualifications in the College of Science, Engineering and Technology (excluding Computer Science, Information Systems, and Information Technology qualifications)

Academic departments have different dates on which selection for master's and doctoral qualifications will take place. Applicants will be informed about the outcome of their application towards the middle of February/beginning of March 2024.

Steps in Admission Application

Follow these steps to complete your online application:

- Access UNISA's website and find your qualification of interest. Then read about the admission requirements, research focus areas, and other details about the qualification.
- Apply for a student number (if you already have a UNISA student number, this is not necessary).
- Apply for admission.
- 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 for your selected qualification, **prepare your research outline** in line with the departmental requirements, based on one of the focus areas available.

Students applying to the College of Science, Engineering and Technology **must contact** the relevant department or professors prior to applying, in order to find a suitable supervisor who will provide a letter of confirmation.

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 OR birth certificate
 - Must indicate the birth date and full name, including grandfather's name in English.
- Outline of proposed research (3-5 pages) describing the following. **This is not required for course work master's degree programmes such as MBL, MBA, and LLM.**
 - Title, Summary of topic, Short literature review, Expected contribution of the study, Methodology to be followed, Availability of the data, List of references, Reasons why you are interested in the topic
- 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)
- SAQA Evaluation Certificate (Equivalency evaluation certificate from South African Qualifications Authority (SAQA) for degree(s) obtained from non-South African universities). For information on the evaluation process, check <https://dfqeas.saqa.co.za/dfqeas/user/home>
 - If the certificate is not ready, submit the rest of your application documents. The certificate can be submitted when it is ready.
- Proof of registration as a Social Worker (if you are applying for a qualification in the department of Social Work)

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

Apply as early as possible. Do not wait for the list to be sent.

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.

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 135.00 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 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 LETTER /CAPITAL LETTER/

Bole Branch AwashBank

Account in Cash

UN001 UNISA

57140021

SOLOMON ALEMU AMARE

230 Two hundred thirty, birr

APPLICATION FEE

24.06.27

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

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www.unisa.ac.za

