

*University of South Africa*

**Ethiopia Regional  
Learning Centre**

*Information on 2023  
Admission Application for PhD  
and Master's Programmes*

**Define tomorrow.**

**UNISA**   
college of  
graduate studies

# ***UNISA in Brief***

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

- The University of South Africa (UNISA) is the largest 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***

UNISA is operating in Ethiopia on the invitation of the 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, 440 PhD & 367 Master's graduates and many other graduates have completed their studies through UNISA in Ethiopia.
- More than 260 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 2023, you need to apply for admission.

**All UNISA admission applications must be done online at:**

- **[www.unisa.ac.za/apply](http://www.unisa.ac.za/apply)**
- The application period is from **11 September** to **14 November 2021**.

**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)

**Students will be informed of the outcome of their application during middle of February / beginning of March 2023.**

# 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.

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 professor 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 programs 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)
- Letter from department or professor (only for applicants in the College of Science Engineering and Technology)
- SQAQ 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.sqaq.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

# 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 the **Clear Scan** or other scanning app on your smart phone and scan with it.
- If your file is larger than 2 MB, you can compress it at **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

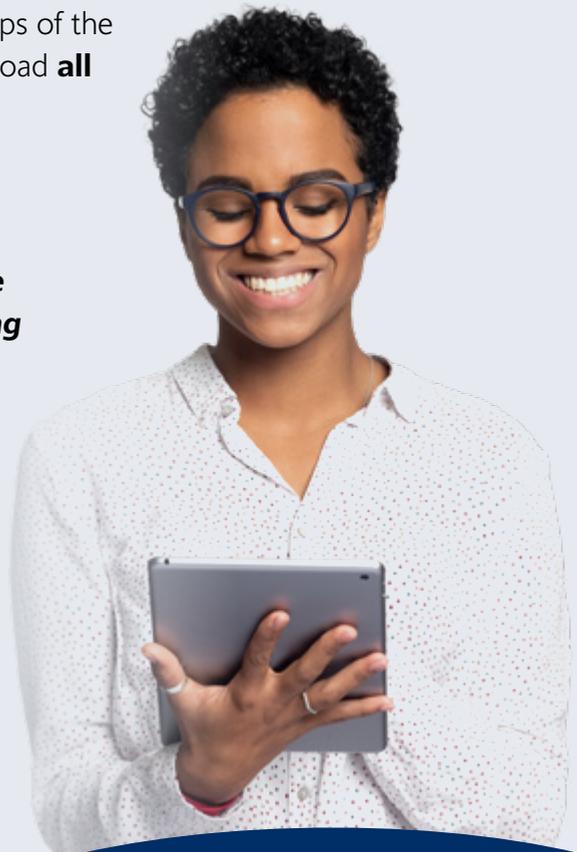
***Apply as early as possible.***

***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 R125.00

- 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 pay the application fee, deposit its Birr equivalent at **any Awash Bank branch**.
- Use the '**Awash School Fee Payment Form**', as indicated on the next page. Do not use the regular deposit form.
- To get the applicable **Rand to Birr exchange rate**, contact us:

[mokongb@unisa.ac.za](mailto:mokongb@unisa.ac.za)

[tadesss@unisa.ac.za](mailto:tadesss@unisa.ac.za)

[ahmedze@unisa.ac.za](mailto:ahmedze@unisa.ac.za)



# Contact Details

## **Email**

mokongb@unisa.ac.za

tadesss@unisa.ac.za

ahmedze@unisa.ac.za

## **Telephone**

093 848 7101

093 681 2181

094 826 2076

## **Physical Address**

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

**[www.unisa.ac.za](http://www.unisa.ac.za)**

