



SELECTION FORM

Bachelor of Architecture | BArch

Application in 2025 for admission to study in 2026

Updated: 2025-03-06

Programme code: BC430114

Submission date: 31 July 2025

INSTRUCTIONS

Keep the original hard copy of the selection form for possible enquiries by the Selection Committee. Send a copy of the selection form to the Department of Architecture at NoReplyArchiSelect@ufs.ac.za before the cut-off date of 31 July 2025. This is an unmonitored email address, and no enquiries will be answered from this email address.

www.ufs.ac.za

*Inspiring excellence,
transforming lives
through quality,
impact, and care.*

VISION **130**
Renew and Reimagine
for 2034

UNIVERSITY OF THE
FREE STATE
UNIVERSITEIT VAN DIE
VRYSTAAT
YUNIVESITHI YA
FREISTATA



UFS
NATURAL AND
AGRICULTURAL SCIENCES
ARCHITECTURE

INTRODUCTION AND SELECTION ORIENTATION

Thank you for your interest in the Architecture programme at the University of the Free State.

SELECTION FORM

Completing and submitting the selection form is the first step in the selection process and does not guarantee admission to the BArch programme. You cannot submit the selection form unless you have already applied online to study Architecture and have received a unique UFS student number from Student Academic Services.

This selection form, in A4 format, must be completed and submitted to NoReplyArchiSelect@ufs.ac.za before the cut-off date of 31 July. Selection forms must reach the Department of Architecture before or on 31 July of the year preceding the intended study. Do not contact the department in this regard. Selection forms should not be submitted to any other UFS address.

The selection form consists of five parts (Parts 1–5): The first part captures your contact information. Part 2 enquires about your academic and work experience. Part 3 tests your creativity and skill. Part 4 explains the next step of the selection process. Finally, Part 5 provides some advice on how to prepare for architectural studies, as well as a checklist.

Please sign the declaration of authorship form at the end of this document and tick the checklist provided.

The Selection Committee critically reviews all the selection forms received, concentrating on the creative exercises in Part 3. A background in art, graphic or engineering subjects is not a requirement for completing the selection form. Creativity, imagination, and presentation skills are the key ingredients for completing a successful selection form. The most resourceful candidates are provisionally selected.

It is your responsibility to ensure that the selection form is complete. Selection forms will not be presented to the selection panel without a valid online application and UFS student number. Incomplete forms and forms received after the closing date (31 July) will not be accepted or considered for selection. Applicants will be able to follow the status of their application on Student Self-Service in Oracle on the PeopleSoft system. An application can be labelled as ADMT (admitted), APPL (applied), COND (conditionally admitted), DDEF (decision deferred), DENY (admission denied), etc. Please do not contact the department. Selection forms are the property of the Department of Architecture.

GENERAL

Familiarise yourself with each of the application and selection steps as well as submission dates. Be sure to follow the process prudently. For enquiries regarding the online application form, capturing of candidates' data, or student numbers, please contact the Student Service Centre: studentadmin@ufs.ac.za | + 27 51 401 9666.

PART 1 | PERSONAL AND CONTACT DETAILS




Complete the selection form in clear block letters, using black ink.

CANDIDATE

| | |
|------------------------|----------------------|
| Student number: | <input type="text"/> |
| First names | <input type="text"/> |
| Surname | <input type="text"/> |
| SA ID number | <input type="text"/> |
| Non-SA passport number | <input type="text"/> |

| | |
|---|----------------------|
|  Home number | <input type="text"/> |
|  Cell number | <input type="text"/> |
|  Email address | <input type="text"/> |
| Residential address | <input type="text"/> |
| Postal code | <input type="text"/> |
| Postal address | <input type="text"/> |
| Postal code | <input type="text"/> |

GUARDIAN

| | |
|---|----------------------|
| First names | <input type="text"/> |
| Surname | <input type="text"/> |
|  Home number | <input type="text"/> |
|  Cell number | <input type="text"/> |
|  Email address | <input type="text"/> |

PART 2 | ACADEMIC AND EMPLOYMENT DETAILS

Information about the secondary institution from which you will be matriculating (matriculated)

| | | | |
|-------------|--|----------|--|
| Institution | | | |
| City | | Province | |
| Country | | Year | |

- Attach a certified copy of your **Matric Certificate** or your most recent Grade 12 results to this selection form.
- If you have an **international matriculation certificate**, include proof that you have initiated the process with the SA Matriculation Board to receive exemption for B-degree studies in South Africa.

List extracurricular activities participated in from Grade 11 up to the year preceding application

| | |
|----------------------------------|--|
| Cultural and creative activities | |
| | |
| | |
| Community activities | |
| | |
| | |
| Leadership positions | |
| | |
| | |

What did you do in the year preceding the year of application? (mark x)

| | | |
|----------------|--------------------------|------------|
| School learner | Post-school college | Working |
| Unemployed | University of technology | University |
| Other | Specify other _____ | |

If you studied after Matric, please specify

| | | | |
|---------------|--|-----------|----|
| Institution | | | |
| Qualification | | from year | to |

Attach a **certified copy** of your **institutional academic transcript** to this selection form. If you have an international qualification, include proof that you have initiated the **SAQA evaluation process** for that qualification.

If you worked after matric, please specify

| | | | |
|----------|--|-----------|----|
| Employer | | from year | to |
|----------|--|-----------|----|

Attach a certified reference letter from your employer to this selection form.

- Insert the certified copy of your Matric Certificate or your most recent Grade 12 results here. If you have an international matriculation certificate, attach proof that you have initiated the process with the SA Matriculation Board to receive exemption for B-degree studies in South Africa.
- If applicable, also insert the certified copy of your institutional academic transcript here. If you have an international qualification, attach proof that you have initiated the SAQA evaluation process for that qualification.
- If applicable, also insert certified copy of the reference letter from your employer here.

| Creative Exercise | |
|-------------------|---|
| A | B |
| C | D |

PART 3 | CREATIVE EXERCISES

As part of the selection process, the UFS Department of Architecture requires all candidates to complete the following creative exercises (exercises A + B + C + D). The exercises test the creativity, imagination, and skills that are valued by the UFS Department of Architecture.

Be sure to read the directions for each exercise carefully and take time to consider what is required before commencing the exercises. Creativity is not merely the ability to draw or paint, but includes the inventive ways in which you imagine, think about, and look at things. We are interested in your process, your thoughtful reflection, and the artful presentation of your work.

Creative Exercise

A

1.



2.



4.



3.



Creative Exercise



Select one of the photographs, indicating your choice with an x in one of the circles below:

1

2

3

4

Study your chosen image. What does it say to you? What ideas, memories or feelings does the image convey? In the space provided, do a piece of creative writing of no more than 300 words, interpreting the selected photograph.

PART 3 | CREATIVE DRAWING

Creative Exercise

B

Make a drawing of yourself dreaming about your future. The drawing does not have to be all that realistic, but it must show your creativity and skill. The drawing must be done in your own hand, with pencil, in the space provided below.

Creative Exercise

C

PART 3 | DESIGNING AND MAKING AN OBJECT

Architects design buildings, but sometimes they also design useful and stylish objects, such as tables, chairs, a pedestal, or a lamp.

An expatriate asks you to design a mounting/frame for photographs of the family back home. The design should speak of her longing for her loved ones, but at the same time be practical and have contemporary appeal. The client does not mind the number of photographs it can take. Lastly, the mounting should remind the client of the place called home. Any material is acceptable. The mounting must not exceed 500 x 500 x 500 mm in size.

Follow the process and complete the exercises on the next three pages.

Creative Exercise



PART 3 | DESIGNING AND MAKING AN OBJECT – Continued

Firstly, you must develop a **CONCEPT** for your design. In the space provided below, make a list of keywords that represent ideas that might influence your design approach.

Secondly, draw an image, namely a **CONCEPT SKETCH**, that illustrates the coming together of your ideas – a concept sketch is an image that gives expression to a number of ideas.

CONCEPTS

Idea one (only six keywords)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Idea two (only six keywords)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Idea three (only six keywords)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

CONCEPT SKETCH

Creative Exercise



Thirdly, you should make a three-dimensional model of the mounting/frame. Document the construction of the model of the frame from start to finish in three or more photographs. As this is a model, the materials you employ may **represent** the actual materials you have in mind for the product – it does not have to **be** the actual materials.

The model should be at a scale of 1:1, or life sized. In terms of size, it must not exceed 500 mm in any direction. The three photographs that you include here with your selection form should clearly illustrate different stages of your construction of the model. Do not send the model itself to us. Instead, provide us with the three construction photographs in the spaces provided for them here. If you think you need more than three photographs to illustrate your process, you are welcome to include one or two more pages of photographs. Include yourself in some of the photographs.

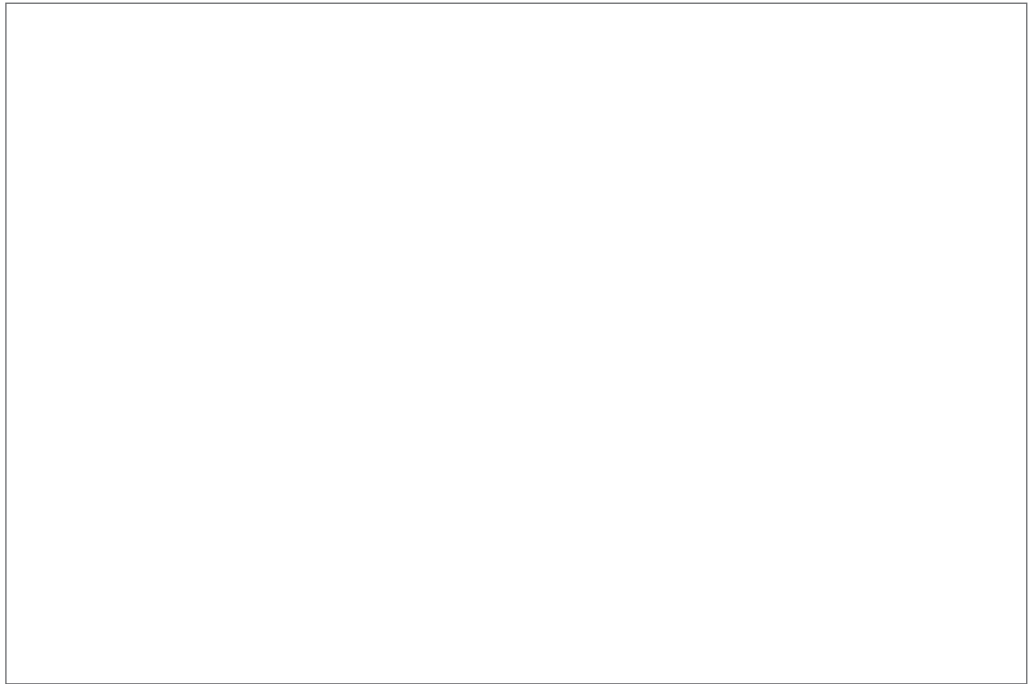
1.

A large, empty rectangular box with a thin gray border, intended for a photograph of the construction process.

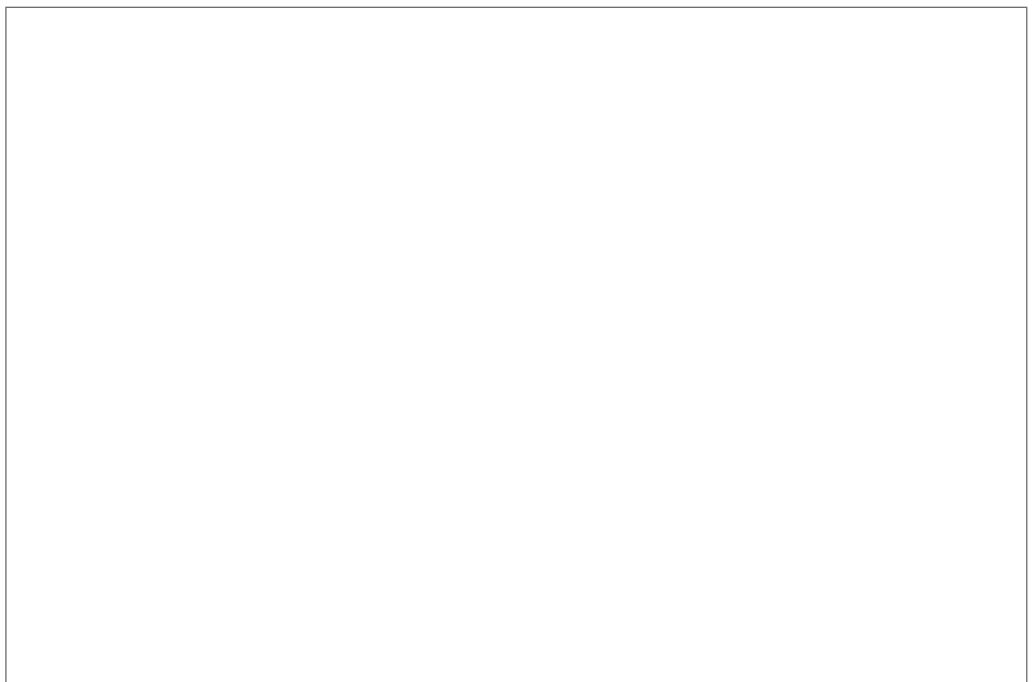
Creative Exercise

C

2.



3



Creative Exercise

D

PART 3 | IMAGINATION

This exercise tests your imagination, not your ability to draw.

Please read the following extract.

“Before the beginning of an itinerant puppet or marionette show, the puppeteer will place on the ground a rug, cord, hat or any object which will mark off the space wherein his puppets will move, thus separating them from the space of the audience. Within this conventional frame, precariously and temporarily defined, the puppets may do anything at all. There, an ordinary clothes peg may become, at will, an ocean liner, a pistol, or a dog which bites a guard’s behind.”

(Quetglas, Josep. 2001. *Fear of Glass*. Basel: Birkhäuser)

What is going on here? Use your imagination to build ideas as to what might have led up to and resulted from this surprising event.

In the boxes below, make pencil drawings in your own hand to illustrate four individual scenes (or events) leading up to, and/or beyond, the moment captured in the quoted narrative. Be creative and imaginative. What spaces, events, and characters would you choose to depict the development of your own version of the story? How would you frame or depict each of the four moments? If this was a movie, what kind of music should play for each of the scenes?

Draw your ‘idea’ for each of the four scenes in the boxes provided, adding a description that explains your intention and the music for each.

Scene 1

Idea for scene

Background Music

Scene 2

Idea for scene

Background Music

Scene 3

Idea for scene

Background Music

Scene 4

Idea for scene

Background Music

PART 4 | TOWARDS THE NEXT STEP IN SELECTION

The Department of Architecture may

- reject an application;
- offer an applicant a place on a waiting list;
- offer an applicant conditional admission; and
- offer an applicant unconditional admission.

Candidates who have received conditional or unconditional admission from the department are requested to notify the department of their intention to make use of the opportunity to study at the UFS or not. If you intend to make use of the opportunity, a reservation fee of R1 000 is payable.

Both administration (Student Academic Services) and the Department of Architecture will communicate with applicants at different stages. Please respond to both sets of communication.

Should an applicant receive new documentation (such as new results or remarking of a paper), the applicant must ensure that both the Department of Architecture and administration (Student Academic Services) are notified and receive proof of the documentation.

PART 5 | HOW TO PREPARE FOR ARCHITECTURAL STUDIES

We recommend the following:

Contact an architectural firm and ask if you could attend the office for a day to experience the unique and exciting work of an architect first-hand. Most firms will be happy to accommodate you for a day.

Take a look at *ArchDaily*, which provides news and information about contemporary architecture and events: <https://www.archdaily.com/>

CHECK LIST AND DECLARATION

CHECK BOXES: I declare that:

I have completed the online application for the BArch degree and have received a UFS student number

Part 1 | **PERSONAL AND CONTACT DETAILS** have been completed

Part 2 | **ACADEMIC AND EMPLOYMENT DETAILS** have been completed

I have attached a certified copy of my Matric Certificate or latest Grade 12 results

If applicable:

I have attached a certified copy of my institutional academic transcript

I have attached a certified letter from my employer

Part 3 | **CREATIVE EXERCISES** have been completed

I declare that I produced the creative work submitted in the selection form. The creative work is the result of my own original labour, and the creative work was not reproduced from any artworks, designs, or other creative outputs. I understand that any misrepresentation will result in me not being selected for the Architecture programme in the UFS Department of Architecture.

By submitting the selection form to the Department of Architecture, I accept that the decision of the selection panel is final, and that no discussion or correspondence will be entered into regarding the selection outcome. I will not contact the department for career advice or feedback on the selection process.

I understand that it is my responsibility to ensure that the selection form is complete. Selection forms will not be presented to the selection panel without a valid UFS student number. Incomplete forms and forms received after the closing date (31 July) will not be accepted or considered for selection.

Part 4 | **TOWARDS THE NEXT STEP IN SELECTION**

(I have carefully read and understand Part 4)

Candidate's signature

Date

EMAIL ADDRESS FOR SUBMISSION OF SELECTION FORMS:

A copy of the original A4 format selection form must be sent to the Department of Architecture at NoReplyArchiSelect@ufs.ac.za before the cut-off date of **31 July 2025**. Keep the original safe for possible enquiries by the Selection Committee.

This is an unmonitored email address, and no enquiries will be answered from this email address.

No late submission will be considered for selection.