

# APPLICATION FORM

## RECOGNITION OF PRIOR LEARNING (RPL)

### 2026

#### RPL Office Contact details – Bloemfontein Campus

**Physical Address:** University of the Free State, Centre for Teaching and Learning (CTL), SASOL Library, Level 3, 205 Nelson Mandela Drive, Bloemfontein

**Postal address:** P.O. Box 339, Bloemfontein, 9300  
T: 051 401 7934 / 051 401 7357 | E: [RPL@ufs.ac.za](mailto:RPL@ufs.ac.za)

#### RPL Office Contact details - Qwaqwa Campus

**Physical Address:** University of the Free State, Centre for Teaching and Learning (CTL), Intsika Building, Ground Floor, Kestel Road, Phuthaditjhaba

**Postal Address:** Private Bag X13, Kestel Road, Phuthaditjhaba, 9866  
T: 058 718 5120 | E: [RPLQQ@ufs.ac.za](mailto:RPLQQ@ufs.ac.za)

Applying ⇒	Recommendation RPL process ⇒	Tests or/and Workshop ⇒	Support ⇒	Assessment ⇒	Admission recommendation ⇒	If successful- Registration ⊙
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#### NO APPLICATION FORM WILL BE ACCEPTED IF THE FOLLOWING SUPPORTING DOCUMENTS ARE NOT INCLUDED:

- **Certified** copy of ID document/passport
- **Certified** copy of highest school certificate
- **Certified** copies of certificates of tertiary qualifications obtained
- Tertiary academic record
- SAQA evaluation of foreign qualification. For info see: <https://dfqeas.saga.co.za/dfqeas/user/home>
- Motivation letter: for info refer to page 3
- An extended CV
- A job description of current position
- Proof of payment of the RPL application fee

#### PURPOSE OF RPL APPLICATION

**ADMISSION:**  
(Specify the qualification you are applying for)

#### IMPORTANT NOTE

All RPL applicants also need to apply online at <https://apply.ufs.ac.za/> and refer to the Departmental websites for closing date of applications.

Please indicate if you applied online for this qualification.  
If yes, please provide your student number below.

Yes

No

**STUDENT NUMBER**

NB: If no, please remember to apply online for the qualification before the closing date of applications.

#### PERSONAL DETAILS

Title	Prof		Dr		Mr		Mrs		Ms			
Surname												
Full Names												
ID/Passport Number												
Date Of Birth												
Citizenship												
Gender	Male		Female									
Ethnicity	Black African		Coloured		Indian		Asian		White		Other	
Home Language												
Marital Status	Single		Married		Divorced		Common Law					

**CONTACT DETAILS**

Telephone (W)		Cell Number	
E-mail address			
Postal Address			
Residential Address			

**LEARNER PROFILE****1. EDUCATION AND TRAINING (COMPLETE IN DETAIL)**

*(Attach certified copies of your certificates/diplomas/degrees and academic records/result statements)*

**1.1 Highest School qualification (e.g. Grade 12)**

Highest School qualification	Name of School	Year obtained

**1.2 Tertiary or Further qualifications obtained**

*(Please enter particulars of certificates, diplomas etc. which you have received for attending formal courses)*

Qualification	Institution	Duration	Year obtained

**1.3 Tertiary or Further qualifications not completed**

*(Attach a current study record that indicates the modules passed and credits obtained.)*

Qualification	Institution	Duration	Year obtained

**1.4 Current studies**

Qualification	Institution

**2. OTHER WORKSHOPS / TRAINING / SHORT COURSES**

*(Provide the information on the learning you acquired via short courses, trainings and other workshops in the past 5 years.)*

Course Description	Institution	Date	Duration	Assessment*

\* Was any evaluation (assessment) of skills and /or knowledge done? Simply state "yes" or "no".

**3. EMPLOYMENT HISTORY**

Provide information regarding your employment

Employer	Job Title	Years in position (e.g. 5 years)	Line manager details

**4. VOLUNTARY WORK EXPERIENCE**

Company / Organisation	Role	Period involved	Reference

## 5. LETTER OF MOTIVATION

Formulate a letter of motivation according to the guidelines below. It is your formal request and motivation for seeking RPL. This serves as a summary of the purpose of your RPL application.

### Guidelines for the letter of motivation:

- Introduce yourself.
- Why are you applying for RPL?
- Describe the barriers you have experienced in your education.
- What do you value about your learning, work experience and your specific competencies?
- What opportunity does RPL offer to you in terms of your career planning?

The letter should be no longer than 2 typed pages. Arial 12, justified and single line spacing. The letter should be in an acceptable letter format.

## 6. PAYMENT INSTRUCTIONS

The application fee for RPL is: SA Citizens: R300.00 / International applicants: R460.00

### PLEASE NOTE:

- No cash will be accepted with the application form. Only electronic (EFT) payments will be accepted.
- The RPL application fee is not refundable, despite any outcome.
- Keep your deposit slip as proof of payment. **Please send a copy of the proof of payment with your application.**

### BANKING DETAILS:

Account name: UNIVERSITY OF THE FREE STATE  
Bank: ABSA  
Account number: 1570850071  
Branch: Business Bank  
Bloemfontein Branch Code: 632 005  
Swift Code: ABSAZAJJ

**Reference (compulsory):** 154 followed by ID number, e.g. 1549012310084081

## 7. UNDERTAKING BY APPLICANT

### I hereby declare:

- That I have satisfied myself to the steps within and the cost of the RPL process and that I understand that the RPL process may or may not find me competent on account of my prior learning for admission into or credit for Higher Education programmes of study.
- That I accept responsibility for the prompt payment of all accounts as issued by the RPL Office.
- That I accept that I am liable for payment of all costs irrespective of whether I am found competent or not yet competent through the RPL process.
- That I furthermore undertake to pay all legal costs of the RPL Office, including attorney-and client costs as well as collecting charges if I should fail to meet any obligations with regard to payments.
- That the agreement arising from the signing of this application shall notwithstanding the place of signature deemed to be concluded at Bloemfontein.
- That I give permission that all the documents I have included may be verified to determine its authenticity.
- That I take cognation that the RPL process takes at least 6 months.
- That I understand that no RPL fees are refundable.
- I understand that when RPL is done for admission no credits will be granted as a result of the process.
- I understand that I need to register within two years after admission has been granted.

## APPLICANT: DO YOU AGREE TO THE ABOVEMENTIONED UNDERTAKING?

Yes/No:

Date:

*The University processes personal information in line with its obligations under the Protection of Personal Information Act (POPIA) and any personal information provided to the University will be treated as confidential and processed in accordance with the rights provided to data subjects under POPIA. One of the University's obligations is to be transparent and accountable to the data subjects whose personal information is processed and delivered, in view of their "right to be informed". This means that the University is required to provide information to such data subjects via a Privacy Notice, which describes what personal information or data is collected about them, where it is obtained, what will be done with it and what the legal basis is for processing it. It also communicates how the University will store their data and what rights they have in relation to the processing of their data by the University.*

# FLOW DIAGRAM OF THE RPL PROCESS AT THE UFS FOR ADMISSION

