Introduction

The Matriculation Board operates an online application service at which is particularly helpful for South African schooled school-leavers who have obtained senior certificates at any one of the nine provincial examining bodies from 1996 until todate as well as with the Independent Examination Board students as from 2002 until todate.

The online application service is also useful for holders of defined foreign school-leaving and other foreign qualifications that are accepted for admission to bachelor's degree studies in South Africa, but the qualifications need to be verified by the university concerned, a South African foreign mission or a public notary.

The records of National Senior Certificate (NSC) examination conducted in November 2008 are also available at the Board but NSC bachelor's degree entrants follow a different admission process. The NSC statement of results or certificate indicates if the candidate qualifies for admission to bachelor's degree, diploma or higher certificate, and prospective degree entrants who do not meet these requirements need to consult the university concerned.

The guide spells out clearly the procedures to be followed by universities when applying for certificates of exemption in the interest of both the Board and the students to whom the service is rendered.

Exemption certificates and, where appropriate, their peculiarities are dealt with according to type; i.e.:

- Mature age and foreign conditional exemption;
- Ordinary or immigrant's conditional exemption;
- Senate’s discretionary conditional exemption;
- Certificates of complete exemption;
- Condonation of bona fide institutional errors; and
- Other types of complete or conditional exemption.

For detailed information please consult the HESA-enrol website at http://www.he-enrol.ac.za
1. MATURE AGE AND FOREIGN CONDITIONAL EXEMPTION

1.1 Students applying directly to the Matriculation Board

In cases of applications for “mature age” and “foreign” conditional exemption certificates, applicants can either apply via the university concerned or directly to the Matriculation Board if the application includes letters of registration/invitation/eligibility for registration from the university/ies concerned. A certificate can, however, only be issued to one institution at a time.

Most universities apply on behalf to their prospective university students to apply direct to the Board. The Board’s problem with direct student applications is that documents (i.e. school certificates/academic transcripts) are often not correctly certified, and/or not accompanied by letters of registration/invitation/eligibility for registration from the university concerned and/or when cheques/postal orders are attached, these are made in favour of the university concerned, or are dated. In such cases the Board must inform applicants accordingly and return the invalid cheques/postal orders and application forms with unacceptable or missing documents, with the request that the applicant resubmits the correctly certified documents and cheque/postal order for the amount payable to the Board.

At that stage the application must be filed pending receipt of the outstanding fees/documents and it stands to reason that this could become a time-consuming exercise, causing delays at institutions as well as the Board.

The time taken to attend to errors could instead be better used efficiently to process and issue certificates of exemption. Incomplete and wrong applications also give rise to an increase in the number of telephone enquiries from both applicants and universities wanting to ascertain whether applications by individual students have been received/processed.

1.2 Assistance to students applying directly to the Matriculation Board

Universities that do not apply to the Board on behalf of applicants are asked to assist prospective students with their applications for foreign and mature age conditional exemption certificates in applying for certificates of conditional exemption, i.e. to
a. complete the application form that can be downloaded and printed from and submitted with the application (if not made available to them) as follows:

- attach an appropriately dated cheque/postal order for the prescribed fee in favour of the Matriculation Board;
- verify, in the case of foreign students, with their bank or postal authorities before sending money drafts whether their payments cover the exemption fee in South African Rand;
- get all educational documents/identity documents/passports/birth certificates certified by either a South African university, a public notary in a foreign country, a SA Embassy, Consulate, High Commission or Trade Mission;
- include the University’s letter of registration/invitation/eligibility for registration; and
- inform applicants that mature age and foreign conditional exemption certificates are institution-specific and that transferring from one institution to another has cost implications for the issue of an amended certificate of exemption.

1.3 Universities applying for certificates on behalf of students

The most prevalent application procedure has been to submit batches of applications accompanied by one/more cheque/s and the appropriate covering lists.

Some institutions have attached the individual payment of each student together with the applications.

Please note: Some universities do not check whether a cheque/postal order is still valid by the time of dispatch, or whether it is made out in the name of the Matriculation Board.

2. Applications for ordinary or immigrant's conditional exemption

All applicants who are in a position to present statements of symbols indicating “passed with conditional exemption” could be advised to apply on line or direct to the Board and submit the statement of symbols accompanied by their
application form, a certified copy of their identity document/birth certificate/passport and the appropriate fee if the institution is prepared to accept applicants on that basis.

If the status of the results is in doubt in any respect, institutions should fax it to the Board at 086 677 7744/ 012 481 2922 with the request that the Board verifies the status of the certificate. The information faxed to the Board must clearly indicate the detail of the applicant, i.e. the full names of the applicant, the examining body concerned, the year of the examination, the return fax number or address and, if anything in particular, the query concerned.

3. APPLICATIONS FOR SENATE’S DISCRETIONARY CONDITIONAL EXEMPTION

Institutions applying for the recording of Senate’s Discretionary (SD) conditional exemption are required to submit to the Matriculation Board details of new Senate approved selection programmes, accompanied by a peer assessment of the programme and an indication of the date of Senate approval.

SD conditional exemption applications should have the following attached:

- the application form appropriately completed by the institution;
- statement by the Registrar that the applicant has shown in some Senate approved and Matriculation Board recorded selection test/programme that s/he meets the criteria as determined by the Senate; and
- the appropriate exemption fee for that academic year.

Please note: Institutions often try to apply for SD exemption where errors of admission have been made, which is not in accordance with the Board’s approved procedures (see point 5 below for the correct procedures).
4. CERTIFICATES OF COMPLETE EXEMPTION WHEN OUTSTANDING EXEMPTION REQUIREMENTS ARE MET

There are three contexts in which a certificate of complete exemption can be issued:

| 4.1 Completion of outstanding requirements for ordinary conditional exemption |

Institutions applying for certificates of complete exemption on behalf of students who have completed the outstanding requirements within the period of validity of the last conditional exemption certificate issued, are required to submit to the Board proof of the fact that the requirement has been met, e.g. that the outstanding HG subject had been passed either as senior certificate subject or as part of the degree studies in accordance with the requirements of paragraph 41. The same procedure may be followed by the individual student concerned.

| 4.2 Completion of degree requirements for mature age conditional, foreign conditional, immigrant’s, and other types of conditional exemption |

Institutions applying on behalf of students who were required to satisfy the requirements for a degree must submit the students’ academic record indicating completion of the degree requirements. Students may also apply directly to the Board provided they are in a position to produce the academic record indicating the completion of degree requirements.

| 4.3 Completion of requirements for Senate’s discretionary conditional exemption |

Institutions applying for the issue of a certificate of complete exemption on behalf of holders of SD conditional exemption certificates issued in terms of paragraph 31 who “completed one full credit of instructional offerings” are required to submit to the Board the names and FTE weights of degree credit bearing courses passed by the holders. The combined weight of the courses passed must be equivalent to or more than 1,0 or 120+ NQF Level 5 degree credits before the conditional certificate of exemption can be converted to a complete exemption certificate.

Please note: Where a conditional exemption certificate expired before the requirements have been met, the exemption fee for the period not covered by the period of validity of the certificate should accompany the application.
5. APPLICATIONS FOR CONDONATION OF INSTITUTIONAL ERRORS

Institutions applying for condonation of bona fide institutional errors are required to submit:

- a copy of a letter from the Registrar of the institution indicating the nature of the error and an undertaking that remedial measures have been introduced to avoid a repetition of such error;
- the academic record of the candidate;
- where applicable, the application form for a certificate of exemption accompanied by the university-certified admission qualifications; and
- the appropriate exemption fee.

6. APPLICATIONS FOR OTHER TYPES OF COMPLETE OR CONDITIONAL EXEMPTION

Holders of complete exemption and conditional exemption certificates may apply directly to the Board if they meet the appropriate requirements (see http://www.he-enrol.ac.za for more details):

6.1 Complete exemption certificates

- by virtue of a combination of N5 subjects and senior certificate languages;
- by virtue of combination of SYSTEM Recovery Programme and senior certificate subjects;
- by virtue of combination of ASECA and senior certificate subjects;
- in terms of O and A level subjects;
- in terms of IGCSE/GCSE and Advanced Subsidiary (AS) Level subjects;
- by virtue of IGCSE and HIGCSE or NSSC Ordinary and NSSC Higher Level subjects;
- by virtue of Advanced International Certificate of Education (AICE) examinations;
- by virtue of academic and professional certificates;
- by virtue of post-school qualifications;
- by virtue of a combination of senior certificate subjects and one language with First Language HG equivalence;
- by virtue of a combination of senior certificate subjects and extra-curricular subjects with HG or SG equivalence; and
- by virtue of medical conditions as verified by the examining authority.
6.2 Conditional exemption certificates

- one outstanding requirement to qualify for a certificate of exemption on a combination of N5 subjects and senior certificate Higher Grade languages;
- one outstanding requirement to qualify for a certificate of exemption on a combination of one outstanding requirement for an A and O level subjects;
- one outstanding requirement to qualify for a certificate of exemption on a combination of one outstanding requirement for an O/GCSE/IGCSE/NSSC Ordinary and AS or HIGCSE or NSSC Higher level subjects;
- one language requirement for immigrants; and
- by virtue of medical conditions as verified by the examining authority.

Applicants applying for these types of certificates should submit the following to the Matriculation Board in support of their applications for certificates of complete or conditional exemption:

- Application form (can be downloaded and printed from the Board’s website: [http://www.he-enrol.ac.za](http://www.he-enrol.ac.za))
- educational documents;
- passport/ID document/birth certificate before submitting his/her application form, documents; and
- exemption fee.

7. METHOD OF PAYMENT

Payments can be made by a cheque in favour of Matriculation Board, or alternatively electronic payments in the South African currency can be paid as follows:

Bank: ABSA
Branch: Sunnyside
Branch code: 630345
Account number: 4059036917

**NB:**

- The name and initials of the exemption certificate applicant must be clearly indicated on the electronic payment instruction to expedite the linking of the fee to the applicant.
Where payments are made for more than one applicant the payment instruction accompanied by the list of applicants and a breakdown of the fees paid on their behalf should be faxed to the Matriculation Board immediately in order to avoid a misallocation of fees.

8. CONTACT DETAILS

Please note the contact details of the Matriculation Board should further detail be required:

<table>
<thead>
<tr>
<th><strong>Postal address:</strong></th>
<th>PO Box 3854, PRETORIA 0001, South Africa.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Physical address:</strong></td>
<td>Building 3, UNISA Sunnyside North Campus, cor Mears and Rissik Streets, Sunnyside, Pretoria.</td>
</tr>
<tr>
<td><strong>Fax address:</strong></td>
<td>+27 (0) 86 677 7744/12 481 2922</td>
</tr>
<tr>
<td><strong>Telephone number:</strong></td>
<td>+27 (0) 10 591 4401/2</td>
</tr>
<tr>
<td><strong>Electronic address:</strong></td>
<td><a href="mailto:exemption2@hesa-enrol.ac.za">exemption2@hesa-enrol.ac.za</a></td>
</tr>
<tr>
<td><strong>Website</strong></td>
<td><a href="http://www.he-enrol.ac.za">www.he-enrol.ac.za</a></td>
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