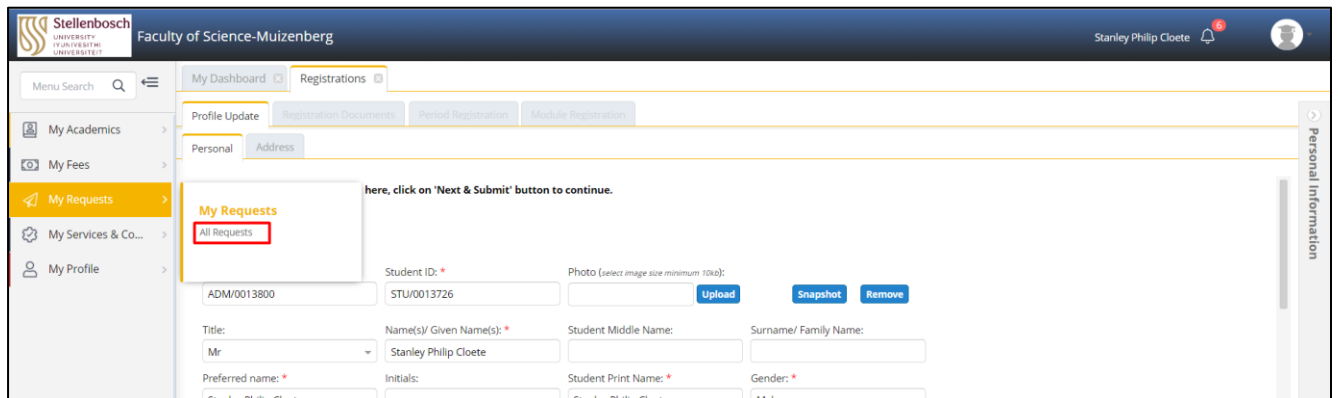


Readmission Service Request Guide:

Application process for Readmission

Application from Student self-service portal

1. A student can apply for Readmission request from the self-service student portal.
Navigate to My Requests > All Requests.



Stellenbosch University Faculty of Science-Muizenberg

Stanley Phillip Cloete

My Dashboard Registrations

Profile Update Registration Documents Period Registration Module Registration

Personal Address

My Requests

here, click on 'Next & Submit' button to continue.

All Requests

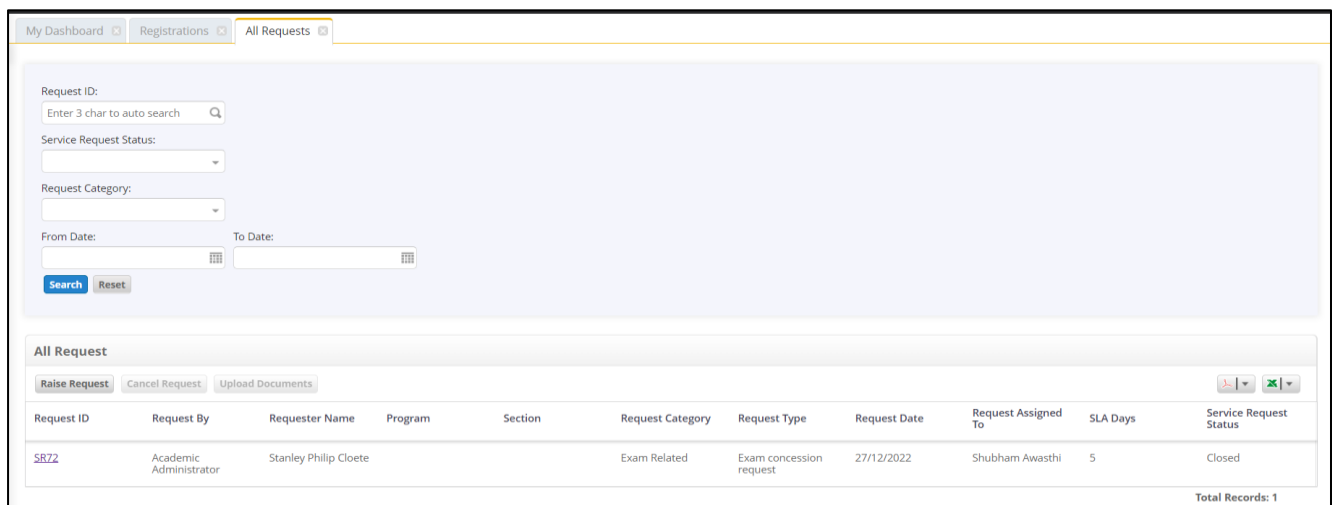
Student ID: * ADM/0013800 STU/0013726

Photo (select image size minimum 100x): Upload Snapshot Remove

Title: Mr Name(s)/ Given Name(s): * Stanley Phillip Cloete Student Middle Name: Surname/ Family Name:

Preferred name: * Initials: Student Print Name: * Gender: * Male

2. All requests search screens will open. A list of already applied requests for concession in past will be visible here.



My Dashboard Registrations All Requests

Request ID: Enter 3 char to auto search

Service Request Status:

Request Category:

From Date: To Date:

Search Reset

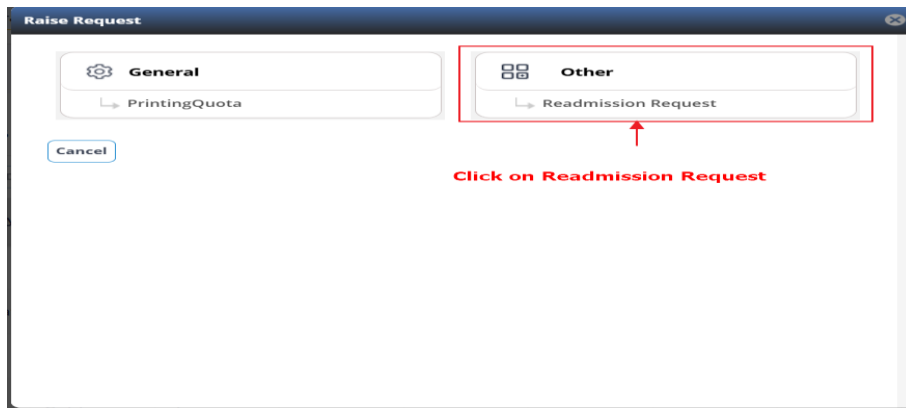
All Request

Raise Request Cancel Request Upload Documents

Request ID	Request By	Requester Name	Program	Section	Request Category	Request Type	Request Date	Request Assigned To	SLA Days	Service Request Status
SB72	Academic Administrator	Stanley Phillip Cloete			Exam Related	Exam concession request	27/12/2022	Shubham Awasthi	5	Closed

Total Records: 1

3. Click on the **Raise Request** button to open the request raising screen and click on readmission request for Readmission.



4. Enter the details as per the table below:

Field Name	Mandatory / Optional	Field Type	Description
Requester Details			
Requester Name	NA	Static Text	This will be the name of the requester i.e. student.
Intake	NA	Static Text	This will be the Intake of the student.
Program	NA	Static Text	This will be the Program of the student.
Email id	NA	Static Text	This will be the Email id of the student.
Mobile	NA	Static Text	This will be the Mobile No. of the student.
Basic Details			
Entered By	NA	Static Text	This will be the name of the requester.
Request Assigned to	NA	Static Text	This will be the name of the assignee of the request.
Request Date	Mandatory	Date Picker	This will be the date when request is created. It will be prefilled with current date by default.
Request By	Mandatory	Text Box	This will be prefilled to Student.
Request Reason/Remark	Optional	Text Box	This will be any additional details if required to be entered.

5. Click on Fill Readmission Form button


Request Reason/Remark: *

Fill Readmission Form

Upload & Submit



Please fully complete the relevant sections below and attach any documents substantiating the application.

 File Supported: PNG, JPEG, PDF, DOC, up to 2MB

Are you planning to change programs?

Intended Faculty of study: *

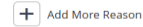
Enter 3 char to auto search

Intended program of study: *

Enter 3 char to auto search

Please make sure to read the [Terms and Guidelines](#) before completing the application form. It is important to understand the requirements and guidelines to ensure all information and documents are submitted correctly. By following these guidelines, you will increase your chances of a successful readmission application.


Select the reason that contributed to your underachievement? (please refer to guidelines)



Reason: *

If you are not a registered student of University at the moment, have you undertaken any other studies or obtained any other achievement since you left University?

Type your motivation/reason here



Why would you be able to succeed at your studies in the future? *

Declaration

Terms and Conditions for Readmission Application to University

[Readmission after unsuccessful studies](#)

2. Adherence to University Regulations I acknowledge that the readmission process is governed by the University's readmission rules and procedures, as detailed in the University General Yearbook, Part 1, under the heading "Readmission after Unsuccessful Studies".

readmission application, including all supporting documents and the readmission application fee, reaches University by these specified dates.

4. Completion of Application I am responsible for providing a fully completed Readmission Appeals Application Form, including all applicable supporting documents, by the stated deadlines. I understand that incomplete applications or those lacking necessary documentation may result in my readmission application being denied.

6. Provision of Information I agree to supply complete and accurate information and all supporting documents in my possession at the time of application. I acknowledge that no additional information will be considered at a later stage.

7. Confidentiality I understand that all information and supporting documents submitted with my application will be viewed and assessed by the Readmission Appeals Committee and will

[Readmission Appeals Committee](#) [Readmission Appeals Application Form](#) [Readmission Appeals Committee Terms and Conditions](#)

9. My application to other universities I acknowledge that my application for readmission at SU may be unsuccessful and it is my responsibility to ensure that I apply for admission to another tertiary institution by their application deadline.

By proceeding with my readmission application, I acknowledge and agree to these terms and conditions. *

By proceeding with my readmission application, I acknowledge and agree to these terms and conditions. *

6. Click on upload and submit button and again click on submit button to submit readmission request.

[Fill Readmission Form](#) [Upload & Submit](#)

Documents

Voluntary Documents

[Upload](#) [Delete](#)

Document Name

Comments:

[Submit](#)