

University Application Checklist

Everything you need to have ready before you apply. Tick each box as you go.

Print this. Stick it somewhere visible. Share it with every Grade 12 learner who is applying to university this year.

1 GET YOUR DOCUMENTS READY

Do this now — April 2026

- | | |
|---|---|
| <input type="checkbox"/> Certified copy of your ID or passport
Must be certified within the last 3 months. Certify at your local police station or post office. | <input type="checkbox"/> Final Grade 11 results
Most universities use Grade 11 results for provisional acceptance. |
| <input type="checkbox"/> Latest Grade 12 results
Submit your most recent report as it becomes available. | <input type="checkbox"/> Proof of residence
A utility bill or bank statement with your address. Some universities require this. |
| <input type="checkbox"/> Scan everything as clear PDF files
Keep file sizes under 2MB. Name files clearly before uploading. | <input type="checkbox"/> Back up your documents
Save copies to Google Drive, email, or a USB. Do not rely on one device. |

2 KNOW YOUR APS AND CHOOSE YOUR COURSES

April – May 2026

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|--|---|
| <input type="checkbox"/> Calculate your APS score
Use the free APS calculators at apply.org.za/aps — one for each university. | <input type="checkbox"/> Download the 2027 prospectus
Available free at apply.org.za/prospectuses — check subject requirements for each course. |
| <input type="checkbox"/> Choose at least 3 universities to apply to
Apply to more than one to improve your chances of acceptance. | <input type="checkbox"/> Check NBT requirements
UCT, Stellenbosch and Wits may require NBTs. Book your test early. |

3 SUBMIT YOUR APPLICATIONS

April – September 2026

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|--|---|
| <input type="checkbox"/> Check the application opening date
Most universities open in April. See the full dates guide at go.apply.org.za/dates . | <input type="checkbox"/> Pay the application fee (if required)
Fees range from free to R300. See apply.org.za/application-fees for the full list. |
| <input type="checkbox"/> Save proof of payment
Keep your receipt. You will need it if there are any disputes with your application. | <input type="checkbox"/> Submit before the closing date
The earliest deadline is 30 June (UP). Do not wait until the last week. |
| <input type="checkbox"/> Note your application reference number
Save this somewhere safe. You will use it to track your application status. | <input type="checkbox"/> Any programme-specific documents
Portfolios, CVs, or motivational letters may be required for some courses. |

4 SORT OUT YOUR FUNDING

Do not leave this for later

- | |
|---|
| <input type="checkbox"/> Apply for NSFAS (if you qualify)
NSFAS applications are separate from university applications. Apply as soon as the portal opens. |
| <input type="checkbox"/> Search for bursaries
Many bursaries close before university deadlines. Browse available bursaries at apply.org.za/bursaries . |

IMPORTANT REMINDERS

- Application fees are non-refundable. Confirm your subject requirements before paying.
- Only pay through official university websites ending in .ac.za. Never pay through agents or third parties.
- Each university may have unique requirements — always read the prospectus before applying.
- Follow up on your application if you have not heard back within 4 to 6 weeks of submitting.

Calculate your APS score for free

Use our university-specific APS calculators to see exactly which courses you qualify for.

apply.org.za/aps



Full 2027 Applications Guide

Closing dates, APS calculators, bursaries, prospectuses and more — all free.
go.apply.org.za/dates

APS CALCULATORS

BURSARIES

PROSPECTUSES

CLOSING DATES

QUALIFICATIONS



Follow our WhatsApp Channel

Bursary alerts, application reminders and university news — all free.
go.apply.org.za/whatsapp

