Leave Application Sample Reference

leave application sample is an essential template that employees can use to formally request time off from their employer or supervisor. Whether you need a leave for personal reasons, illness, family emergencies, or vacation, submitting a well-crafted leave application increases the likelihood of approval and demonstrates professionalism. In this comprehensive guide, we will explore various types of leave applications, provide detailed sample templates, and offer tips on how to write an effective leave request that aligns with workplace policies and enhances your chances of approval.

Understanding the Importance of a Leave Application

A leave application serves as an official request to the management or HR department, documenting your intention to be absent from work for a specified period. Properly written leave applications:

- Ensure clear communication of your absence
- Provide necessary details for approval
- Maintain a professional record
- Help in planning work distribution during your absence

Having a solid understanding of the importance of a leave application underscores why investing time in preparing a well-structured request is beneficial for both employees and employers.

Types of Leave Applications

Different circumstances require different types of leave applications. Here are some common categories:

1. Sick Leave Application

Used when an employee is unwell and cannot attend work. Usually requires a medical certificate for extended leaves.

2. Casual Leave Application

For short-term personal matters, emergencies, or urgent personal needs.

3. Paid Time Off (Vacation Leave) Application

Requesting leave for holidays, vacations, or personal leisure.

4. Maternity/Paternity Leave Application

For childbirth, adoption, or caring for a newborn.

5. Emergency Leave Application

Unplanned leave due to unforeseen circumstances like accidents or family emergencies.

6. Bereavement Leave Application

In cases of the death of a family member or close relative.

Key Components of a Leave Application

A well-written leave application should include the following essential elements:

- **Subject Line or Title:** Clearly states the purpose, e.g., "Leave Application for Personal Reasons."
- **Salutation:** Address the recipient respectfully, e.g., "Dear Mr. Smith,"
- **Introduction:** Briefly mention the reason for writing the application.
- **Details of Leave:** Specify the type of leave, start and end dates, and duration.
- **Reason for Leave:** Provide a brief explanation, maintaining professionalism and clarity.
- **Supporting Documents:** Mention if any documents (medical certificates, appointment letters) are attached.
- **Request for Approval:** Politely ask for approval of the leave request.
- **Closure and Signature:** End with a courteous closing and your signature/contact details.

Sample Leave Application Templates

1. Sick Leave Application Sample

```

Subject: Sick Leave Application for [Your Name]

Dear [Manager's Name],

I am writing to inform you that I have been diagnosed with [illness/injury], and my physician has
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advised me to rest and recover. Therefore, I kindly request sick leave starting from [start date] to [end date].

I have attached my medical certificate for your reference. I will keep you updated on my recovery and inform you if additional leave is required.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Contact Information]

```

## 2. Casual Leave Application Sample

```

Subject: Request for Casual Leave on [Date(s)]

Dear [Manager's Name],

I would like to request casual leave on [date(s)] due to personal reasons. I have ensured that my responsibilities are covered and have delegated tasks to colleagues where necessary.

Please approve my leave for these dates. I appreciate your understanding.

Best regards,

[Your Name]

[Your Position]

[Contact Information]

```
```

3. Vacation Leave Application Sample

```

Subject: Vacation Leave Request from [Start Date] to [End Date]

Dear [Manager's Name],

I am planning to take a vacation from [start date] to [end date], and I kindly request your approval for this period. I have coordinated with my team to ensure all pending tasks are managed before my leave.

Please let me know if any additional information is needed. I look forward to your approval.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Contact Information]

```

4. Maternity Leave Application Sample

```

Subject: Maternity Leave Application

Dear [HR Manager's Name],

I am pleased to inform you that I am expecting a child and would like to apply for maternity leave starting from [start date]. As per company policy, I request leave for [duration], returning to work on [return date].

Please advise if any documentation is required. I appreciate your support and understanding.

Best regards,
```

[Your Name]

[Your Position]

[Employee ID]

[Contact Information]

```

## Tips for Writing an Effective Leave Application

To ensure your leave application is professional and effective, consider the following tips:

- **Be Clear and Concise:** State your purpose and details without unnecessary information.
- **Follow Company Policies:** Adhere to the prescribed format, notice period, and documentation requirements.
- **Provide Adequate Notice:** Submit your leave request well in advance, especially for planned leaves.
- **Use Formal Language:** Maintain professionalism and respectful tone throughout.
- **Attach Supporting Documents:** Medical certificates, appointment letters, or other relevant documents strengthen your request.
- **Express Gratitude:** Show appreciation for considering your request.
- **Keep a Copy:** Save a copy of your submitted leave application for future reference.

## Common Mistakes to Avoid in Leave Applications

Avoid these pitfalls to ensure your leave request is well-received:

- Submitting leave requests at the last minute without valid reasons
- Providing vague or incomplete information
- Failing to attach necessary supporting documents
- Using informal language or slang
- Requesting extended leave without prior approval or proper justification
- Not following company policies or procedures

## Conclusion

A well-crafted leave application is a vital communication tool that facilitates a smooth approval
```

process and maintains professionalism. Whether you are requesting short-term leave or planning an extended break, using a clear and respectful format enhances your chances of approval. Remember to tailor your leave application to your specific situation, adhere to company policies, and provide all necessary documentation.

By following the templates and tips provided in this article, you can confidently prepare your leave requests, ensuring they are professional, complete, and effective. Proper communication not only helps in managing your absence effectively but also maintains a positive relationship with your employer and colleagues.

Optimize your leave application process today by utilizing these samples and guidelines, ensuring your request is professional, timely, and well-structured.

Leave application sample: A comprehensive guide to crafting effective leave requests

In the professional world, knowing how to properly request leave is an essential skill that can significantly impact your work-life balance and professional relationships. Whether you're planning a vacation, dealing with personal matters, or facing health issues, understanding how to write a clear, respectful, and appropriately formatted leave application sample can make the process smoother and more successful. This article provides a detailed breakdown of what constitutes a solid leave application, along with sample templates, tips, and common considerations to ensure your leave request is well-received.

Understanding the Importance of a Well-Written Leave Application

A leave application is more than just a formal request; it is a communication tool that conveys professionalism, respect, and clarity. Properly drafting your leave application helps your employer understand your reasons for leave, the duration, and your planning to ensure minimal disruption to work. It also sets a positive tone for your relationship with your employer or HR department.

Key Components of a Leave Application

Before diving into sample formats, it?s crucial to understand the essential elements that every leave application should include:

- Subject Line or Heading

- Clearly states the purpose of the letter (e.g., "Application for Leave" or "Request for Vacation Leave").

- Recipient?s Details

- Name and designation of the supervisor, manager, or HR personnel.

- Your Details

- Name, employee ID (if applicable), department, and position.

- Date

- The date of writing the application.

- Salutation

- Formal greeting such as "Dear [Manager's Name],"

- Body of the Letter

- Introduction: State the reason for writing.
- Main Content: Clearly specify the type and duration of leave, reason (if appropriate), and any arrangements made for work coverage.
- Closing Statement: Express appreciation and willingness to assist with transition or handover.

- Signature

- Your full name and contact details.

Types of Leave and Corresponding Application Samples

Different circumstances require different types of leave applications. Here we explore common leave

types with sample templates to guide you.

A. Sick Leave Application Sample

Scenario: You are unwell and need time off to recover.

Sample Template:

> Subject: Sick Leave Application

>

> Dear [Manager?s Name],

>

> I am writing to inform you that I am feeling unwell and have consulted my doctor. As per their advice, I need to rest and recover properly. Therefore, I kindly request sick leave starting from [Start Date] to [End Date].

>

> I have ensured that all urgent tasks are delegated to my colleagues, and I am available via email for any critical issues. I will submit the medical certificate upon my return.

>

> Thank you for your understanding.

>

> Sincerely,

> [Your Name]

> [Your Contact Information]

B. Vacation Leave Application Sample

Scenario: Planning a holiday or personal trip.

Sample Template:

> Subject: Vacation Leave Request

>

> Dear [Manager?s Name],

>

> I would like to request vacation leave from [Start Date] to [End Date]. I have planned this time off to recharge and attend to personal matters.

>

> I have coordinated with my team to ensure a smooth workflow during my absence, and I will complete all pending tasks before my leave begins. Please let me know if any additional arrangements are needed.

>

> I appreciate your consideration and look forward to your approval.

>

> Best regards,

> [Your Name]

> [Your Position]

C. Emergency Leave Application Sample

Scenario: Sudden personal or family emergency.

Sample Template:

> Subject: Emergency Leave Application

>

> Dear [Manager?s Name],

>

> I am writing to inform you of a personal emergency that requires my immediate attention. Therefore, I kindly request leave starting from [Start Date]. I will keep you updated regarding my situation and inform you of my return date as soon as possible.

>

> I apologize for any inconvenience caused and appreciate your understanding during this difficult time.

>

> Thank you,

> [Your Name]

> [Your Contact Details]

Tips for Writing an Effective Leave Application

- Be Clear and Concise: Clearly state the purpose and duration of your leave.
- Maintain Formality: Use a professional tone and proper language.
- Provide Advance Notice: Whenever possible, inform your employer well ahead of time.
- Include Supporting Documentation: Attach medical certificates or other relevant documents if required.
- Plan for Work Coverage: Mention how your responsibilities will be managed during your absence.
- Follow Company Policies: Adhere to your organization?s specific procedures regarding leave requests.

Best Practices for Submitting Your Leave Application

- Choose the Right Format: Depending on your organization's preferences, this could be an email, printed letter, or via an HR portal.
- Get Approvals in Writing: Keep copies of your submitted application and any approval correspondence.

- Notify in Person if Necessary: Sometimes, a brief face-to-face conversation or a phone call can accompany your formal request.
- Follow Up: If you do not receive acknowledgment within a reasonable timeframe, politely follow up.

Common Mistakes to Avoid

- Vague Reasons: Be specific enough to convey your situation without oversharing.
- Last-Minute Requests: Avoid requesting leave at the last minute unless it?s an emergency.
- Ignoring Company Policies: Failing to follow official procedures can delay approval.
- Overlooking Work Handovers: Not planning coverage can inconvenience your team and employer.
- Ignoring Formal Language: Keep the tone professional and respectful.

Final Thoughts

Mastering the art of leave application sample writing is crucial for effective communication in a professional environment. A well-crafted leave request not only increases the likelihood of approval but also reflects positively on your professionalism and respect for organizational protocols. Use the templates and tips provided in this guide to create clear, respectful, and effective leave applications tailored to your specific needs. Remember, transparency and timely communication are key to maintaining good relations with your employer while ensuring your personal needs are met.

In conclusion, whether you're requesting sick leave, vacation, or emergency leave, having a solid understanding of how to structure your application, what to include, and best practices can make the process seamless. Keep your tone professional, be transparent about your needs, and always adhere to your company's policies for leave requests. With these guidelines, you'll be well-equipped to handle your leave applications confidently and effectively.

QuestionAnswer What should be included in a leave application sample? A leave application sample should include the sender's name, date, recipient's details, a clear request for leave with the reason, the duration of leave, and a polite closing statement. Can you provide a basic leave application sample for casual leave? Certainly! 'Dear [Manager's Name], I am writing to request casual leave on [dates] due to personal reasons. I will ensure all my tasks are managed before my leave. Thank you for your understanding.' How do I write a formal leave application sample for medical leave? A formal medical leave sample might read: 'Dear [Recipient's Name], I am unable to attend work from [start date] to [end date] due to health reasons. Please find my medical certificate attached. Thank you for your consideration.' What is the difference between a leave application sample for paid and unpaid leave? A paid leave application typically emphasizes the reason for leave and approval, while an unpaid leave sample may include a request for the absence without

salary deduction, often requiring more detailed justification. Are there templates available for leave application samples for different organizations? Yes, many organizations provide official templates, but you can also find customizable samples online tailored for various formal and casual purposes. How can I make my leave application sample more effective? Make your leave application clear, concise, and polite. Include all necessary details such as dates, reason, and contact information. Proper formatting and a professional tone also enhance effectiveness. Is it necessary to attach any documents with the leave application sample? For medical or emergency leaves, attaching relevant documents like medical certificates or appointment letters is advisable. Check your organization's policies to determine requirements. Can I use a leave application sample for both formal and informal communication? While formal samples are suitable for official requests, informal messages can be more casual. Always adapt the tone based on your relationship with the recipient and organizational norms. Where can I find free leave application samples online? You can find free leave application samples on various websites such as Office Templates, SampleFormats, and organizational HR portals that offer downloadable and editable templates.

Related keywords: leave letter, leave request template, sick leave application, vacation leave sample, leave of absence form, formal leave letter, work leave application, personal leave sample, emergency leave request, paid leave letter

University of freestate application form 2014

university of freestate application form 2014 was a crucial document for prospective students eager to secure admission to one of South Africa's respected higher education institutions. The University of the Free State (UFS) offers a wide array of undergraduate and postgraduate programs, and the application process for 2014 required careful attention to detail, timely submission, and adherence to specific guidelines. This comprehensive guide aims to provide all the necessary information about the UFS application form 2014, ensuring that applicants could navigate the process smoothly and increase their chances of acceptance.

Understanding the University of the Free State Application Process 2014

The application process for the University of the Free State in 2014 was designed to be straightforward yet thorough. It involved multiple steps, including completing the application form, submitting required documents, and meeting specific deadlines. Applicants needed to distinguish between undergraduate and postgraduate applications, as the requirements and procedures varied.

Key Dates for 2014 Applications

Knowing the important deadlines was essential for a successful application. Here are the key dates for 2014:

- Application Opening Date: Typically early in the year, around April or May 2013 for the 2014 academic year.
- Application Closing Date: Usually around August or September 2013.
- Late Application Period: Some faculties may accept late applications until October, but this was subject to approval.
- Notification of Admission: Usually communicated by December 2013 or January 2014.
- Registration Dates: Usually in January or February 2014.

Applicants were advised to check the official UFS website for the exact dates and any updates regarding the application timeline.

The University of the Free State Application Form 2014: An Overview

The application form for 2014 was available both online and in physical format. The online application was the preferred method, providing a faster and more efficient way to submit documents and track application status.

Where to Find the 2014 Application Form

- Online: The official UFS website (www.ufs.ac.za) hosted the downloadable application forms and online application portal.
- In-Person: Applicants could visit UFS campuses to collect physical application forms.
- Through Regional Offices: Some regional offices and outreach centers facilitated applications, especially for international students.

Contents of the Application Form

The application form required applicants to provide detailed information, including:

- Personal details (name, date of birth, gender, nationality)
- Contact information (physical address, email, phone number)
- Academic history (schools attended, qualifications obtained)
- Choice of program(s)
- Financial details (if applicable)
- Disability or special needs information (for accommodation purposes)

- Declaration and consent sections

Steps to Complete the UFS Application Form 2014

Completing the application form involved several key steps to ensure all necessary information was accurately provided.

Step 1: Gather Required Documents

Before filling out the form, applicants needed to prepare:

- Certified copies of academic transcripts
- Certified copy of identity document or passport
- Proof of application fee payment
- Additional documents for international students (visa, passport, etc.)

Step 2: Fill Out the Application Form Carefully

When completing the form:

- Use black or blue ink if applying physically
- Follow instructions carefully
- Double-check all details for accuracy
- Choose your preferred program and campus options
- Complete all mandatory fields marked with an asterisk ()

Step 3: Pay the Application Fee

The application fee for 2014 was generally around R150-R250, payable via bank deposit or electronic transfer. Proof of payment was often required to be submitted with the application.

Step 4: Submit the Application

Applicants could:

- Submit online via the UFS portal
- Mail the physical form and documents to the designated admissions office
- Submit in person at campus admissions offices

Important Tips for a Successful Application in 2014

To maximize chances of acceptance, applicants should consider the following tips:

- **Apply Early:** Submit applications well before the deadline to avoid last-minute issues.
- **Complete All Sections:** Incomplete applications are often rejected or delayed.
- **Pay Attention to Program Requirements:** Ensure you meet the minimum admission criteria for your chosen program.
- **Attach All Required Documents:** Missing documentation can disqualify your application.
- **Follow Up:** Confirm receipt of your application and check for any additional requirements or notifications.

Post-Application Process

Once the application was submitted, the university undertook a review process, which involved:

- Verification of academic records
- Evaluation of application eligibility
- Shortlisting candidates for interviews or placement tests (if applicable)
- Notification of admission status via email, SMS, or postal mail

Applicants who were offered admission needed to confirm their acceptance by paying a registration deposit and completing registration procedures.

FAQs About the University of the Free State Application Form 2014

Q1: Can I apply online for the 2014 application?

Yes, the University of the Free State offered an online application portal, making it convenient for applicants to fill out and submit their forms electronically.

Q2: What if I missed the 2014 application deadline?

Late applications might have been accepted depending on the faculty and available spaces. It?s best to contact the admissions office directly for guidance.

Q3: Are international students required to follow a different application process?

Yes, international applicants needed to submit additional documents such as visas, proof of English proficiency, and possibly pay higher application fees.

Q4: How do I check the status of my application?

Applicants could track their application status via the online portal or by contacting the admissions office directly.

Conclusion: Navigating the 2014 Application Process Successfully

The **University of the Free State application form 2014** was a vital step for students aiming to pursue higher education at one of South Africa?s leading universities. By understanding the application process, adhering to deadlines, and ensuring all documentation was complete, applicants improved their chances of gaining admission. Whether applying online or in person, attention to detail and early preparation were key to navigating the 2014 application successfully. For future applicants, reviewing past procedures provides valuable insights into the importance of meticulous planning and timely submissions, ensuring a smooth entry into the university?s vibrant academic community.

University of Free State Application Form 2014: A Comprehensive Guide for Prospective Students

The University of Free State application form 2014 remains an important document for prospective students eager to secure admission into one of South Africa?s reputable higher education institutions. While the application process has evolved over the years, understanding the procedures, requirements, and deadlines associated with the 2014 application can be invaluable for students researching historical admission processes or seeking insights into university application procedures. This article provides an in-depth overview of the application process for the University of Free State in 2014, shedding light on key aspects, including eligibility, the application process, supporting documents, and tips for success.

Overview of the University of Free State in 2014

The University of Free State (UFS), located in Bloemfontein, South Africa, is renowned for its diverse academic offerings, research excellence, and vibrant campus life. In 2014, UFS maintained its reputation as a leading institution committed to academic excellence, community engagement, and innovative research. Its undergraduate and postgraduate programs attracted students from across South Africa and neighboring countries.

Understanding the application process for 2014 is crucial not only for historical context but also for prospective students seeking to understand the evolution of university admissions in South Africa. The 2014 application process was characterized by a straightforward online and manual application

system, clear eligibility criteria, and specific submission deadlines.

Eligibility Criteria for 2014 Applications

Before completing the application form, prospective students needed to ensure they met the university?s eligibility standards. These criteria typically included:

- Academic Qualifications: Applicants needed to have completed the National Senior Certificate (NSC) or an equivalent qualification recognized by the Department of Education.
- Minimum Admission Requirements:
- For undergraduate programs, a minimum overall achievement score as stipulated by the specific faculty or program. For example:
- A minimum of 30% in the designated NSC subjects.
- Certain programs, such as Medicine or Law, had higher requirements.
- For postgraduate studies, applicants had to hold an appropriate undergraduate degree or diploma.

- Language Proficiency: For most programs, proficiency in English was a prerequisite, demonstrated through relevant language tests or prior education.

- Special Considerations:
- Mature students (generally aged 23 or older) could apply under special admission schemes if they lacked traditional academic qualifications but demonstrated relevant life experience.
- International students needed to meet additional language and visa requirements.

The Application Process for 2014

The application process for the University of Free State in 2014 was designed to be accessible and straightforward. It comprised two main pathways: online applications and manual (paper-based) applications.

Online Application

The university?s official website provided an online application portal, which was the preferred method for most students. The steps included:

- Creating an Account: Applicants had to register on the UFS online portal.

- Completing the Application Form: Filling out personal details, academic history, program choice, and contact information.
- Uploading Supporting Documents: Digital copies of academic transcripts, identification documents, and other relevant certificates.
- Paying the Application Fee: A non-refundable fee (which varied by year but was approximately R150-R250 in 2014) was payable via bank transfer or electronic payment.

Manual (Paper-Based) Application

Students unable to access the online portal could download the application form from the university?s website or request a hard copy through the admissions office. The process involved:

- Filling out the printed application form legibly.
- Attaching certified copies of academic transcripts, ID documents, and other required certificates.
- Submitting the completed form via post or delivering it directly to the admissions office before the deadline.

Important Deadlines and Application Timelines

In 2014, the University of Free State adhered to strict application deadlines to ensure timely processing:

- Undergraduate Applications: Typically opened in March and closed by September 30, 2014.
- Postgraduate Applications: Usually had earlier deadlines, often around August 30, 2014.
- Late Applications: Sometimes accepted on a case-by-case basis if space was available, but late submissions were generally discouraged.

Applicants were strongly advised to start the application process early, gather all necessary documents, and confirm submission to avoid missing deadlines.

Supporting Documents Required for 2014 Applications

To complete their application, students needed to submit various supporting documents. These documents served to verify academic achievements and identity and were critical for the evaluation process:

- Certified Academic Transcripts: From previous schools or tertiary institutions.
- National Senior Certificate (NSC) or Equivalent: Certified copy of the graduation certificate.

- Identification Document: A valid South African ID or passport for international students.
- Proof of Payment: Bank deposit slip or electronic transfer confirmation.
- Additional Documents for International Applicants:
- Valid study visa.
- Proof of English language proficiency, if applicable.

Admission Selection and Notification

Once the application deadline passed, the admissions office commenced the review process, which involved:

- Verifying submitted documents.
- Comparing academic qualifications against program requirements.
- Considering the applicant?s academic ranking and available spaces.

Successful applicants received admission offers via email or postal mail. The university typically communicated decisions within a few months after the closing date, with unconditional and conditional acceptance notices depending on whether the applicant met all entry criteria.

Tips for a Successful Application in 2014

Prospective students aiming for a smooth application process could benefit from the following tips:

- Start Early: Avoid last-minute stress by beginning the application well before the deadline.
- Check Requirements Carefully: Each program might have specific prerequisites; ensure your qualifications meet these.
- Gather Documents in Advance: Certified copies, identification, and proof of payment should be prepared beforehand.
- Use the Correct Application Form: Download or request the correct form for your program (undergraduate or postgraduate).
- Pay Attention to Deadlines: Late submissions are often not considered.
- Follow Up: Confirm receipt of your application and supporting documents with the admissions office.
- Seek Assistance if Needed: The university?s admissions helpline or student support services could clarify uncertainties.

The Legacy and Evolution Since 2014

While this article focuses on the 2014 application process, it is worth noting that university admission

procedures have continued to evolve with advancements in technology and changes in admission policies. Today, the University of Free State offers a more streamlined online application platform, automated application tracking, and expanded support for international applicants. Nonetheless, understanding the 2014 process provides valuable context for students navigating university applications in South Africa.

Final Thoughts

The university of freestate application form 2014 served as a vital gateway for countless students seeking higher education opportunities. With clear eligibility criteria, accessible application pathways, and detailed procedural guidelines, the university aimed to facilitate a smooth admission process. For prospective students, whether in 2014 or today, diligent preparation, timely submission, and thorough understanding of application requirements remain key to unlocking their academic aspirations at the University of Free State.

QuestionAnswer Where can I find the University of the Free State application form for 2014? The application form for the University of the Free State 2014 can be downloaded from the official university website under the admissions section or obtained physically from the university's admissions office. What are the key deadlines for submitting the University of the Free State 2014 application form? The main application deadline for 2014 was typically in September or October 2013, but it is recommended to check the official university website or contact the admissions office for precise dates. What documents are required to complete the University of the Free State 2014 application? Applicants needed to submit certified copies of their ID, academic transcripts, proof of payment, and any relevant qualification certificates along with the application form. Is the University of the Free State application form for 2014 available online? Yes, the 2014 application form was available online on the university's official admissions portal for easy access and submission. Can international students apply using the University of the Free State 2014 application form? Yes, international students could apply using the 2014 application form, but they had to include additional documents such as study permits and proof of English proficiency. How much is the application fee for the University of the Free State 2014 application? The application fee for 2014 was typically a standard amount paid upon submission, though specific figures should be verified on the official website or application guidelines. What programs were available for application through the University of the Free State 2014 application form? The application covered a wide range of undergraduate and postgraduate programs offered by the university in 2014, including arts, sciences, health sciences, and business disciplines. How do I track my application status after submitting the University of the Free State 2014 application form? Applicants could track their application status online through the university's application portal or by contacting the admissions office directly. What should I do if I missed the 2014 application deadline for the University of the Free State? Late applications might be considered depending on the program and availability, but it is best to contact the admissions office immediately for guidance on late submissions or alternative options.

Related keywords: University of Free State application, UFS 2014 application form, Free State university admissions, UFS application requirements 2014, University of Free State application process, UFS online application 2014, Free State university application deadline, UFS undergraduate application form, University of Free State prospectus 2014, UFS postgraduate application

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