

2019

International
Cooperation Division
Newcomers' Guide

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UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA



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1. South Africa

South Africa is a country on the southernmost tip of the African continent, marked by several distinct ecosystems. Officially known as the Republic of South Africa, the country offers a great introduction to the many jewels on the African continent. Tourists here will find classic African scenery: golden savannah, great gaping gorges, and hauntingly beautiful deserts, as well as their favourite African creatures – and, as a bonus, creature comforts.

Apart from the big-name game parks of Kruger and the Kgalagadi (Kalahari) Transfrontier Park, South Africa is home to some of the world's most luxurious private game reserves and lodges. Wildlife lovers come here from all corners of the globe in search of the 'Big Five' (lion, buffalo, leopard, rhino and elephant), and they often find them and so much more.

Coral reefs, shark dives, dragon-backed mountain ranges, white-water rafting and golden beaches lapped by legendary surf breaks are some of South Africa's many other attractions. Travelling around this vast land and touring the vibrant cities, visitors can learn about the nation's turbulent history: in Cape Town, one of the world's most beautiful cities; in Durban, a melting pot of cultures and cuisines; and at the poignant museums and galleries in Johannesburg, Soweto, and Qunu, the birthplace of Nelson Mandela, who helped birth democracy in this astoundingly diverse nation.

Capitals	Cape Town (legislative), Pretoria (administrative), Bloemfontein (judicial)
Dialling code	+27
Population	55,91 million (2016) World Bank

List of national public holidays of South Africa

Date	Holiday	Date	Holiday
21 March	Human Rights Day	1 May	Workers' Day
14 April	Good Friday	9 August	National Women's Day
17 April	Family Day	24 September	Heritage Day
27 April	Freedom Day	16 December	Day of Reconciliation



2. University of Pretoria

The University of Pretoria (UP) is a multi-faculty, research-intensive university, which on average, produces the highest per capita percentage of the total South African research output. Its main campus is in Pretoria. UP is conveniently situated and in close proximity to government departments and major research entities. Its nine faculties and business school offer a diverse range of degrees, diplomas and certificates, with over 1 000 postgraduate programmes.

The institution has a rich, colourful history and a bright future – a unique mix of academic tradition and progressive vision. Its vision is to be Africa's leading research-intensive university, recognised internationally for its quality, relevance and impact. Relying on over a century of experience and well-established faculties, UP develops human capital and generates the knowledge and skills required to meet the many challenges of the world at large within the context of a developing nation.

With its identity firmly and proudly rooted in Africa, the University strives to develop the current and future potential of South Africa's diverse population, while remaining a recognised player in the global marketplace of knowledge production. The University's commitment to equity and diversity is reflected in its changing student and staff profiles. Equality and diversity are evident in UP's multilingual student body and staff.

As one of South Africa's oldest and most prestigious higher education institutions, the University of Pretoria produces sought-after graduates who are well-rounded citizens, shaped by its holistic approach to education and enabled by a wide range of campus activities and student societies, including sports, arts and culture. It strives to teach its students to 'make today matter' by drawing on the experience of yesterday and using the knowledge of today to improve tomorrow. University staff and students are sensitised to the fact that every action in the present shapes the future.



2.1 UP campuses and faculties

The **Hatfield Campus** has more than 60 historical buildings spread over 24 hectares. It is one of the most picturesque campuses in South Africa and is close to a business centre with several essential services including banks, bookshops, pharmacies, sports facilities, clothing stores, restaurants and coffee shops. The Hatfield Campus houses the following faculties:

- Economic and Management Sciences
- Engineering, Built Environment and Information Technology
- Humanities
- Law
- Natural and Agricultural Sciences
- Theology and Religion

The **Gordon Institute of Business Science (GIBS)** houses academic programmes, as well as a wide range of executive courses that can be custom-designed to suit specific company needs. It is located in Sandton, Johannesburg.

The **Groenkloof Campus** houses the Faculty of Education.

The **Hillcrest Campus** houses TuksSport and the High Performance Centre (hpc).

The **Mamelodi Campus** houses the:

- BCom – Extended programme
- BSc – Extended programme for the Biological and Agricultural Sciences
- BSc – Extended programme for the Physical Sciences
- BSc – Extended programme for the Mathematical Sciences
- Post-school mathematics and science programmes
- A variety of community engagement programmes

The **Onderstepoort Campus** houses the Faculty of Veterinary Science.

The **Prinshof Campus** houses the Faculty of Health Sciences.

GPS coordinates to UP academic campuses	
Hatfield	S25° 45' 21" E28° 13' 51"
GIBS	S26° 07' 46.2" E28° 02' 46.788" (56 km from Hatfield Campus)
Groenkloof	S25° 46' 10" E28° 12' 34" (3,5 km from Hatfield Campus)
Hillcrest	S25° 45' 10" E28° 14' 46" (1,2 km from Hatfield Campus)
Mamelodi	S25° 43' 22" E28° 23' 56" (12 km from Hatfield Campus)
Onderstepoort	S28° 10' 54" E25° 38' 52" (22 km from Hatfield Campus)
Prinshof	S25° 43' 57" E28° 12' 10" (6 km from Hatfield Campus)

3. Academic offering

3.1 Academic programmes

The academic programmes are offered in 120 academic departments and 93 centres, institutes and bureaux. UP offers 231 programmes involving more than 1 357 study plans – 237 undergraduate and 1 120 postgraduate study plans.

The University's Faculty of Veterinary Science on the Onderstepoort Campus is the only one of its kind in South Africa and is known for ground-breaking research and clinical work.

3.2 Closing dates for undergraduate programme applications 2020

Faculty of Economic and Management Sciences		
Programmes	Closing date for SA students	Closing date for non-SA students
All programmes in the Faculty**	30 September	31 August

Faculty of Education		
Programmes	Closing date for SA students	Closing date for non-SA students
All programmes in the Faculty**	30 September	31 August

Faculty of Engineering, Built Environment and Information Technology		
Programmes	Closing date for SA students	Closing date for non-SA students
BSc (Architecture) BSc (Interior Architecture)* BSc (Landscape Architecture)*	31 May	31 May
Other programmes in the Faculty**	30 September	31 August
* Notification: If the Faculty receives an insufficient number of applications for BSc (Interior Architecture) and/or BSc (Landscape Architecture) these programmes might not be offered in 2020. Should one or both of these programmes not be offered, those applicants that met the requirements and would have been selected for these programmes will then be accommodated in BSc (Architecture).		

Faculty of Health Sciences		
Programmes	Closing date for SA students	Closing date for non-SA students
All programmes in the Faculty	31 May	31 May

**Applications for this programme will not be considered if admission capacity is reached before the stated closing date

Faculty of Humanities		
Programmes	Closing date for SA students	Closing date for non-SA students
BA (Audiology) BA (Speech-Language Pathology) BA (Fine Arts) BA (Information Design) Bachelor of Music (BMus) Bachelor of Drama (BDram)	30 June	30 June
Other programmes in the Faculty**	30 September	31 August

Faculty of Law		
Programmes	Closing date for SA students	Closing date for non-SA students
LLB**	30 September	31 August
BA (Law) (in the Faculty of Humanities)**		
BCom (Law) (in the Faculty of Economic and Management Sciences)**		

Faculty of Natural and Agricultural Sciences		
Programmes	Closing date for SA students	Closing date for non-SA students
All programmes in the Faculty**	30 September	31 August

Faculty of Theology and Religion		
Programmes	Closing date for SA students	Closing date for non-SA students
All programmes in the Faculty**	30 September	31 August

Faculty of Veterinary Science		
Programmes	Closing date for SA students	Closing date for non-SA students
All programmes in the Faculty	31 May	31 May

**Applications for this programme will not be considered if admission capacity is reached before the stated closing date

4. Faculty highlights

Faculty of Economic and Management Sciences

- The Faculty of Economic and Management Sciences is one of the largest faculties of its kind in South Africa.
- The Chartered Accountancy (CA) programme offered by the Faculty is a flagship programme with top performance nationally.
- The Faculty is a proud member of the Association to Advance Collegiate Schools of Business (AACSB), with several of its programmes enjoying national and international accreditation by industry bodies.
- The Department of Auditing is one of only eight tertiary institutions in the world to be accredited at the Centre of Excellence level in the Internal Auditing Education Partnership (IAEP) programme of the Institute of Internal Auditors Incorporated.
- The Faculty boasts active agreements with institutions abroad, some of which appear in the QS World University Rankings and the Times Higher Education World University Rankings.
- The Faculty hosts several institutes, chairs and centres, two of which are the African Tax Institute (ATI) and the Albert Luthuli Centre for Responsible Leadership (ALCRL).
- The Faculty is listed in the 301–350 band for economics and econometrics in the 2018 QS World University Rankings by Subject.
- The 2019 Times Higher Education World University Rankings by Subject place the Faculty in the 301–400 range for business and economics, which incorporates the subject areas of business and management, accounting and finance, economics and econometrics.
- The Faculty boasts some of the highest National Research Foundation (NRF) rated researchers in the fields of business, economics and finance, with one A-rated, nine B-rated, 21 C-rated and four Y-rated researchers.



Faculty of Education

- The QS World University Rankings place the Faculty of Education in the top 150 in the world.
- The Faculty is rated as the top education faculty in South Africa in terms of its number of National Research Foundation (NRF)-rated researchers.
- The Faculty is internationally recognised for its academic reputation, employer reputation and citations of research.
- The Faculty networks with both local and international universities, including universities in Australia, China, Europe and the USA.



Faculty of Engineering, Built Environment and Information Technology

The Faculty is organised into four schools: the School of Engineering, the School for the Built Environment, the School of Information Technology and the Graduate School of Technology Management.

School of Engineering

- All the programmes in the School of Engineering have been accredited by the Engineering Council of South Africa.
- The School is one of the largest of its kind in the country in terms of student numbers, graduates and research contributions. It offers programmes in all the major engineering disciplines, as well as many specialisations at undergraduate and postgraduate levels.
- Through its innovative and relevant research across eight departments, it provides students with the necessary training to make a considerable contribution to engineering in South Africa and abroad.
- Its departments are Chemical Engineering, Civil Engineering, Electrical, Electronic and Computer Engineering, Industrial and Systems Engineering, Materials Science and Metallurgical Engineering, Mechanical and Aeronautical Engineering, and Mining Engineering.
- The School has close ties with industry through a number of research chairs across all departments. These include chairs in Maintenance Engineering, Pyrometallurgy, Fluoro-materials Science and Process Integration, Carbon Technology and Materials, Reaction Engineering, Tribology and Environmental Engineering, Railway Engineering and Broadband Wireless Multimedia Communications.
- The School has a number of research centres.
- Each department excels in its own research, but the consolidation of research activities is encouraged, and several sustainable research groups have been formed to make an impact worldwide.
- According to the Thomson Reuters Essential Science Indicators for citations, the School of Engineering is ranked in the top 0,5% of engineering schools in the world.



School for the Built Environment

- The School for the Built Environment offers the entire spectrum of programmes in the built environment, with studio-based education in the architectural degrees and close ties and alignment with the building industry.
- The Department of Architecture is one of only a few institutions worldwide to offer cross-cutting programmes in the three disciplines of architecture, landscape architecture and interior design.

School of Information Technology

- The School of Information Technology is the first of its kind in South Africa. Students have the advantage of an integrated approach to information technology (IT), with programmes and modern laboratories in Computer Science, Informatics and Information Science.
- The School offers cross-disciplinary degrees, such as the MIT and PhD (IT), and each of the departments has its own selection of undergraduate and postgraduate degrees.
- The nine undergraduate degrees offered in the School cover the entire spectrum of disciplines associated with IT.
- All the degree offerings in the School focus on industry-related trends and are highly sought after in the IT industry.

Faculty of Health Sciences

The Faculty of Health Sciences has a long and proud tradition of excellence in the education of health professionals, of undertaking relevant research, of community projects and of providing quality service in community clinics and teaching hospitals that affords specialised care for the underprivileged, while providing a clinical platform for supervised student learning.

The Faculty is home to 5 000 undergraduate and 1 500 postgraduate students in programmes that include specialist medical and dental training and fellowships in more than 40 disciplines. Students are trained by 600 academic staff members in four schools, namely, Dentistry, Healthcare Sciences, Medicine and Health Systems and Public Health.

The hallmark of research in the Faculty of Health Sciences is its focus on the health and health care challenges facing South Africa and Africa, with research ranging from laboratory-based, cutting-edge science, to finding solutions to health care burdens.



Faculty of Humanities

The Faculty of Humanities at UP is one of the oldest and most respected humanities faculties in South Africa. The Faculty was established in 1919, and 2019 will see the celebration of its centenary. It has a long tradition of, and extensive experience in providing undergraduate and postgraduate programmes in a wide range of disciplines in the languages, arts, and the humanities and social sciences.



Faculty of Law

Seen from one perspective, the Faculty of Law consists of staff, students and a building. However, it is much more than that: It represents an idea, namely the idea of a society governed by the rule of law and not by individuals. The Faculty pursues this idea by focussing on the law and on excellence in all divisions of jurisprudence. It is also pursued by focussing on jurists and by preparing our students to become leaders of their communities where they can promote the law and its principles effectively.

The Times Higher Education World University Rankings place UP's Faculty of Law at the highest position not only in South Africa, but in Africa. Furthermore, UP was ranked 92nd in the world for law according to the latest Times Higher Education Law subject ranking. It is the only local university in the top 100.

The TuksLaw team won the 58th Phillip C Jessup International Law Moot Court Competition.



Faculty of Natural and Agricultural Sciences

To a large extent, the hopes of South Africa and the rest of Africa depend on developments in science, engineering and technology. The Faculty of Natural and Agricultural Sciences aims to provide leadership in the fields of basic natural sciences, agricultural sciences, consumer and food sciences and mathematics. It has a substantial record of research achievements, and six A-rated researchers, namely Prof Nigel Bennett, Prof Don Cowan, Prof Pedro Crous, Prof Yves Van de Peer, Prof Brenda Wingfield and Prof Mike Wingfield. A high quality of under- and postgraduate education is offered and involvement in a variety of community projects contribute to the Faculty's excellence.

Researchers in the Faculty win international awards, and so do our students. Ground-breaking research is done on tree health, food security, malaria control, endocrinology, geoinformatics, medicinal plants, genetics, and much more.

The Faculty has a longstanding culture of developing strong international partnerships across the globe, with more than 450 active partnerships currently listed on the database of the UP Research Information System. The majority of collaborative activities are with partners from the USA, Europe and countries on the African continent.

The Times Higher Education World University Rankings for 2019 have been released, and the University of Pretoria has achieved new world rankings in physical sciences, a discipline which features strongly in the Faculty of Natural and Agricultural Sciences. The Faculty also maintains excellent positions on the ISI Web of Science (WOS) field rankings in plant and animal sciences, agricultural sciences, and environment and ecology sciences. The Centre for World University Rankings placed UP at number 2 in the world for the study of mycology in 2017.



Faculty of Theology and Religion

The mission of the Faculty of Theology and Religion is to serve different faith communities, as well as science, bearing in mind our devotion to society, the African context and sensitivity to the concerns of the different traditions of faith. We are proud to count people from across the world among our students and alumni. The Faculty of Theology and Religion is:

- the largest, oldest and most productive theological faculty in South Africa;
- in terms of academic excellence, a world-renowned research Faculty (our students are sought after for student exchange programmes by different international universities including, but not limited to, Europe and America);
- ranked in the top one hundred worldwide, and first in Africa, for theology, divinity and religious studies by the QS World University Rankings by Subject; and
- involved in several outreach programmes involving missiology, polity and poverty alleviation, to mention but a few.



Faculty of Veterinary Science

The Faculty of Veterinary Science is situated on the Onderstepoort Campus, some 20 km north west of the Hatfield Campus and some 15 km due north of the city centre of Pretoria (Tshwane). It aims to be an internationally accredited seat of veterinary excellence, and strives to be globally competitive, regionally pre-eminent and locally relevant while providing an effective veterinary interface to Africa. The Faculty has a proud tradition in veterinary and para-veterinary education, research and service-rendering which dates back to the early 1920s.



The Gordon Institute of Business Science (GIBS)

Founded in 2000, the University of Pretoria's Gordon Institute of Business Science (GIBS) has been built around its mission to significantly improve individual and organisational performance, primarily in the South African environment and increasingly in Africa, through the provision of high-quality business and management education. The GIBS campus is located in the heart of Illovo, Johannesburg, close to the Sandton business hub. GIBS offers academic programmes, as well as executive short courses and customised in-company programmes. For further information, please visit: www.GIBS.co.za.



5. Evaluation of international qualifications

5.1 Universities South Africa (USAf)

A full or foreign conditional exemption certificate is a prerequisite for enrolment for undergraduate studies at the University of Pretoria, in the case of non-South African citizens and students who do not have a South African National Senior Certificate (NSC) or an Independent Examination Board (IEB) qualification. This certificate can only be obtained from Universities South Africa (USAf).

USAf requires the following documentation when application is made for a full or foreign conditional exemption certificate:

- Copies of foreign qualifications certified as correct by either the Registrar of a South African university, a South African embassy or consulate in a foreign country, or a public notary (result slips, faxes and copies certified by a Commissioner of Oaths are not acceptable)
- A certified copy of the applicant's South African identity document (in the case of permanent residents only), or a valid foreign passport containing the applicant's full names and date of birth, passport number and photograph, or a certified copy of the applicant's birth certificate
- A completed M30E form (available at: <https://mb.usaf.ac.za/download-application-form-m30/>)

Contact information

Tel	+27 (0)10 591 4401/2
Fax	+27 (0)86 6805727
Email	applications@USAF.ac.za
Website	https://mb.usaf.ac.za/

Location First floor, Blocks E and D, Hadefields Office Park,
1267 Pretorius St, Hatfield,
Pretoria, 0028, South Africa

Postal address PO Box 3854, Pretoria, 0001

5.2 South African Qualifications Authority (SAQA)

Postgraduate applicants must have all their previous post-school qualifications evaluated by the South African Qualifications Authority (SAQA) before applying for postgraduate studies at the University of Pretoria. However, before applying for a SAQA evaluation for admission to the School of Engineering, please send an inquiry regarding the necessity of an evaluation to dawn.taljaard@up.ac.za, stefanie.steenberg@up.ac.za or nadine.ahdong@up.ac.za.

The online application procedure is outlined on www.saqqa.org.za and includes the following steps:

Step 1: Online registration and application:

- 5.2.1 Access the relevant link on the SAQA website by selecting Services > Evaluation of foreign qualifications > Online application: Register yourself online if you are a new client and/or login.
- 5.2.2 Select 'Evaluation certificate' and carefully read through all the information.
- 5.2.3 Click 'Next' and complete the relevant sections.
- 5.2.4 Once complete, print the online application form.
- 5.2.5 Read and sign the declaration on the online application form (unsigned application forms will not be processed).

Step 2: Receipt of submission number and proof of payment for the SAQA service:

- 5.2.6 On the printout of the online application form, you will automatically receive a submission number starting with 20.
- 5.2.7 This submission number is your reference number for payment purposes.
- 5.2.8 Please use this submission number as the reference when making the payment into the bank account.
- 5.2.9 Proof of payment without a submission number is not valid.

Step 3: Submission of documents together with the printed online application form, (SAQA will only process applications when the following documents are received together):

- 5.2.10 The printed and signed online application form
- 5.2.11 Proof of payment reflecting the submission number as reference number
- 5.2.12 The correct documentation, strictly according to the requirements as stated on the online application form
- 5.2.13 A certified copy of an official identity document

PLEASE NOTE: SAQA only accepts online applications for the evaluation of foreign qualifications. No other form of application is accepted.

Contact information

Call centre +27 (0)12 431 5000/70
Helpdesk +27 (0)86 010 3188
Fax +27 (0)12 431 5147
Website www.saqqa.org.za

Location SAQA House, 1067 Arcadia Street, Hatfield, 0028
Postal address Postnet Suite 248, Private bag X06, Waterkloof, 0145

Evaluation of foreign qualifications

Tel +27 (0)12 431 5070
Helpdesk +27 (0)86 010 3188
Email saqainfo@saqa.org.za

6. UP Language policy

From 1 January 2019 English will be the language of teaching and learning for all first-year programmes. The only exceptions are where students are studying other languages or in programmes with profession-specific language outcomes, subject to approval by Senate. English will also be the language of official communication and administration on all campuses and in residences. Where requested and feasible, administrative services may be provided in other South African languages.

Students who registered prior to 2019, including those who registered in 2018 for the first time, will continue to receive lectures, tutorials, study guides and assessment material (question papers, assignments and the like) in Afrikaans for those programmes which were offered in Afrikaans at the time of enrolment, provided that the class size remains practically feasible and it is academically justifiable.

Where assessment and question papers are set in Afrikaans, currently enrolled students will also be allowed to answer in Afrikaans.



7. International Cooperation Division

The International Cooperation Division (ICD) is a home from home for all non-South African students. All enquiries relating to immigration and the specific needs of an international student can be addressed to isd@up.ac.za.

All students who are not South African citizens must submit immigration clearance documents prior to registration. The University will be open from 3 January 2019.

Before non-South African citizens are allowed to register, they need to submit proof of their legal status in South Africa, as well as proof of adequate medical aid cover.

Documents required are stated under the heading 'Supporting documents' and must be emailed to isd@up.ac.za. Students must clearly state their student number on each page.

Contact information

Tel	+27 (0)12 420 3111
Email	isd@up.ac.za
Website	www.up.ac.za/international-cooperation-division
Location	Graduate Centre, Hatfield Campus

The ICD team is responsible for the pre-, in- and post-care of all non-South African citizens who wish to study at the University of Pretoria. Specific responsibilities are indicated in the table below:

Category	Responsibility
Non-South African citizens who want to register for a full degree: <ul style="list-style-type: none"> ▪ Undergraduate ▪ Postgraduate 	Pre-care/in-care/post-care Immigration Clearance Orientation (January)
<ul style="list-style-type: none"> ▪ Exchange students: <ul style="list-style-type: none"> – Incoming – Outgoing ▪ Study-abroad students ▪ Elective and visiting students 	<ul style="list-style-type: none"> ▪ Application ▪ Admission ▪ Immigration clearance ▪ Registration ▪ Orientation (January and July) ▪ Accommodation

7.1 Immigration clearance

The International Cooperation Division (ICD) is the immigration control point for non-South African students. All newcomers and returning students must submit immigration clearance documents to the ICD via email to isd@up.ac.za.

Supporting documents

Each of the documents listed below must be submitted via isd@up.ac.za:

- 7.1.1 Copy of a valid passport or ID (in the case of students with permanent residence in South Africa) (page with photo and number)
- 7.1.2 A valid study visa endorsed for studies at the University of Pretoria, or one of the following:
 - 7.1.2.1 An Asylum Seeker Temporary Permit - Section 22 permit
 - 7.1.2.2 Refugee Permit or ID – Section 24 permit
 - A diplomatic visa (diplomatic cards are not acceptable)
 - A work visa for part-time studies at the University of Pretoria, accompanied by a timetable or letter from the faculty confirming block weeks or part-time studies
- 7.1.3 Proof of medical aid cover (medical aid premiums must be paid in advance for a period of one year, from 1 January to 31 December) – no exceptions

Permanent residents are still classified as non-South African citizens and must submit a photocopy of their proof of permanent residence in South Africa before registration.

PLEASE NOTE: Permanent residents of countries other than South Africa, including permanent residents of SADC countries, will be captured on UP systems as citizens of their original countries and tuition fees will be levied accordingly.

The above-mentioned documents must be submitted via email and the information must be captured before a student will be allowed to register.



7.2 Temporary residence permits

The New Immigration Regulations of 2014 were published in Government Gazette No 37679 in terms of section 7 of the Immigration Act 13 of 2002 and came into effect on 26 May 2014. Both prospective and returning students are advised to visit www.vfsglobal.com/dha/southafrica for all the required information.

All foreign nationals wishing to enter South Africa will have to adhere to the New Immigration Regulations.

The Department of Home Affairs has announced the opening of visa and permit facilitation centres in 11 cities located in the nine provinces of South Africa (VFS Global). Visa and permit applications will be accepted at any of these centres and will be assessed by the Department of Home Affairs in Pretoria. Non-South Africans with legal residency permits can apply for visas or permits at these centres.

Every non-South African citizen is required to hold a valid passport and a temporary residence permit, such as a study visa endorsed for study at UP. Non-South African citizens wishing to enter South Africa should only apply for study visas once they have received an official letter of admission.

Study visas must be obtained before travelling to South Africa. First applications for study visas will no longer be accepted within the borders of South Africa.

PLEASE NOTE: To ensure that the correct procedure to obtain entry into South Africa has been followed, visit www.up.ac.za/international-cooperation-division for more detailed information on the New Immigration Regulations.



7.3 Visa types for international students

UNDERGRADUATE AND POSTGRADUATE NON-SOUTH AFRICAN STUDENTS			
International student 'type'	Important comments	Temporary Residence Permit / Visa required for registration	Additional requirements before registration
Full degree-seeking undergraduate and postgraduate students	Full degree-seeking undergraduate or postgraduate non-South African students may register with only one of the Temporary Residence Permits mentioned in this brochure.	1. Study visa endorsed for studies at the University of Pretoria.	<p>Medical cover from a medical scheme registered with the Council for Medical Schemes in South Africa. PLEASE NOTE:</p> <ul style="list-style-type: none"> ▪ Medical insurance is not allowed. ▪ Medical cover must be paid in advance for a full year (January to December). ▪ Medical cover must cover the full duration of the study visa to ensure that students have medical cover from the issue date of their study visa to the expiry date of their study visa. ▪ Momentum Health (Ingwe Option) is UP's preferred service provider. ▪ Momentum provides a daily on-campus service during peak times, and they are available on campus from 11:00 to 15:00 every Tuesday. ▪ Apply online at www.ingwehealth.co.za.
	Non-South African students who fled their home countries and cannot return	2. Asylum seekers must provide a Section 22 Asylum Seeker Permit.	No medical cover required
	Non-South African students who were asylum seekers and granted refugee status	3. Refugees must provide a Section 24 Refugee Permit or a Refugee Identity Document.	No medical cover required
	Non-South African students who are part of the diplomatic community in South Africa	4. A diplomatic visa and a diplomatic passport are acceptable; diplomatic cards are not accepted.	No medical cover required
	Students who have non-South African citizenship, but who have been granted permanent residence status in South Africa	5. Permanent Residence Permit or green Identity Document or Identity Smart Card	<ul style="list-style-type: none"> ▪ No medical cover required ▪ Must be permanent residents of South Africa ▪ Must submit green ID book with South African identity number or Permanent Residence Permit ▪ PLEASE NOTE: Students who have obtained permanent residence in SADC countries other than South Africa must register on study visas.

UNDERGRADUATE AND POSTGRADUATE NON-SOUTH AFRICAN STUDENTS			
International student 'type'	Important comments	Temporary Residence Permit / Visa required for registration	Additional requirements before registration
Inbound undergraduate and postgraduate exchange students	<ul style="list-style-type: none"> ▪ Come to study at UP for a semester only, under the auspices of a collaboration agreement, with a partner institution outside the borders of South Africa. ▪ Tuition fees are normally waived. ▪ These students do obtain academic credits. 	Study visa endorsed for studies at the University of Pretoria.	<ul style="list-style-type: none"> ▪ The same medical cover requirements apply as for full degree-seeking students. ▪ Medical cover must be for the duration of the study visa issued.
Undergraduate and postgraduate elective students	Visitor's visa – endorsement will depend on the type of programme	Visitor's visa endorsed with the reason the student will be spending an elective period at UP ie: <ul style="list-style-type: none"> ▪ Research ▪ Internship ▪ Observer 	<ul style="list-style-type: none"> ▪ No medical cover is required. ▪ Should the elective period exceed a three-month period, a study visa and medical aid cover must be obtained.
POSTGRADUATE NON-SOUTH AFRICAN STUDENTS ONLY			
Master's, PhD Research Only and Distance Education students	<ul style="list-style-type: none"> ▪ These students do not pay double tuition fees. ▪ Only visit the campus occasionally. 	One of the following: <ul style="list-style-type: none"> ▪ Study visa ▪ Work visa ▪ Visitor's visa 	<ul style="list-style-type: none"> ▪ Will require medical cover. ▪ No medical cover is required. ▪ No medical cover is required.
Block students	These students attend block sessions only.	One of the following: <ul style="list-style-type: none"> ▪ Visitor's visa (not exceeding three months) ▪ Work visa ▪ Study visa, if so chosen 	<ul style="list-style-type: none"> ▪ No medical cover is required. ▪ No medical cover is required. ▪ Will require medical cover.
Postdoctoral fellows	Postdocs are registered as students, although they are researchers.	One of the following: <ul style="list-style-type: none"> ▪ Visitor's visa endorsed for research at UP ▪ Critical skills visa ▪ Study visa 	<ul style="list-style-type: none"> ▪ Will require medical cover. ▪ Will require medical cover and SAQA evaluation of the PhD degree at one's own cost. ▪ Will require medical cover.

7.4 Compulsory medical aid cover

Important information for study visa holders

In terms of South Africa's Immigration Act 13 of 2002, non-South African citizens who are holders of study visas, or wish to apply for study visas, must have medical aid cover for the duration of their stay in South Africa. Ensure that the medical aid is registered with the Council for Medical Schemes in South Africa.

Before applying for study visas, students registering for studies at the University on study visas can apply online for medical aid cover accepted by UP. For any student who enters South Africa on a study visa without the required medical aid cover, it is recommended that he/she joins Momentum Health (Ingwe option) (refer to www.ingwehealth.co.za), or any medical aid listed at the following link: <https://www.medicalschemes.com/MedicalSchemes.aspx?flt=L>

PLEASE NOTE: Some South African Consular Offices, where students apply for study visas, accept international medical insurance submitted by students applying for study visas. However, the University of Pretoria requires full-degree students, exchange students and study-abroad students to join a South African medical aid registered with the Council for Medical Schemes in South Africa, and to be able to provide proof of membership for the full year, January to December. International insurance is not accepted. Students who fail to adhere to this stipulation will be obliged to join Momentum Health (Ingwe option) on campus upon arrival, before being allowed to register. A student visiting South Africa for a period shorter than 90 days and entering on a visitor's visa is exempted from this rule.

Momentum Health (Ingwe option)

Contact information

Tel +27 (0)12 671 8749 (Centurion) or +27 (0)86 010 2493
Email studenthealth@momentum.co.za
Website www.ingwehealth.co.za

8. Exchange, study-abroad and elective students

8.1 Application, academic year and examinations

Applications are done online at <https://www.up.ac.za/online-application/article/2445192/apply-at-the-university-of-pretoria>. The academic year commences in January and lectures commence in February (first semester) and July (second semester). Examinations are written in June (first semester) and November (second semester), and supplementary examinations are written before the end of each semester.

Students are allowed to register for only one semester (six months), unless special arrangements have been made between the home and the host institutions.

8.1.1 No application fee is required.

At the University of Pretoria, our first semester is from January to June and the second semester is from July to December. Please ensure that before you register for any modules those will be presented during your exchange period. This will also ensure that you can obtain the credits you desire.

8.2 Exchange students and study-abroad students

Selection of programmes/modules: The Yearbooks of the University of Pretoria can be accessed on this website: www.up.ac.za/yearbooks/home.

Students must submit a list of the programmes they wish to follow during their exchange programme/semester of studying abroad (compulsory and optional study programmes). Students who experience difficulties in this regard may contact the ICD office via email in order to be referred to the relevant academic(s) for advice and/or academic alternatives. To avoid unnecessary disappointment and complications, it is important that students first determine the availability of a specific programme before travelling to South Africa.

Please note that certain undergraduate, postgraduate and selection programmes may not be available. Students are welcome to apply to study in any of the faculties, with the exception of Health Sciences. Students who are required to write supplementary examinations are advised to postpone their return home, as UP will not allow students to write supplementary examinations outside South Africa. It is the student's responsibility to check with the relevant faculty upon arrival to find out when examinations for registered programmes will take place.

Closing dates: Exchange students and study-abroad students

The closing date for applications for the first semester (January to June) is 30 September in the year preceding a student's studies at UP. For the second semester (July to December), the closing date for applications for exchange students and study-abroad students is 31 March in the current year.

8.3 Elective students

Elective students wishing to apply at the University of Pretoria are required to apply online: <https://www.up.ac.za/online-application/article/2445192/apply-at-the-university-of-pretoria>.

The administration fee for elective students for the 2018 academic year is R2 440. Please note that this amount is subject to change at any time. For the most recent information, go to www.up.ac.za/fees-and-funding.

There is no closing date and no application fee for applications for elective students.

8.4 Accommodation

The ICD is responsible for arranging accommodation for exchange, study-abroad and elective students. However, accommodation is subject to availability and is allocated on a first-come, first-served basis.

For more information, please go to: www.up.ac.za/student-accommodation.

8.5 Special Orientation Programme for international students

It is recommended that all newcomers, exchange and study-abroad students attend this programme. Details are communicated to students in the letter of admission and the information package.



9. Fees and funding

For detailed information on fees, funding, bursaries, loans and scholarships, please consult www.up.ac.za/feesfunding.

PLEASE NOTE:

- All amounts published are in South African Rand (ZAR). International students should familiarise themselves with all the relevant information that will apply to their studies at the University of Pretoria.
- No student will be able to register for an academic semester unless all outstanding fees have been paid.
- Should a student have been awarded a bursary by an institution other than UP, a document confirming the bursary must be submitted to the Student Service Centre.
- Students whose accounts are in arrears will not receive their examination results or academic records, and interest will be charged on overdue accounts. These students will also not qualify for placement in a UP residence for the next academic year.

A full-degree student who is not a South African citizen should budget for an initial payment of between US \$2 000 and US \$4 000 per academic year before registration at UP. This amount does not include accommodation and other expenses.

University of Pretoria banking details

Bank	ABSA
Branch	Hatfield
Branch code	632005
Account number	214 000 0054
Deposit reference	Eight-digit student number (EMPLID)
For international transactions	SWIFT CODE: ABSAZAJCPT

International levy

- The international levy for 2018 is R3 130, subject to change every year.
- This international levy, which is payable in addition to the registration fee, must be paid annually by all non- South African citizens, including students who are citizens of SADC countries and whose study visas or visitor's visas are endorsed to study in South Africa.
- Asylum seekers, refugees and diplomats stationed in South Africa, as well as permanent residents of South Africa, are exempted from paying the international levy.



**University of Pretoria | Universiteit van Pretoria |
Yunibesithi ya Pretoria**

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