ELECTIVE STUDENTS

**Definition:** This category includes both undergraduate and postgraduate candidates who come to the University to attend and or observe a limited number of academic activities. The duration of study for elective students at the University varies from less than three months to six months.

**Application procedure**

Applications are processed by the International Students Division (ISD).

- The specialist consultant sends an application form to the student.
- The student completes and returns the application form by email to the specialist consultant.
- The consultant captures and processes the application on the system.
- No application fee is applicable.

1. **Supporting documents to be submitted with the application form**

- A certified copy of the student’s passport.
- A letter from the home institution granting permission for the elective student to visit the University of Pretoria, and also confirming that the student is registered with the home institution.
- An invitation letter from the relevant department at the University of Pretoria confirming the programme that the candidate will follow at the University.

2. **Closing date for applications**

Closing dates are not applicable. Students may apply throughout the year to be admitted as elective students, provided the dates are discussed and agreed upon with the relevant department.

3. **Selection procedure**

- It is advisable for the student to send the application prior to their arrival.
- Elective students do not enrol for modules.
- The faculty makes the final decision on admission.

**Immigration requirements**

Elective students are requested to contact the nearest South African consular office in their home country, or neighbouring country, in order to obtain a visitor’s visa, and if they intend to stay for longer than 90 days, a study permit. The student uses the letter of invitation from the University of Pretoria to apply for a visitor’s visa. It is the responsibility of the student to see to it that the South African consular office issues the correct permit with the correct endorsement.
Please note that students are NOT allowed to conduct research at the University without a visa or (if applicable) a valid study permit. If students are coming to the University of Pretoria for less than 90 days, they do not need a study permit and an ordinary visitor’s visa will be accepted.

**Medical aid**

Candidates who come to University of Pretoria as elective students for less than 90 days do not need to belong to a medical aid registered in South Africa. Any medical aid will be accepted in this case. Candidates who come for more than 90 days and are issued a study permit by a South African consular office will, however, be required to belong to a South African registered medical aid.

**Administration fees**

Candidates pay an administration fee of R2 100 for the 2015 academic year. The fee is subject to change.

**STAFF RESPONSIBLE FOR EXCHANGE AND STUDY-ABROAD STUDENTS**

International regions are divided among the specialist consultants as follows:

Ms Mahlogonolo Mphahlele: Europe, Great Britain, Scandinavia and the Baltic countries  
([mahlogonolo.mphahlele@up.ac.za](mailto:mahlogonolo.mphahlele@up.ac.za))

Mr Smart Maqubela : Africa, North America, South Americas, Asia, the Far East, Canada and Australasia  
([smart.maqubela@up.ac.za](mailto:smart.maqubela@up.ac.za))