



UNIVERSITEIT VAN PRETORIA  
UNIVERSITY OF PRETORIA  
YUNIBESITHI YA PRETORIA

# International Students Division

Newcomers' Guide 2017

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## Contents

1.	South Africa	3
2.	University of Pretoria	4
3.	Student Service Centre	10
4.	Evaluation of international qualifications	10
5.	Language policy and medium of instruction	12
6.	International Students Division	13
7.	Temporary residence permits	14
8.	MasterCard Foundation Scholars Program	18
9.	Exchange, study-abroad and elective students	19
10.	Postdoctoral fellows	21
11.	Fees	22



# 1. South Africa

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. With campuses in Pretoria, its surrounds and in the country's economic hub, Johannesburg, UP is conveniently situated within close proximity of government departments and major research entities. Its nine faculties and business school offer a diverse range of degrees, diplomas and certificates, over 1 000 of which are 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. University of Pretoria

### UP campuses and faculties

The Hatfield Campus has more than 60 historical buildings spread over 24 ha. It is one of the most picturesque campuses in South Africa and is close to a business centre with several essential services, such as 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

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

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

**LC de Villiers Sports Grounds** houses TuksSport and the High Performance Centre (hpc).

The **Mamelodi Campus** offers the following:

- A four-year BCom programme
- A four-year BSc (Biological and Agricultural Sciences) programme
- A four-year BSc (Physical Sciences) programme
- A four-year BSc (Mathematical Sciences) programme
- 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

<b>Hatfield</b>
S25° 45' 21" E28° 13' 51"
<b>GIBS</b>
S26° 07' 46.2" E28° 02' 46.788" (56 km from Hatfield Campus)
<b>Groenkloof</b>
S25° 46' 10" E28° 12' 34" (3,5 km from Hatfield Campus)
<b>LC de Villiers Sports Grounds</b>
S25° 45' 10" E28° 14' 46" (1,2 km from Hatfield Campus)
<b>Mamelodi</b>
S25° 43' 22" E28° 23' 56" (12 km from Hatfield Campus)
<b>Onderstepoort</b>
S28° 10' 54" E25° 38' 52" (22 km from Hatfield Campus)
<b>Prinshof</b>
S25° 43' 57" E28° 12' 10" (6 km from Hatfield Campus)

## Academic Offerings

### UP academic offerings and programmes

UP offers a total of 1 213 programmes through which 230 different qualifications can be obtained. Furthermore, the University has established institutes, centres and units to enhance research output. It offers academic service learning programmes that benefit students, staff and a number of communities. In total,

250 000 degrees, diplomas and certificates had been awarded by UP by 2016. These included 5 761 postgraduate (honours, master's and doctoral) degrees.

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 groundbreaking research and clinical work.

### Closing dates for study applications

#### Full degree students

Faculty	Non-South African citizens	
	Selection programmes	Other study programmes
Economic and Management Sciences		31 August
Education		31 August
Engineering, Built Environment and Information Technology	30 June	31 August
Health Sciences	31 May	
Humanities	30 June	31 August
Law		31 August
Natural and Agricultural Sciences		31 August
Theology		31 August
Veterinary Science	31 May	

### 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) study programme offered by the Faculty is a flagship programme with top performance nationally.
- Several of this Faculty's programmes enjoy international accreditation.
- The Department of Auditing is one of only five at tertiary institutions in the world to be accredited at a Centre of Excellence level in the Internal Audit Education Partnership (IAEP) programme of the Institute of Internal Auditors Incorporated.
- The Faculty is a national leader in tax-related teaching and research.
- The Faculty boasts active agreements with institutions abroad, of which six 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 Business Incubator and the Business Clinic.

## **FACULTY OF EDUCATION**

- The QS World University Rankings places 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 seven 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-material 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.

### **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 that offers cross-cutting programmes in the three disciplines of architecture, landscape architecture and interior design.

## School of Information Technology

- The School of Information Technology is unique and the first of its kind in South Africa. Students have the advantage of an integrated approach to information technology (IT), with study programmes and modern laboratories in Computer Science, Informatics and Information Science.
- The School offers cross-disciplinary degrees, such as 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.

## Graduate School of Technology Management (GSTM)

- The GSTM offers internationally recognised management development programmes that address different needs in the fields of technology management, engineering management and project management.
- Programmes are offered at honours, master's and doctoral levels.
- The School is involved in community activities and offers several certificate programmes and short courses in collaboration with Training Solutions at Enterprises University of Pretoria (Pty) Ltd. The goal is to develop individual and organisational skills gained from research-based knowledge offered by experienced lecturers who are leaders in the industry.
- A strong focus on research ensures relevance to the market in terms of increased competitiveness, the optimisation of product life cycles, technology transfer and the positioning of technological abilities within an international context.

## FACULTY OF HEALTH SCIENCES

The Faculty of Health Sciences is one of the largest health sciences faculties in South Africa and has established itself as an outstanding faculty in terms of research and clinical service. The Faculty is host to the following:

- Two South African Medical Research Council (MRC) units: the Unit for Inflammation and Immunity, and the Unit for Maternal and Infant Health Care Strategies
- The Rand Water Chair in Public Health and Water
- The UP Institute for Cellular and Molecular Medicine
- University research centres in Forensic Anthropology, Applied Morphology and Comprehensive Physical Rehabilitation, as well as the UP Centre for Sustainable Malaria Control
- A research unit, the Unit for Environmental Chemical Pollution and Health

The Faculty received one of two prestigious University Flagship Project research grants awarded by the MRC to support clinical research. The South African Executive Leadership Programme in Health is a partnership between UP, the University of Fort Hare and Harvard University. It provides executive-level training and support to build the capacity of leaders and managers who drive health system transformation in South Africa.

## FACULTY OF HUMANITIES

- As one of the oldest humanities faculties in South Africa, this faculty is widely recognised for its excellent contribution to teaching, research and community engagement. The Faculty attracts academics and students who are passionate about the human sciences and the contribution these sciences make to society.
- The Faculty of Humanities is one of the most comprehensive faculties in

the field of humanities in the country and comprises 17 different academic departments, two teaching units and a number of specialised research centres and institutes.

- The Faculty is committed to sustaining critical intellectual inquiry. Its academic curricula, research activities and community engagement initiatives not only address the diverse needs of local communities, but also contribute significantly to international endeavours and debates relating to the human sciences.
- Research capacity in the humanities is enhanced through multidisciplinary team research projects undertaken in collaboration with a wide range of international partners and faculty research themes.
- Study fields in the humanities and social sciences at UP were ranked in the top 400 in the world in the 2013 QS World University Rankings.
- The Faculty introduced a new inter-European Cultural Relations in 2013, and a BSocSci (Philosophy, Politics and Economics) in 2014.
- The Faculty believes that multilingualism is central to understanding and appreciating the complexity and richness of the society within which it is located. A wide range of language programmes is offered, including African languages (Northern Sotho, Zulu and Ndebele), Afrikaans, Ancient languages (Greek, Latin and Semitic languages), English and four other 'modern' European languages (French, German, Portuguese and Spanish).

## FACULTY OF LAW

- The Faculty of Law comprises the departments of Jurisprudence, Mercantile Law, Private Law, Procedural Law, Public Law and the Centre for Human Rights.
- The Faculty of Law is committed to playing a significant role in legal research in South Africa and Africa.

- In 2013, the Faculty earned more than 123 research units for articles published in accredited journals.
- The Faculty received and/or hosted more than 80 visiting researchers and lecturers in the 2013 academic year.
- Special mention is made of the Law Clinic's report on garnishee orders.

## FACULTY OF NATURAL AND AGRICULTURAL SCIENCES

- The Faculty of Natural and Agricultural Sciences is one of the most diverse science faculties in South Africa, hosting various disciplines in the broader fields of the agricultural, biological, mathematical and physical sciences.
- The Faculty has the largest number of researchers at the University, who are recognised for excellence by their peers. Many of them have NRF ratings, and the Faculty has four A-rated professors.
- The Faculty is currently associated with six chairs of the South African Research Chairs Initiative (SARChI). These are hosted by the departments of Biochemistry, Mathematics, Physics, Statistics, and Zoology and Entomology, and jointly by the Institute of Applied Materials and the Faculty of Engineering, Built Environment and Information Technology. The Faculty also has five industry-funded chairs.
- The Faculty boasts more than 450 active partnerships and collaborative activities undertaken with institutions ranging from universities to science-related councils in countries all over the world, including the BRICS countries (Brazil, Russia, India, China and South Africa), North America and a number of European countries.
- The Faculty has 60 postdoctoral fellows and close to 60 PhD graduates per year.
- The most recent QS World University Rankings placed the Faculty in the top 50 to 100 positions in the field



of forestry and agriculture, and in a position between 100 and 150 in the field of geography.

## FACULTY OF THEOLOGY

- The Faculty of Theology is the largest of its kind in South Africa, and awards more degrees, especially PhDs, than any other national Faculty of Theology.
- The Faculty has a high number of NRF-rated researchers.
- Two open-access, accredited academic journals are linked to the Faculty, namely **HTS Theological Studies/Teologiese Studies** and **Verbum et Ecclesia**. HTS Theological Studies is accredited by the Institute for Scientific Information (ISI) and is both the oldest and the largest theological journal in South Africa.
- The Faculty has a higher research output than any other national Faculty of Theology.
- The Faculty has established research collaborations with universities in Africa, Austria, Europe, South Korea, the UK and the USA.
- It is internationally renowned for its programmes in Pastoral Theology, Septuagint Studies, Pentateuch Research and Public Theology.

## FACULTY OF VETERINARY SCIENCE

- The Faculty of Veterinary Science is the only veterinary science faculty in South Africa responsible for the training of veterinarians and veterinary nurses.

- The BVSc degree is recognised for registration purposes by the Royal College of Veterinary Surgeons in the United Kingdom and the Australasian Veterinary Boards Council, as well as in Malaysia.
- The Faculty, which includes the Onderstepoort Veterinary Academic Hospital (OVAH), offers world-class facilities.
- The Faculty maintains collaborations and partnerships with some of the best veterinary faculties in Europe, Scandinavia and the USA.
- Research collaborations are undertaken with the Sokoine University of Agriculture in Tanzania and the Eduardo Mondlane University in Mozambique.

## THE GORDON INSTITUTE OF BUSINESS SCIENCE (GIBS)

- GIBS is an internationally accredited business school and is consistently rated as one of the top business schools in South Africa.
- In 2011, GIBS was the only business school in Africa to be ranked among the top 100 business schools globally in the prestigious **Financial Times Executive MBA Rankings**.
- The **Financial Times** survey ranked GIBS as the only African business school in the top 50 business schools worldwide for its percentage of female students.



### 3. Student Service Centre

The Student Service Centre assists with student-related inquiries and services.

Services provided by the Student Service Centre include the following:

- General inquiries (voice, walk-in, email)
- Residence placement

- Applications for study
- Payments and student accounts
- Study financing
- Access cards and parking
- Graduate Career Office and job opportunities for students

### 4. Evaluation of International Qualifications

#### 4.1 Universities South Africa (USA)

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 (USA).

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

- Copies of foreign qualifications that are 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: <http://he-enrol.ac.za/webform/download-application-form-m30>).

#### Contact information

**Tel** +27 (0)10 591 4401/2  
+27 (0)12 481 2821  
**Fax** +27 (0)12 481 2843/50  
**Email** [Applications@universitiessa.ac.za](mailto:Applications@universitiessa.ac.za)  
**Website** <http://www.universitiessa.ac.za>  
**Location** Unisa, Sunnyside Campus  
Building 3, Level 1  
Cnr Rissik and Steve Biko Street  
Sunnyside, Pretoria, 0132  
**Postal address** PO Box 27392  
Sunnyside, Pretoria, 0132

#### 4.2 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](mailto:dawn.taljaard@up.ac.za), [stefanie.steenberg@up.ac.za](mailto:stefanie.steenberg@up.ac.za) or [nadine.ahdong@up.ac.za](mailto:nadine.ahdong@up.ac.za).

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

The online application procedure is outlined below ([www.saqa.org.za](http://www.saqa.org.za)):

**Step 1:** Online registration and application. 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.
- Select 'Evaluation certificate' and carefully read through all the information.
- Click 'Next' and complete the relevant sections.
- Once complete, print the online application form.
- 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:

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

**Step 3:** Submission of documents together with your printed online application form: SAQA will only process your application when the following documents are received together:

- Your printed and signed online application form
- Your proof of payment reflecting the submission number as reference number
- Your correct documentation strictly according to the requirements as stated on the online application form
- A certified copy of your official identity document

Please note: The process outlined in

Step 3 applies to ALL applicants for the evaluation of foreign qualifications, including those who post, courier or personally deliver applications for evaluation.

## Contact information

<b>Call centre</b>	+27 (0)12 431 5000/70
<b>Helpdesk</b>	+27 (0)86 010 3188
<b>Fax</b>	+27 (0)12 431 5147
<b>Website</b>	<a href="http://www.saqa.org.za">www.saqa.org.za</a>
<b>Location</b>	SAQA House 1067 Arcadia Street Hatfield 0028
<b>Postal address</b>	Postnet Suite 248 Private bag X06 Waterkloof 0145

Evaluation of foreign qualifications

<b>Tel</b>	+27 (0)12 431 5070
<b>Helpdesk</b>	+27 (0)86 010 3188
<b>Email</b>	<a href="mailto:saqainfo@saqa.org.za">saqainfo@saqa.org.za</a>

## 5. Language policy and medium of instruction

All international students have to prove that they are proficient in English to study at UP. This may be from proof of previous schooling at an English-medium school in their home country or passing an internationally recognised English language test.

Students who will be studying in a faculty that requires Mathematics as a prerequisite, have to do the SAT test and submit these results, otherwise they will have to submit the results of the Test of English as a Foreign Language (TOEFL).



## 6. International Students Division

The International Students Division (ISD) is home from home for all non-South African students. All inquiries relating to immigration and the specific needs of an international student can be addressed to [isd@up.ac.za](mailto:isd@up.ac.za).

All students who are not South African citizens must report to the ISD in the Graduate Centre on the Hatfield Campus prior to registration. The University will be open from 3 January 2017.

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, to the ISD in the Graduate Centre.

### Contact information

<b>Tel</b>	+27 (0)12 420 3111
<b>Email</b>	<a href="mailto:isd@up.ac.za">isd@up.ac.za</a>
<b>Website</b>	<a href="http://www.up.ac.za/ISD">www.up.ac.za/ISD</a>
<b>Location</b>	Graduate Centre , Hatfield Campus

The ISD team is responsible for the pre-care, in-care 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"> <li>• Undergraduate</li> <li>• Postgraduate</li> </ul>	Pre-care/in-care/post-care
<ul style="list-style-type: none"> <li>• Exchange students:               <ul style="list-style-type: none"> <li>- Incoming</li> <li>- Outgoing</li> </ul> </li> <li>• Study abroad students</li> <li>• Elective and visiting students</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Admission</li> <li>• Immigration clearance</li> <li>• Registration</li> <li>• Orientation</li> <li>• Accommodation</li> </ul>
Postdoctoral fellows	<ul style="list-style-type: none"> <li>• Application</li> <li>• Admission</li> <li>• Immigration clearance</li> <li>• Registration</li> <li>• Accommodation</li> </ul>

### Immigration clearance

The ISD is the immigration control point for non-South African students. All newcomers and returning students must report to the ISD in the Graduate Centre prior to registration.

### Supporting documents

Please note that students must have photocopies ready before reporting to the ISD in the Graduate Centre. Copies can be made at the Xerox Copy Centre in the Student Centre on the Hatfield Campus.

All non-South African citizens will have to show their original documents and submit one photocopy of each of the documents

listed below:

- The International Students Information form and Medical Indemnity form, completed and signed
- A valid passport or ID (in the case of students with permanent residence in South Africa)
- A valid study visa endorsed for studies at the University of Pretoria, or one of the following:
  - An asylum-seekers transit visa
  - Refugee – a Section 24 permit
  - A diplomatic visa
  - A work visa for part-time studies
- Proof of medical aid cover (medical aid premiums must be paid in advance for a period of one year, from January to December)

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.

The abovementioned documents must be submitted to an international specialist consultant and the information must be captured before you will be allowed to register.

## 7. Temporary residence permits

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The New Immigration Regulations of 2014 were published in Government Gazette No 37679 in terms of section 7 of the Immigration Act of 2002 (Act No 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](http://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. 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.

Renewal of the Zimbabweans Special Permit (ZSP) for Zimbabwean nationals is handled directly by the Department of Home Affairs.

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 you follow the correct procedure to obtain entry into South Africa, please visit [www.up.ac.za/isd](http://www.up.ac.za/isd) for more detailed information on the Immigration Regulations that came into effect on 26 May 2014.

### Compulsory medical aid cover

#### Important information for study visa holders

In terms of South Africa's Immigration Act 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. Please ensure that the medical aid you make use of 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 endorsed by UP. Any student who enters South Africa on a study visa without the required medical aid cover is recommended to join Momentum Health (Ingwe option).

Please refer to [www.ingwehealth.co.za](http://www.ingwehealth.co.za). Select Benefits and contributions > Benefits and then download the student brochure.

**PLEASE NOTE:** The South African Consular Office, where students apply for study visas, accepts 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 any South African medical aid registered with the Council for Medical Schemes in South Africa. 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 less 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](mailto:studenthealth@momentum.co.za)  
**Website** [www.ingwehealth.co.za](http://www.ingwehealth.co.za)



## International Students Division Visa types for international students

UNDERGRADUATE AND POSTGRADUATE NON-SOUTH AFRICAN STUDENTS			
International Student "Type"	Important Comments	Temporary Residence Permit	Additional Requirements before registration
Full degree seeking Undergraduate and Postgraduate Students	Full degree seeking undergraduate Non-South African students may register with only <i>one</i> of the Temporary Residence permits stated in the next five columns	<ol style="list-style-type: none"> <li>Study visa endorsed for studies at the University of Pretoria</li> </ol>	<p>Medical cover from a medical scheme registered with the <i>Council for Medical Schemes in South Africa</i>.  <i>Please note: Medical Insurance is not allowed.</i>                      Medical cover must be paid for a full year in advance, (January - December).                      It is important that medical cover is issued for the <b>full duration</b> of the study visa issued. This ruling is to ensure that students have medical cover until they depart from South Africa.                      Momentum Health (Ingwe Option) is UP's preferred service provider and provides an on campus service to students daily during peak times and every Tuesday normal times.                      Students can also apply online at <a href="http://www.ingwehealth.co.za">www.ingwehealth.co.za</a>.</p>
	Non-South African students who fled their home countries and cannot return.	<ol style="list-style-type: none"> <li><b>Asylum Seekers</b> Must show Asylum seekers permit (Section 22) permit.</li> </ol>	No medical cover required.
	Non-South African students who were asylum seekers and granted refugee status.	<ol style="list-style-type: none"> <li><b>Refugee Permit</b> (Must show Refugee permit (Section 24 permit) or Refugee Identity document.</li> </ol>	No medical cover required.
	Non-South African students, who are part off the diplomatic community in South Africa.	<ol style="list-style-type: none"> <li><b>Diplomatic Visa</b> (Must have diplomatic passport. Diplomatic card is not accepted).</li> </ol>	No medical cover required.
	Students who have non-South African citizenship, but who have obtained permanent residence status in South Africa.	<ol style="list-style-type: none"> <li><b>Permanent Residence Permit</b></li> </ol>	<p>Do not require medical cover. Must be permanent residents of South Africa. Must submit green ID book with South African Identity number.  <i>Please note:</i> Students who have obtained permanent residence in SADC countries, other than South Africa, must register on study visas.</p>



International Student "Type"	Important Comments	Temporary Residence Permit	Additional Requirements before registration
Exchange Students (Inbound) Undergraduate and Postgraduate	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	Same medical cover requirements as for full degree seeking students. Medical Cover must be for the duration of the study visa issued.
Study Aboard (Inbound) Undergraduate and Postgraduate	Come to study at UP for a semester only. May or may not be under the auspices of a collaboration agreement with a partner institution outside the borders of South Africa. Full fee paying students. These students do obtain academic credits, etc.	Study visa endorsed for studies at the University of Pretoria	Same medical cover requirements as for full degree seeking students. Medical Cover must be for the duration of the study visa issued.
Elective Students Undergraduate and Postgraduate	Visitor's visa – endorsement will depend on type of program. For example: research; internship; observation, etc.	Visitor's Visa endorsed with the reason the students will be spending an elective period at UP i.e: <ul style="list-style-type: none"> <li>• Research</li> <li>• Internship</li> <li>• Observer</li> </ul> Visa cannot be for longer than three months.	No medical cover is required.
<b>POSTGRADUATE NON-SOUTH AFRICAN STUDENTS ONLY</b>			
Masters, PhD Research only and Distance Education Students	These students do not pay double tuition fees. Only visit campus occasionally.	One of the following: <ul style="list-style-type: none"> <li>• Study visa</li> <li>• Work visa</li> <li>• Visitor's visa</li> </ul>	<ul style="list-style-type: none"> <li>• Will require medical cover.</li> <li>• No medical cover is required.</li> <li>• No medical cover is required.</li> </ul>
Block Students	These students attend block sessions only.	One of the following: <ul style="list-style-type: none"> <li>• Visitor's visa (not exceeding three months)</li> <li>• Work visa</li> </ul>	<ul style="list-style-type: none"> <li>• No medical cover is required.</li> <li>• No medical cover is required.</li> </ul>
Postdoctoral Fellows	Postdocs are registered as students, although they are researchers.	One of the following: <ul style="list-style-type: none"> <li>• Visitor's visa endorsed for research at UP</li> <li>• Critical Skills visa</li> </ul>	<ul style="list-style-type: none"> <li>• Will require medical cover.</li> <li>• Will require medical cover and SAQA Evaluation of PhD degree at own cost.</li> </ul>

## 8. MasterCard Foundation Scholars Program

The MasterCard Foundation Scholars Program targets academically excellent, yet economically disadvantaged young people in South Africa, the Southern African Development Community (SADC) and the rest of Africa who will potentially contribute to transformation on the continent.

The MasterCard Foundation offers a full scholarship to students who have applied for and been admitted to one of the following study programmes:

### Undergraduate study programmes

#### Faculty of Engineering, the Built Environment and Information Technology

- BEng (Industrial Engineering)
- BEng (Chemical Engineering)
- BEng (Civil Engineering)
- BEng (Electrical Engineering)
- BEng (Electronic Engineering)
- BEng (Mechanical Engineering)
- BEng (Metallurgical Engineering)
- BEng (Mining Engineering)
- BEng (Computer Engineering)

#### Faculty of Economic and Management Sciences

- BCom (Accounting Sciences)
- BCom (Financial Sciences)
- BCom (Economics)
- BCom (Informatics)
- BCom (Agribusiness Management)

#### Faculty of Natural and Agricultural Sciences

- BScAgric (Food Science and Technology)

- BScAgric (Agricultural Economics/ Agribusiness Management)
- BScAgric (Animal Science)
- BScAgric (Plant Pathology)
- BScAgric (Applied Plant and Soil Sciences)

### Postgraduate study programmes

Master's degree applicants in the abovementioned fields may also apply. Honours candidates will be considered in the abovementioned programmes if they are prepared to continue to a master's degree.

The scholarship covers the following:

- Full tuition fees
- Accommodation at UP
- Meals
- Books and library materials
- A monthly stipend
- Medical aid for international students (Ingwe option only)
- Travelling costs
- Visa costs – international students

**PLEASE NOTE:** Studies must be completed at UP. Community service is an obligatory component of the MasterCard Foundation Scholars Program and all students are required to give back to their own communities.

### Contact information

#### Undergraduate enquiries

Lebohang Sebiloane

Email lebohang.sebiloane@up.ac.za or mcfsp@up.ac.za

#### Postgraduate enquiries

Asanda Vumazonke:

Email asanda.vumazonke@up.ac.za

## 9. Exchange, study abroad students and elective students

### Exchange and study-abroad students

#### Application, academic year and examinations

The application form is sent to the student via mail or email and should be returned to the international specialist consultant at UP responsible for the region of the student's home institution. The academic year commences in January and lectures commence in February. Examinations are always written in June or November (second semester) and supplementary examinations are written before the beginning of the second semester or November - December. Students are allowed to register for only one semester (six months), unless special arrangements have been made between the home institution and the host institution.

The application procedure is as follows:

- A duly completed and signed application form for admission to study at UP must be submitted.
- A copy of the student's passport (the page containing the passport number and photograph) must be attached to the application.
- Official academic transcripts and results must be attached.
- A letter from the student's home institution must be submitted. This letter must:
  - state that the candidate has permission to spend a semester (six months) at UP;
  - confirm that the student is currently registered at the home institution;
  - confirm that the student has been selected to be a student in one of the abovementioned categories at UP;

- include a brief explanation of the proposed study programmes to be pursued at UP; and
- provide proof of language proficiency.
- No application fee is required.

**PLEASE NOTE:** Students may enrol for semester modules/programmes only. Registration for year modules/programmes is not permitted.

#### Selection of study programmes/modules: Exchange students and study-abroad students

Please visit [www.up.ac.za](http://www.up.ac.za) and consult the yearbooks for information on the study programmes offered. The route to follow on the website is: Home Page > New Students > Yearbooks > Faculty.

Students must submit a list of the study 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 ISD 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 study programme before travelling to South Africa. Please note that certain undergraduate, postgraduate and selection study programmes may not be chosen. 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 study programmes will take place.

### Closing dates: exchange students

The closing date for applications for the first semester (January to June) is always 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.

### Accommodation

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

### Special Orientation Programme for exchange students and study-abroad students

Attending this programme is compulsory for all exchange students and study-abroad students. Details are communicated to students in the letter of admission.

### Elective students

Elective students wishing to apply at the University of Pretoria will be required to submit the following documents:

- A signed and completed application form
- A letter of confirmation stating that they are a bona fide student at their home institution (the letter should also indicate the duration of their stay and the purpose of the elective study programme they wish to enrol for)
- A letter of confirmation from the University of Pretoria permitting them, as a student, to spend an elective period at this institution
- A copy of their passport

The administration fee for elective students for the 2016 academic year is R2 100. Please note that this amount is subject to change in the 2017 academic year.

After the ISD has received the abovementioned documentation, students' applications will be processed.

There is no closing date for applications for elective students.



## 10. Postdoctoral fellows

The ISD is responsible for the in-care of postdoctoral fellows appointed by the Department of Research and Innovation Support at the University of Pretoria. The ISD has certain responsibilities that must be fulfilled once notification of the appointment of a postdoctoral fellow has been received.

### Responsibilities of the ISD specialist consultant

#### Administration process

The international specialist consultant communicates directly with the postdoctoral fellow and will send the following:

- An application form
- An acceptance form
- A personal information form
- A University of Pretoria Postdoctoral Fellow Association (UPPA) form

After the postdoctoral fellow has returned the completed and signed forms mentioned above, the ISD will process the application. A letter of appointment will be sent to the postdoctoral fellow, and a letter will be written to the embassy for visa application purposes (in the case of non-South African citizens).

#### Visa application

A postdoctoral fellow who is a non-South African citizen must do the following:

- Apply (in their home country) for a visitor's visa with endorsement to conduct research at the University of Pretoria.
- Personally book a ticket through a travel agent, or through an ISD consultant.

#### Travel arrangements

In the event that an international specialist consultant books the ticket with an authorised travel agent, the ticket will be issued electronically and forwarded to the postdoctoral fellow, and payment will be made to the relevant travel agency.

The ISD consultant will arrange a shuttle to collect the postdoctoral fellow from the airport.

Should postdoctoral fellows prefer to purchase their own tickets, they may claim a refund from the University of Pretoria upon arrival when they provide proof of the purchase and use of the said ticket.

The ISD consultant is also responsible for assisting postdoctoral fellows with the following:

- Accommodation arrangements
- Grant renewals

## 11. Fees

Information regarding fees payable is published on the University's 'Fees and Funding' website. See [www.up.ac.za/feesfunding](http://www.up.ac.za/feesfunding). All amounts published are in South African rand (ZAR). International students should familiarise themselves with all information relevant to them and their studies at the University of Pretoria.

Please take note of the following:

- 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.

**PLEASE NOTE:** 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.

### UP banking details

#### ABSA

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

### International levy

- The international levy for 2016 is R2 700, 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 only, are exempted from paying the international levy.

### Special Orientation Programme

The ISD is responsible for presenting the Special Orientation Programme at the start of each semester for international students who register at UP for the first time. This programme is designed to assist non-South African students with the transition to the University and to South Africa.





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