



**Client Service Centre  
International Students Division**

Dear UP Partner and Prospective Student

**Application procedures for prospective exchange and study-abroad students  
at the University of Pretoria**

**1. Closing dates**

- First semester (January – June) **30 September of the year preceding your studies.**
- Second semester (July – December) **31 March of the *current* academic year.**

**2. General information**

*2.1 Application form*

- Application forms are sent to students via mail or email.
- Hard copies should be completed and returned to the Specialist Consultant of the International Students Division (ISD), to the person dealing with your application.

*2.2 Academic year*

- The academic year at UP commences in January of each year and ends in December of the same year.
- Lectures commence during February.
- Exchange students may register for one semester only.

*2.3 Exams*

- First semester exams are taken during June and re-writes are finalised before the end of June of each academic year.
- Second semester exams are taken during October/November and re-writes are finalised before the end of November of each academic year.

**3. Application procedure**

The following documentation must returned to your contact person:

- duly completed and signed application form
- copy of passport (first page with photo and passport number)
- official academic transcripts and results
- letter from your home institution containing the following:

- statement that the candidate has permission to spend six months at UP.
- confirmation that the student is currently registered at the home institution
- confirmation that the student has been selected to be an exchange or study-abroad student at UP
- a brief explanation of proposed courses to be taken at UP

**No** application fee is required.

**Please note:** Students must take care to enrol for *semester modules* only and not register for year models/courses.

Students should not book air tickets or attempt to obtain study visas before official letters of admission are received.

#### 4. Immigration

As result of certain regulatory changes within the Department of Home Affairs, it will now be the responsibility of the institution of higher learning in South Africa accepting an international student to ensure that the international student has adequate medical aid cover for the full duration of the period that the **study visa** is issued for.

**Please note:** Students who enter South Africa on a *study visa* must join Momentum Health (Ingwe Option) before applying for a study visa.

Students may apply online. Please visit the website [www.ingwehealth.co.za](http://www.ingwehealth.co.za) or alternatively contact [rikki.erasmus@momentum.co.za](mailto:rikki.erasmus@momentum.co.za) via email.

The premiums for 2015 are R349 per month and subject to change in 2016.

**Please note:** Although the South African Consular Office may accept international medical insurance submitted when applying for a study visa, international *insurance* is **not** accepted by the University of Pretoria.

Students must apply for study visas at the South African Consular office in their home countries or closest neighbouring country. Students will not be able to study at the University of Pretoria without a valid passport and valid study visa (endorsed for study at the University of Pretoria). Study visas must be obtained before embarking to South Africa. First applications for study visas will no longer be accepted within the borders of South Africa. Students should therefore not enter South Africa on visitor visas.

#### 5. Registration

Upon arrival in South Africa, students are required to report directly to the International Students Division (ISD), Client Service Centre, at the Hatfield Campus of the University of Pretoria.

Prior to registration, students must submit the following documents:

- 1 X copy of valid passport with valid study visa
- 1 X copy of proof of Momentum Health (Ingwe option) medical cover for the **full duration** of the period for which the study visa was issued (You will be able to join Momentum Health on campus if you failed to do so prior to applying for a study visa. No international medical aid cover will be accepted.)
- 1 X copy of the medical indemnity form
- 1 X copy of the international information form

## 6. Selection of courses/modules

Kindly visit the UP website at [www.up.ac.za](http://www.up.ac.za) and consult the yearbooks for courses offered. The route to follow on the web is:

On the Home Page, scroll down to the blue blocks and select 'current students'.  
On the left hand menu, select Yearbooks

Ensure that you select semester modules only.

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Students must submit a list of courses that they wish to take during their semester at UP (compulsory as well as optional courses). Should students experience difficulties in selecting courses/modules, they may contact the sender via email for assistance.

It is important that the availability of selected courses be confirmed before students plan to embark to South Africa to avoid disappointment and academic consequences. Please note that some courses may not be registered for, as these might be selection courses or year courses (both under and post graduate). Students are most welcome to apply for semester courses in all faculties, with the exception of the Faculty of Health Sciences.

Students who should rewrite exams are advised to postpone their departure dates. UP will not allow rewrites of exams to be done outside South Africa. It is the responsibility of students to check with the faculties upon arrival, when exams for the courses registered for will take place.

## 7. Accommodation

The International Students Division (ISD) is responsible for arranging accommodation for exchange and study-abroad students. However, accommodation is subject to availability of space and is allocated on a first come first served basis.

- The accommodation fee in international houses (Tuksdorp) for 2015 is R4030,00 per month.
- Second semester students will be able to move into Tuksdorp Residence as from 13 July 2015.
- Students must vacate Tuksdorp by no later than 7 December 2015.

Students will not be able to move into Tuksdorp over weekends. Should travel arrangements force you to arrive in South Africa over a weekend, you will have to arrange alternative accommodation for that weekend.

You may visit the UP website at [www.up.ac.za](http://www.up.ac.za)

- *Click on Accommodation*
- *Select Private Accommodation list*

## 8. Special orientation programme

Attending this programme is compulsory for all exchange and study-abroad students. Details will be communicated in the admission letters.

## 9. Language

In conducting its business, the University uses two official languages: English and Afrikaans. In formal education, the medium of instruction is either English or Afrikaans, or both of these languages, provided that there is a demand and that it is academically and economically justifiable.

However, it remains the student's responsibility to ascertain on an annual basis in which language a module and any further level of that module is presented.

We trust that this document will assist you in your communication and application process to our University.

Yours Sincerely

**Ms Mahlogonolo Mphahlele/Mr Smart Maqubela**  
INTERNATIONAL/POSTGRADUATE SPECIALIST CONSULTANTS

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