



UNIVERSITEIT VAN PRETORIA  
UNIVERSITY OF PRETORIA  
YUNIBESITHI YA PRETORIA

Department of Research and Innovation Support

20 November 2019

Dear International Student

### Information – Registration and Orientation January 2020

This letter contains important information for all non-South African citizens who have been admitted to study at the University of Pretoria for the first time or will be returning in 2020. Please read it carefully.

Your first contact at UP is [isd@up.ac.za](mailto:isd@up.ac.za)

The International Cooperation Division is situated in:

The Graduate Centre  
Ground floor  
Hatfield Campus  
Lynnwood Road  
Hatfield  
Pretoria, RSA

The International Students Unit offers a special orientation programme for all newcomers to UP. This special orientation programme for international students will take place on 24 January 2020 and *it is compulsory for all newcomers*. During this session, we will share crucial information to make your transition to South Africa and the University of Pretoria as seamless as possible.

We look forward to meeting you on 24 January 2020 during our special orientation programme. Do not miss it.

Yours sincerely

**Please note:** All newcomers to the University of Pretoria – the OR Tambo International Airport is approximately 60 kilometres away from the Hatfield Campus. If you require assistance with transport, kindly contact PS Tours, email: [pstours@lantic.net](mailto:pstours@lantic.net), tel: +27 (0) 12 565 4246 (Martie) or EZ Shuttle, email: [info@ezshuttle.co.za](mailto:info@ezshuttle.co.za), tel: +27 (0) 861 379 488.

## 1. Registration procedures for 2020

The International Cooperation Division in the Graduate Centre will be open from **3 January 2020**.

**All students** are urged to ensure that they have been admitted for their preferred study programme *before* embarking to South Africa, after final school results or other tertiary results are published/released. Please do not assume that you have maintained your admission on prior results submitted when applying for studies at the University of Pretoria.

Students, who have forfeited their academic placements, will not be able to move into residences.

Please carefully follow the steps set out below when you arrive on campus to register. You need to email your immigration clearance documents to [isd@up.ac.za](mailto:isd@up.ac.za) prior to registration.

The *new* Immigration Regulations of 2014 came into effect on 26 May 2014. Effectively, this marked the commencement of the Immigration Amendment Acts of 2007 and 2011 and the new Immigration Regulations, 2014.

### Obtaining a Study Visa

In order for you to lodge your application for a study visa, please visit the website: <http://www.vfsglobal.com/dha/southafrica>

All non-RSA citizen students who are holders of the following temporary residence permits are classified as international students at UP:

- Study Visa
- Relatives Visa with an endorsement to study
- Visitors Visa
- Diplomatic Visa (No diplomatic cards are accepted)
- Refugees Permit
- Asylum Seekers Permit
- Work/Business Visa to study part-time at the University of Pretoria
- Permanent Residents (***Permanent Residence status in South Africa only***)

***Please note: ONLY those students who have applied in South Africa through VFS will be allowed to (temporarily) register with receipts. Receipts of applications done outside South Africa will not be accepted.***

## 2. Immigration clearance 2020

### Passport and visa

Passport is an official document issued by a government, certifying the holder's identity and citizenship and entitling them to travel under its protection to and from foreign countries.

A temporary residence visa should not be issued for any validity period that exceeds the expiry date of a passport. ... This is to allow the applicants to have a valid visa endorsed onto a valid passport as defined in Immigration Regulation 2 and to regularize their status properly.

The main difference between a visa and a passport is that a visa is an endorsement placed within a passport that grants the holder official permission to enter, leave or stay in a country for a specified period.

**Briefly: the passport that contains your temporary residence visa, determines your citizenship.**

The documents stated below must be emailed to [isd@up.ac.za](mailto:isd@up.ac.za) from the 1<sup>st</sup> January 2020 before registration.

#### 2.1 Study permit holder

Valid passport; and

- 1 X Copy of Passport (Page with photo and page with passport number)
- 1 X Copy of Study visa (*endorsed* for studies at the University of Pretoria)
- 1 X Proof of South African medical cover as stated under point 3

**N/B – When you visit Hillcrest Campus for registration, make sure you are in possession of the three documents for SS2 removal to avoid disappointment.**

**ID Cards – are not accepted.**

#### 2.2 Asylum Seekers and Refugee permit holders

- 1 X Copy of *valid* Asylum Seekers permit or Refugee permit

#### 2.3 Diplomatic Status

Only students with *diplomatic visas* (diplomatic cards are not acceptable) will obtain the benefits of diplomats.

#### 2.4 Work Visa holders

Work visas to study part-time at the University of Pretoria, accompanied by a timetable or letter from the faculty confirming block weeks or part-time studies.

#### 2.5 Permanent Residents of South Africa

1 X Copy of South African Identity Document

If you are in possession of a South African Identity document, please email a copy to [isd@up.ac.za](mailto:isd@up.ac.za) as soon as possible in order for us to lift your immigration block before the registration period commences, clearly stating your student number.

### 3. Medical Cover

All non-South African citizens, including students who are citizens of SADC countries, need to comply with the visa regulations as determined by the Immigration Act, Act 19 of 2004. Regulation 10(1) (i) determines the following:

An applicant for a study visa is required to provide proof of medical aid cover with a medical scheme registered in terms of the Medical Schemes Act, Act 131 of 1998, recognised in the Republic. The medical scheme must be registered with the *Medical Schemes Council of South Africa*. <https://www.medicalschemes.com/MedicalSchemes.aspx?flt=L>

**Note:** Medical cover needs to be purchased prior approaching Hillcrest Campus for registration. Please make sure your medical cover runs concurrently with your visa. Month to month payment of medical cover will not be accepted. Only if you are a dependant will month-to-month payment of medical cover be accepted.

#### 3.1 Newcomers

International students can apply for Momentum Health or Comp Care Wellness Medical Scheme online *before* lodging their visa applications.

Please visit the website [www.ingwehealth.co.za](http://www.ingwehealth.co.za) (Momentum Health) or [www.studentplan.co.za](http://www.studentplan.co.za) (Comp Care Wellness Medical Scheme) to apply online.

Should you experience any problems, you may contact Momentum Health directly. Contact details are:

Email: [studenthealth@momentum.co.za](mailto:studenthealth@momentum.co.za)  
Call: +27 (0) 860 122 493

Comp Care Wellness Medical Scheme:

Email: [student@universal.co.za](mailto:student@universal.co.za)  
Call: +27 (0) 79 717 1964

The University requires that the medical aid cover be valid for the *full* academic year for which you seek registration; i.e. 01 January until 31 December.

Study Abroad and Exchange Students must secure medical cover for the duration of their stay. Medical companies provide a minimum of six (6) months' cover. This provision is for Study Abroad and Exchange students only.

Month-to-month medical aid cover will only be acceptable from dependents on submission of the confirmation letter from the main member's medical aid service provider, registered with the *Medical Schemes Council of South Africa*.

Should students rely on sponsorships, they should ensure that the sponsor is advised of this requirement at the onset of the sponsorship of the admission offer from the University. UP does not accept sponsorship letters in lieu of payment for medical cover. Payment of the required medical aid cover fee is made directly to the medical aid service provider, prior to immigration clearance for registration.

Momentum Health and Comp Care Wellness Medical Scheme are medical aid companies with a developed student-focused product that is registered in terms of the Medical Schemes Act. Momentum and Comp Care Wellness Medical scheme offer the minimum benefits that a student may require while in South Africa.

**Take note:** Although you may, with another international insurance or medical insurance product, secure a study visa from a South African visa issuing authority, the University of Pretoria, in accordance with the Immigration Act, *does not recognise such medical cover for registration purposes. No medical cover from outside South African borders will be accepted. Not even in the event that it was accepted previously..*

Momentum Health and Comp Care Wellness Medical Schemes offer weekly consultation sessions on the Hatfield Campus, International Cooperation Division offices, Graduate Centre. Students can join the scheme on campus or online.

Alternatively, you may purchase any medical cover on the following link  
<https://www.medicalschemes.com/MedicalSchemes.aspx?fit=L>

#### **4. Evaluation of Foreign Qualifications (Undergraduates) – Universities South Africa (formerly HESA)**

A full or foreign conditional exemption certificate is a prerequisite and applicable to non-RSA students and to students who do not have a South African National Senior Certificate (NSC) qualification or Independent Examinations Board (IEB) qualification and who wish to enroll for undergraduate studies at the University of Pretoria. This certificate may be obtained from Universities South Africa.

Visit the website: <http://mb.usaf.ac.za/>

#### **5. Evaluation of Foreign Qualifications – Postgraduates**

Postgraduate applicants must have all previous post-school qualifications verified by the South African Qualifications Authority (SAQA).

### **Foreign Qualifications Evaluation and Advisory Services**

The purpose of the evaluation function is the recognition of foreign qualifications in terms of the South African National Qualifications Framework (NQF).

SAQA performs the function as an integral part of a national recognition value chain. The focus of SAQA's role is on the location of foreign qualifications within the NQF. For admission to study;

professional licensing; and employment the specific internal criteria and requirements of other relevant institutions must be met.

Evaluation is a two-phased process by SAQA to:

1. **Verify** foreign qualifications by ensuring the following
  - Issuing bodies are accredited/recognised in the national systems they operate in
  - Qualifications are legitimately issued by those issuing bodies and part of the national qualifications of that country
  - Qualifications documents are in order and awards claimed by individuals are genuine
2. **Compare** foreign qualifications with South African qualifications, considering the structure and outcomes of the foreign qualifications, to locate them within the South African NQF.

## **Foreign Qualifications**

A foreign qualification is issued by a nationally recognised institution and forms part of the national education and training system of a country other than South Africa.

**Evaluation of Foreign Qualifications call centre:** 012 431-5070

**Helpdesk:** 0860 111 673

**Switchboard:** (012) 431 5000

**Fax:** (012) 431 5147

**Street address:**

SAQA House  
1067 Arcadia Street, Hatfield  
Pretoria

**Postal Address:**

Postnet Suite 248  
Private Bag X06  
Waterkloof, 0145

**Operating hours:** 08:30-16:30 (Weekdays)

**Evaluation of Foreign Qualifications: Operating hours:** Monday, Tuesday, Wednesday and Friday:  
08:30-16:30- Thursdays 09:00-16:30

## **6. Special Orientation Programme for International Students (Newcomers)**

The International Cooperation Division (ICD) offers a special orientation programme for international students every year. This programme is compulsory for all newcomers to the University of Pretoria. The information and orientation programme will take place on Friday, **24 January 2020**.

Please note that the Welcoming Day and Academic Orientation Programme mostly cater for first year and undergraduate students. The idea behind our special orientation programme is to facilitate the integration of new international students into the UP community, as well as informing them of the support services available on campus.

This special orientation programme for international students is in no way meant to replace the information provided at the Academic Orientation Week and Welcoming Day, but to add value to it by adding information applicable to international students only.

**Note:** This programme is for admitted students only. No parents or friends will be allowed to attend the programme.

## 7. Fees for 2020

Students must ensure that they pay the correct initial fees *prior* to registration. For information on fees, please visit the website <http://www.up.ac.za/fees-and-funding>

### UP banking details

<b>ABSA BANK</b>	<b>STANDARD BANK</b>
Branch: Hatfield Branch code: 632005 Account number: 214 000 0054 SWIFT code: ABSAZAJJ	Branch: Hatfield Branch code: 011545 Account number: 012 602 604 SWIFT code: SBZAZAJJ

### International levy

Please note:

- The international levy is payable annually by all non-South African citizens as well as students who are citizens of SADC countries (see SADC countries list below). This amount is payable in addition to the registration fee.
- Asylum seekers, refugees, diplomats and their dependents stationed in South Africa are exempted from paying the international levy.

### SADC countries:

Angola, Botswana, Democratic Republic of Congo, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Seychelles, ESwatini, Tanzania, Zambia, Zimbabwe



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2019-11-15

Dear International Student

**Residence Information for 2020**

International students who intend to participate in the Special Orientation Programme **and who have been allocated place in a residence for 2020**, will be permitted to take up their places **before** Welcoming Day, 25 January 2020. **Exchange students** must move in directly to Tuksdorp Residence on the date indicated on their residence placement letters.

Provision has been made for full degree students who have obtained residence place for 2020, to move in as from 23 January 2020 between 8:00 and 15:00 (**no** students will be permitted to move in before this date). Please take note that travel arrangements must be made to coincide with the *official move-in times (08:00 – 15:00 daily)*. Students arriving **before Thursday 23 January 2020** must make alternative private accommodation arrangements.

Please note that students are responsible to make their own transport arrangements from the airport to residences (residences are not based at the main campus, but in close proximity to the main campus – please ensure that you know where they are situated).

For any enquiries you are welcome to contact us [tuksres.placement@up.ac.za](mailto:tuksres.placement@up.ac.za)

Kind regards

A handwritten signature in cursive script, appearing to read 'L Bartlett'.

Mrs L Bartlett  
**Operational Manager: Residence Placement**  
Dept Residence Affairs and Accommodation