



UNIVERSITEIT VAN PRETORIA  
UNIVERSITY OF PRETORIA  
YUNIBESITHI YA PRETORIA

Department Research and Innovation

6 December 2023

Dear International Student

### Information – Registration and Orientation 2024

This letter contains important information for all international students who have been admitted to study at the University of Pretoria for the first time or will be returning in 2024. 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 Cooperation Division (ICD) offers a special orientation programme for all newcomers to UP. During this session, we will share crucial information to make your transition to South Africa and the University of Pretoria as seamless as possible. The mandatory special orientation programme for international students is scheduled for 9 February 2024, from 09:00 to 13:00 at Lecture Hall 1 on the Hillcrest Campus of the University of Pretoria. ***It is compulsory for all newcomers to attend.***

We look forward to meeting you on 9 February 2024 during our special orientation programme. Do not miss it.

Yours sincerely

A handwritten signature in black ink, appearing to be 'P. K. ...'.

**Manager: International Students**

**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.

You can also take the Gautrain: <https://www.gautrain.co.za/>

## 1. Registration procedures for 2024

The International Cooperation Division Located in the Graduate Centre will be open from **3 January 2024** and will be accessible daily during office hours from 08:00 to 16:00.

**All international 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 upload your immigration documents onto your student portal. DO NOT ATTACH YOUR IMMIGRATION DOCUMENTS ON EMAIL, AS THE DOCUMENTS HAVE TO BE UPLOADED ONTO YOUR STUDENT PORTAL.**

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

**The first visa has to be applied for at the SA mission/embassy in your home country.** Renewals can be done in SA through vfs: <http://www.vfsglobal.com/dha/southafrica>.

**Important Notice:** Undergraduate full degree International students are strongly advised against traveling to South Africa on a visitor's visa with the intention of applying for another visa, such as a study visa, within the country. Changing conditions in South Africa is not permitted as per the immigration regulations of the country.

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

## 2. Immigration clearance 2024

### Passport and visa

A 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 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.**

Documents to be uploaded onto your student portal:

#### 2.1 Study visa 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

#### 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 or research.

#### 2.5 Permanent Residents of South Africa

1X Copy of Permanent Residence Permit with valid passport copy or,  
1 X Copy of South African Identity Document.

### 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:** Please make sure your medical cover runs concurrently with your visa.

#### 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: [sumeshan.chinsamy@momentum.co.za](mailto:sumeshan.chinsamy@momentum.co.za)  
Call: +27 (0) 82 781 4901

Comp Care Wellness Medical Scheme:

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

The medical aid cover must be valid for twelve months; i.e. 1 January until 31 December.

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

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 Health 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 or SA medical insurance for registration purposes. No medical cover or insurance from outside South African borders will be accepted.*

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?flt=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, **9 February 2024**, from 09:00 to 13:00 at Lecture Hall 1 on the Hillcrest Campus of the University of Pretoria.

Please note that the Welcoming Day and Academic Orientation Programme mostly cater for first time comers to UP. 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 2024

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.
- Permanent Residents (South Africa), 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.



Department of Residence Affairs and Accommodation

**6 December 2023**

Dear International Student,

**RE: Residence Information for 2024**

Short-stay international students (Exchange, Study Abroad and Elective) who intend to participate in the Special Orientation Programme and who have been allocated a place in a residence for 2024, will be permitted to take up their places before the official UP Welcome Day, which is scheduled for 10 February 2024. These international students must move in at their respective residences on the date indicated on their residence placement letters.

Provision has been made for these students who have obtained residence placement for 2024, to move in from 5 February 2024, weekdays between 08:00 (8AM) and 15:00 (3PM). 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 this date should make alternative accommodation arrangements. Please note that students are responsible for their transport arrangements from the airport to residences. Residences are situated off-campus, but within walking distance. Please ensure that you are aware of the specific locations. Should you have any questions, please reach out to us at: [tuksres.placement@up.ac.za](mailto:tuksres.placement@up.ac.za)

**We're looking forward to welcoming you in Pretoria!**

Kind regards,

**Department: Residence Affairs and Accommodation  
University of Pretoria**

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University of Pretoria, Private Bag X20  
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