

## Application procedures for prospective elective/internship students at the University of Pretoria

**An elective (short stay) student is one who comes to UP for purposes of research and/or observations, does not register courses/modules and does not take credits back to home institution.**

Elective students wishing to apply at the University of Pretoria (UP) will be required to:

- Complete online application  
<https://www.up.ac.za/en/online-application/article/2445192/apply-at-the-university-of-pretoria>

Documents to be uploaded:

- A letter of consent to participate in the elective programme from home institution. The letter should also indicate the duration and purpose of the elective/internship programme.
  - The letter of invitation from the University of Pretoria.
  - Copy of valid passport/ID

On receipt of the above-mentioned documents, the application will then be processed and student advised of the outcome.

**Please note: There is no closing date for applications for elective students.**

Upon arrival at UP, students are required to report directly to the International Cooperation Division (ICD), Graduate Centre, at the Hatfield Campus. This is in order to complete the immigration clearance process.

Please bring with the following

- Copy of valid passport/ID
- Copy of entry/visitor's visa
- Medical insurance (provided 90 days or less)
- Proof of SA Medical aid (if programme is more than three months):

<https://www.medicalschemes.com/MedicalSchemes.aspx?flt=L>

**The administration fee for elective programme for 2022 is R 2 950, 00**

**Kindly note that the administration fee is payable whether or not there is a collaboration agreement between UP and home institution.**

**Contact details:**

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