

## **EXCHANGE STUDENTS (Outbound)**

**Definition:** Exchange students (outbound) are students from the University of Pretoria going to another university ("the host university") under the auspices of a specific collaboration agreement between the two universities. The period of the exchange is six (6) months, depending on the terms and conditions of the agreement

### **Requirements**

Applicants must:

- be registered at the University of Pretoria for a full degree programme,
- have completed at least one academic year successfully, and
- have obtained an average result of at least 75%.

### **1. Supporting documents to be submitted with the application form**

- A certified copy of the student's passport.
- Certified copies of official academic transcripts or results.
- A list of courses approved by the appropriate head of department.
- A letter from the faculty granting permission for participation in the exchange programme.
- A letter providing reasons for the application, and the applicant's curriculum vitae.
- UP proof of registration

### **2. Closing date for applications**

The date depends on the region and the university that the student is applying to.

### **3. Selection procedure**

- The application documents must be submitted to the appropriate specialist consultant.
- The final admission is done by the host institution, and they will inform the specialist consultant and student of their decision.

#### **Immigration requirements**

Exchange students are requested to contact the Pretoria, Johannesburg or nearest consular office of the country that they intend to visit for the exchange programme. The students must use the letter of admission from the host university to apply for study visas. It is the responsibility of students to see to it that the consular office issues the correct visa with the correct endorsement.

Students should check all other immigration requirements before departure, such as whether yellow fever or other vaccination certificates are required, medical aid or insurance as well as other requirements.

#### **Tuition fees and other expenses**

In most cases tuition fees are waived for exchange students, depending on the terms of the collaboration agreement. However, living expenses, accommodation and travelling costs are always the responsibility of the student or sponsor.

Students spending a semester abroad must settle all outstanding fees owed to the University of Pretoria before their departure, and should be registered with the University for the duration of the exchange programme.

It is the responsibility of the students to see to it that their account with the host university is paid in full *before* departure from the host university.

