

## **STUDY ABROAD (Outbound)**

**Definition:** This category of students (also referred to as *free movers*) refers to students going to institutions with which the University of Pretoria does not have a collaboration agreement. The minimum duration of study for such students is six (6) months.

### **Application procedure**

Applicants must:

- ask the appropriate specialist consultant to make contact with the host institution on his/her behalf;
- before their departure, obtain the approval of the head of the appropriate department at the University of Pretoria for

the courses to be studied abroad;

- have a letter from the faculty granting permission for the study-abroad programme;
- be registered for a full degree programme at the University of Pretoria;
- 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 study abroad programme
- UP proof of registration
- Any other documents that the host institution may require.

### **2. Closing date for application**

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 host institution makes the final decision on admission, and will inform the specialist consultant and student of the decision.

### **Immigration requirements**

Students who fall in this category are requested to contact the nearest consular office of the country that they intend to visit for the study-abroad programme (normally in Pretoria or Johannesburg). The students must use the letter of admission from the host university to apply for study visas. It is the responsibility of the 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, and requirements regarding medical aid or insurance.

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

Tuition fees are *not* waived for these students, and they pay the normal fees applicable to international students at the host institution.

Living expenses, accommodation and travelling costs are always the responsibility of the student or sponsor.

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