

2021

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**International Cooperation  
Division Newcomers' Guide**

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UNIVERSITEIT VAN PRETORIA  
UNIVERSITY OF PRETORIA  
YUNIBESITHI YA PRETORIA



## Content

1. South Africa	2
2. University of Pretoria	3
2.1 UP campuses and faculties	4
3. Academic offering	5
3.1 Academic programmes	5
3.2 Closing dates for undergraduate programme applications 2022	5
4. Faculty highlights	7
5. Evaluation of international qualifications	16
5.1 Universities South Africa (USAf)	16
5.2 South African Qualifications Authority (SAQA)	17
6. International Cooperation Division	18
6.1 Immigration clearance	19
6.2 Temporary residence permits	20
6.3 Visa types for international students	21
6.4 Compulsory medical aid cover	23
7. Exchange, study-abroad and elective students	24
7.1 Application, academic year and examinations	24
7.2 Exchange and study-abroad students	24
7.3 Elective students	25
7.4 Accommodation	25
7.5 Special Orientation Programme for international students	25
8. Fees and funding	26

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Comments and queries can be directed to [ssc@up.ac.za](mailto:ssc@up.ac.za) or Tel +27 (0)12 420 3111.

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## 1. South Africa

South Africa, or the Republic of South Africa as it is officially known, is a country on the southernmost tip of the African continent, where several distinct ecosystems can be identified. It offers tourists an introduction to the many and varied treasures on the African continent. Visitors will find classic African scenery—golden savannah, great gaping gorges, hauntingly beautiful deserts and their favourite African creatures—as well as all the comforts they desire.

Apart from the big-name game parks, the Kruger National Park and the Kgalagadi (Kalahari) Transfrontier Park, South Africa has some of the world's most luxurious private game reserves and lodges. Wildlife lovers come here from all over the globe to see the 'Big Five': lion, buffalo, leopard, rhino and elephant, and often they discover much more.

Coral reefs, shark dives, dragon-backed mountain ranges, white-water rafting and golden beaches lapped by legendary surf breaks are some of South Africa's many other attractions. While travelling through this vast land and touring its vibrant cities, visitors can learn about the nation's turbulent history. Cape Town is one of the world's most beautiful cities; Durban is a melting pot of cultures and cuisines; and there are poignant museums and galleries in Johannesburg, Soweto and Qunu—the birthplace of Nelson Mandela, who ushered in democracy in this astoundingly diverse nation.

<b>Capitals</b>	Cape Town (legislative), Pretoria (administrative), Bloemfontein (judicial)
<b>Dialling code</b>	+27
<b>Population</b>	58.56 million (2019) World Bank

### List of South Africa's national public holidays

Date	Holiday	Date	Holiday
21 March	Human Rights Day	1 May	Workers' Day
14 April	Good Friday	9 August	National Women's Day
17 April	Family Day	24 September	Heritage Day
27 April	Freedom Day	16 December	Day of Reconciliation

## 2. University of Pretoria

The University of Pretoria (UP) is a multi-faculty, research-intensive university and on average produces the highest per capita percentage of the total South African research output. Its main campus is in Pretoria, close to government departments and major research entities. The University's nine faculties and business school offer a diverse range of degrees, diplomas and certificates, as well as more than 1 000 postgraduate programmes.

The institution has a rich, colourful history and with its unique mix of academic tradition and progressive vision it can look forward to a bright future. Its vision is to be Africa's leading research-intensive university, recognised internationally for its quality, relevance and impact. Relying on more than a century of experience and well-established faculties, UP develops human capital and generates the knowledge and skills required to meet the challenges of the world at large within the context of a developing nation.

With its identity firmly and proudly rooted in Africa, the University strives to develop the current and future potential of South Africa's diverse population while remaining a recognised player in the global marketplace of knowledge production. The University's commitment to equity and diversity is reflected in its changing student and staff profiles, and equality and diversity are evident in its multilingual student body and staff.

As one of South Africa's oldest and most prestigious higher education institutions, the University of Pretoria produces sought-after graduates who are well-rounded citizens, shaped by a holistic approach to education and enabled by a wide range of campus activities that include student societies, sports, arts and culture. Students are encouraged to 'make today matter' by drawing on the experience of yesterday and using the knowledge of today to ensure a better tomorrow. University staff and students are sensitised to the fact that every action in the present contributes to shaping the future.



## 2.1 UP campuses and faculties

The **Hatfield Campus** has more than 60 historical buildings spread over 24 hectares. It is one of the most picturesque campuses in South Africa and is close to a business centre that caters for essential services, such as banks, bookshops, pharmacies, sports facilities, clothing stores, restaurants and coffee shops. The Hatfield Campus houses the following faculties:

- Economic and Management Sciences
- Engineering, Built Environment and Information Technology
- Humanities
- Law
- Natural and Agricultural Sciences
- Theology and Religion

The **Gordon Institute of Business Science (GIBS)**, located in Sandton, Johannesburg, presents academic programmes and a wide range of executive courses that can be custom designed to suit specific company needs.

The **Groenkloof Campus** houses the Faculty of Education.

The **Hillcrest Campus** houses TuksSport and the High Performance Centre (hpc).

The following programmes are offered on the **Mamelodi Campus**:

- BCom – Extended programme
- BSc – Extended programme for the Biological and Agricultural Sciences
- BSc – Extended programme for the Physical Sciences
- BSc – Extended programme for the Mathematical Sciences
- Post-school mathematics and science programmes
- A variety of community engagement programmes

The **Onderstepoort Campus** houses the Faculty of Veterinary Science and the Faculty of Health Sciences is on the **Prinshof Campus**.

### GPS coordinates for UP academic campuses

GPS coordinates to UP academic campuses	
Hatfield	S25° 45' 21" E28° 13' 51"
GIBS	S26° 07' 46.2" E28° 02' 46.788" (56 km from Hatfield Campus)
Groenkloof	S25° 46' 10" E28° 12' 34" (3.5 km from Hatfield Campus)
Hillcrest	S25° 45' 10" E28° 14' 46" (1.2 km from Hatfield Campus)
Mamelodi	S25° 43' 22" E28° 23' 56" (12 km from Hatfield Campus)
Onderstepoort	S28° 10' 54" E25° 38' 52" (22 km from Hatfield Campus)
Prinshof	S25° 43' 57" E28° 12' 10" (6 km from Hatfield Campus)

## 3. Academic offering

### 3.1 Academic programmes

The academic programmes are offered in 120 academic departments and 93 centres, institutes and bureaux. The 231 programmes include more than 237 undergraduate and 1 120 postgraduate study plans.

The University's Faculty of Veterinary Science on the Onderstepoort Campus is the only one of its kind in South Africa and is known for its ground-breaking research and clinical work.

### 3.2 Closing dates for undergraduate programme applications 2022

Faculty of Economic and Management Sciences		
Programmes	Closing date for SA students	Closing date for non-SA students
All programmes in the Faculty	30 September	31 August

Faculty of Education		
Programmes	Closing date for SA students	Closing date for non-SA students
All programmes in the Faculty	30 September	31 August

Faculty of Engineering, Built Environment and Information Technology		
Programmes	Closing date for SA students	Closing date for non-SA students
BSc (Architecture) BSc (Interior Architecture) BSc (Landscape Architecture)	31 July	31 July
BSc (Construction Management) BSc (Quantity Surveying) BSc (Real Estate)	31 July	31 July
Other programmes in the Faculty	30 September	31 August

Faculty of Health Sciences		
Programmes	Closing date for SA students	Closing date for non-SA students
All programmes in the Faculty	31 July	31 July

### Faculty of Humanities

Programmes	Closing date for SA students	Closing date for non-SA students
BA (Audiology) BA (Speech-Language Pathology) BA (Fine Arts) BA (Information Design) BMus BDram – Bachelor of Drama	31 July	31 July
Other programmes in the Faculty	30 September	31 August

### Faculty of Law

Programmes	Closing date for SA students	Closing date for non-SA students
LLB	30 September	31 August
BA (Law) (in the Faculty of Humanities)		
BCom (Law) (in the Faculty of Economic and Management Sciences)		

### Faculty of Natural and Agricultural Sciences

Programmes	Closing date for SA students	Closing date for non-SA students
All programmes in the Faculty	30 September	31 August

### Faculty of Theology and Religion

Programmes	Closing date for SA students	Closing date for non-SA students
All programmes in the Faculty	30 September	31 August

### Faculty of Veterinary Science

Programmes	Closing date for SA students	Closing date for non-SA students
All programmes in the Faculty	31 July	31 July

## 4. Faculty highlights

### Faculty of Economic and Management Sciences

[www.up.ac.za/faculty-of-economic-and-management-sciences](http://www.up.ac.za/faculty-of-economic-and-management-sciences)

- The Faculty of Economic and Management Sciences (EMS) celebrated 100 years of existence in 2020 and is one of the largest faculties of its kind in South Africa.
- The Chartered Accountancy (CA) programme offered by the Faculty is a flagship programme with top performance nationally.
- The Faculty is a proud member of the Association to Advance Collegiate Schools of Business (AACSB) and several of its programmes enjoy national and international accreditation by industry bodies.
- The Department of Auditing is one of only ten tertiary institutions in the world to be accredited at the Centre of Excellence level in the Internal Auditing Education Partnership (IAEP) programme of the Institute of Internal Auditors Incorporated.
- The Faculty boasts active agreements with institutions abroad, some of which appear in the QS World University Rankings and the Times Higher Education World University Rankings.
- The Faculty hosts several institutes, chairs and centres, including the African Tax Institute and the Albert Luthuli Centre for Responsible Leadership.
- In the 2020 QS World University Rankings by Subject, the Faculty is ranked in the 151–200 band for Accounting and Finance, and in the 251–300 band for Economics and Econometrics.
- The 2020 Times Higher Education World University Rankings by Subject place the Faculty in the 301–400 range for Business and Economics, which incorporates the subject areas of business and management, accounting and finance, economics and econometrics.
- In the Shanghai Ranking's Academic Ranking of World Universities (ARWU) by academic subjects, the Faculty is ranked in the 151–200 band for both Economics and Finance.
- The Faculty has several NRF-rated researchers. An NRF rating is an indication of the standard of a university's researchers. EMS has one A-rated researcher (leading international researcher), seven B-rated researchers (internationally acclaimed researchers), 24 C-rated researchers (established researchers), and seven Y-rated researchers (promising young researchers).





## Faculty of Education

[www.up.ac.za/faculty-of-education](http://www.up.ac.za/faculty-of-education)

- The QS World University Rankings places the Faculty of Education in the top 250 in the world.
- The Faculty is rated as the top education faculty in South Africa in terms of its number of NRF-rated researchers.
- The Faculty is internationally recognised for its academic reputation, employer reputation and citations of research.
- The Faculty networks with local and international universities, including universities in Australia, China, Europe and the USA.



## Faculty of Engineering, Built Environment and Information Technology

[www.up.ac.za/faculty-of-engineering-built-environment-it](http://www.up.ac.za/faculty-of-engineering-built-environment-it)

The Faculty is organised into four schools: the School of Engineering, the School for the Built Environment, the School of Information Technology and the Graduate School of Technology Management.

### School of Engineering

- All the programmes in the School of Engineering have been accredited by the Engineering Council of South Africa.
- The School is the largest of its kind in the country in terms of student numbers, graduates and research contributions. It offers programmes in all the major engineering disciplines, as well as many specialisations at the undergraduate and postgraduate levels.
- Through its innovative and relevant research across seven departments, it provides students with the training needed to make a considerable contribution to engineering in South Africa and abroad.
- Its departments are Chemical Engineering, Civil Engineering, Electrical, Electronic and Computer Engineering, Industrial and Systems Engineering, Materials Science and Metallurgical Engineering, Mechanical and Aeronautical Engineering, and Mining Engineering.
- The School has close ties with industry through several research chairs across all departments. These include chairs in Maintenance Engineering, Pyro-metallurgy, Fluoro-material Science and Process Integration, Carbon Technology and Materials, Reaction Engineering, Water Utilisation and Environmental Engineering, Railway Engineering, Broadband Multimedia Communications and Wood Structural Engineering.
- The School has a number of research centres.
- Each department excels in a particular field of research, but the consolidation of research activities is encouraged and several sustainable research groups have been formed to make an impact worldwide.
- According to the Thomson Reuters Essential Science Indicators for citations, the School of Engineering is ranked in the top 0.5% of engineering schools in the world.
- The School is ranked first in South Africa and Africa for Best Global University of Engineering by the US News and World Report.



### School for the Built Environment

- The School for the Built Environment offers the entire spectrum of programmes in the built environment, with studio-based education in the architectural degrees and close ties to, and alignment with the building industry.

We pursue equitable and sustainable development through:

- accredited undergraduate and postgraduate programmes as professional qualifications;
- active and constructive involvement of students and lecturers in community development service;
- academically rigorous and socially relevant research conducted by students and lecturers;
- contracted service provision to the local, provincial and national government, as well as the private sector; and
- accredited continued professional development (CPD) opportunities for professionals involved in planning.

Close relationships with industry and government expose students to regular engagements with practitioners and real-life projects and ensure curricula that are relevant to current and future challenges. These relationships also open doors to exciting research opportunities at the honours, master's and doctoral levels in fields such as environment behaviour studies; climate change adaptation; urban resilience; urban citizenship; green building; regenerative design and development; heritage and cultural landscapes; safe and sustainable housing and urban spaces; strategic development planning; construction cost databases, escalation and indices; well-being in the built environment; and contracts and property law.

- The Department of Architecture is one of only a few institutions worldwide that offers crosscutting programmes in the three disciplines of architecture, landscape architecture and interior design.

### School of Information Technology

- The School of Information Technology (SIT) is unique and the first of its kind in South Africa. Students enjoy the advantage of an integrated approach to information technology (IT), with programmes and modern laboratories in Computer Science, Informatics and Information Science.
- The School offers cross-disciplinary degrees such as MIT and PhD (IT), and each of the departments has its own selection of undergraduate and postgraduate degrees.
- The nine undergraduate degrees offered in the School cover the entire spectrum of disciplines associated with IT.
- All the degree offerings in the School focus on industry-related trends and are highly sought after in the IT industry.



## Faculty of Health Sciences

[www.up.ac.za/faculty-of-health-sciences](http://www.up.ac.za/faculty-of-health-sciences)

The Faculty of Health Sciences has a long and proud tradition of excellence in the education of health care professionals. Students who join the Faculty will be part of a new generation of health care professionals due to its exceptional standards, relevant content and innovative and interactive approaches. Even though the latest technology is used where appropriate, students are still offered a rich and varied hands-on clinical experience in a range of hospital, clinic and community settings.

The Faculty, with in excess of 30 500 alumni in more than 50 countries, is currently home to over 5 000 undergraduate and 1 500 postgraduate students and offers specialist medical and dental training and fellowships in more than 43 disciplines. Students are trained by 600 academic staff members located in four schools, namely the Schools of Dentistry, Health Sciences, Medicine and Health Systems, and Public Health.

The Faculty of Health Sciences includes 14 institutes, centres and entities, which are the hallmark of research at the Faculty. The research focus is on the health and health care challenges facing South Africa and Africa and research ranges from laboratory-based cutting-edge science to community-based initiatives, to finding solutions to health care burdens such as the COVID-19 pandemic.



## Faculty of Humanities

[www.up.ac.za/faculty-of-humanities](http://www.up.ac.za/faculty-of-humanities)

As one of the oldest humanities faculties in South Africa (100 years old in 2019), the Faculty is the intellectual home of the liberal arts at the University of Pretoria (UP) and the basis for a solid foundational education. Our academic curricula, research activities and community engagement activities not only address the diverse needs of local communities, but also interact with international endeavours and debates relating to the human sciences.

The University of Pretoria is ranked in the top four hundred in the world for arts and humanities, according to the latest Times Higher Education World University Rankings, which placed it in the 300–350 bracket worldwide for arts and humanities subjects.

The major fields of knowledge in the arts (music, drama and visual arts), languages, social and applied sciences are taught with careful attention to location, context and history in a deeply interconnected world. The Faculty is one of the most comprehensive faculties in the field of humanities in the country and comprises 12 different academic departments, two teaching units and a number of specialised research centres and institutes. It offers 18 undergraduate and 144 postgraduate programmes.

To support research capacity in the humanities, the Faculty collaborates with a wide range of international partners. Members of the Faculty lead multidisciplinary team research projects that investigate themes such as inequalities and social justice, decolonisation of the curriculum, capital cities and the public intellectual.

Multilingualism is a key component of the Faculty's work. Our courses encourage students to explore different languages and cultures and to also study different mediums, such as digital and visual literacy. Exposing students to lingualism in its many forms promotes appreciation for the complexity and richness of our society. A wide range of language programmes are available, including African languages (Northern Sotho, Zulu, Tswana and Ndebele), Afrikaans, Ancient languages (Greek, Latin and Semitic languages), English and four other 'modern' European languages (French, German, Portuguese and Spanish). Japanese is also taught at an introductory level.

Through the School of the Arts, the Faculty also offers degrees in Visual Studies and a specific postgraduate programme in Digital Culture and Media. Furthermore, the Faculty has introduced the African continent's only master's programme in Tangible Heritage Conservation, which is supported by a BSocSci (Hons) programme in Heritage, Museums and Preservation Studies.



## Faculty of Law

[www.up.ac.za/faculty-of-law](http://www.up.ac.za/faculty-of-law)

Our ranking as best in Africa, which was confirmed for the third consecutive year by the Times Higher Education (THE) 2020 survey, is an achievement unparalleled in Africa.

To achieve our vision of becoming an internationally recognised leader in socially relevant legal research and education, our mission is to create and sustain a research and education environment that is grounded in the pursuit of social justice and excellence. We have professional links to the most prestigious international bodies, such as the United Nations, the European Union, the African Union, the World Bank and foreign universities.

At the postgraduate level, we offer extensive master's (LLM/MPhil, through either coursework or research) and doctoral programmes (LLD/PhD).

The Faculty currently employs approximately 70 dedicated full-time academics, of whom more than two-thirds have doctoral degrees in various fields of law. Supported by a highly motivated professional staff, they serve and prepare our student community for the various law-related career opportunities.

The legal profession is a demanding one, but the skills taught at UP Law will prepare you to take your place among the best in the field. The high quality of teaching and learning support we provide ensures that employers are keen to hire our graduates. As a UP Law graduate you will have received the high quality of teaching and learning that is part of THE UP WAY of life and will be fully equipped to adjust to the world of work. You will be able to play a positive role in South Africa and the world, use your critical thinking skills to innovate, and be a well-rounded, ethical individual who is an asset to the workplace and society.

Many of our alumni have reached the apex of their careers in law, some serving as judges in the high courts, the Supreme Court of Appeal and the Constitutional Court, where they play a significant role in the execution of justice. Several graduates have also taken up important positions in government. The current Minister of Justice and Correctional Services, Mr Ronald Lamola, is a UP Law alumnus! So is Ms Yvonne Dausaba, the Minister of Justice in Namibia. Join us to follow in their footsteps or create your own illustrious future.

As the UP-Law community, we are deeply committed to promoting fairness and justice in our society, our country and the world. We look forward to our 2021 intake of students and their future contributions as UP Law graduates in the national and international legal arenas.



## Faculty of Natural and Agricultural Sciences

[www.up.ac.za/faculty-of-natural-agricultural-sciences](http://www.up.ac.za/faculty-of-natural-agricultural-sciences)

The hopes of South Africa rest largely on developments in science, engineering and technology. The Faculty of Natural and Agricultural Sciences aims to provide leadership in the fields of basic natural sciences and mathematics and has a substantial record of research achievements. The high quality of undergraduate and postgraduate education offered and the Faculty's involvement in a variety of community projects contribute to its excellence.



## Faculty of Theology and Religion

[www.up.ac.za/faculty-of-theology-and-religion](http://www.up.ac.za/faculty-of-theology-and-religion)

The teaching, research and community engagement of this Faculty are all focused on critical, relevant and contextual theologies. The Faculty comprises five departments (Old Testament and Hebrew Scriptures; New Testament and Related Literature; Practical Theology and Mission Studies; Religion Studies; Systematic and Historical Theology) and our students come from at least 33 different Christian denominations. We are committed to creating a culture that embraces a true ecumenical spirit and posture, and accommodates different epistemologies, inter-religious dialogue and new technologies to enable our students to engage in the critical reading of texts from religious, historical and life experiences.

Our mission is to nurture transformative leaders who serve academia, faith communities and society by promoting justice, peace, integrity and diversity in order for human life to flourish in South Africa and on our continent. We constantly introduce different methods to encourage critical thinking, investigation, interactive and participatory learning.



## Faculty of Veterinary Science

[www.up.ac.za/faculty-of-veterinary-science](http://www.up.ac.za/faculty-of-veterinary-science)

The Faculty of Veterinary Science is situated on the Onderstepoort Campus some 20 km north-west of the Hatfield Campus and approximately 15 km due north of the Pretoria (Tshwane) city centre. It aims to be an internationally accredited seat of veterinary excellence, to be globally competitive, regionally pre-eminent and locally relevant while providing an effective veterinary interface to Africa. The Faculty has a proud tradition in veterinary and para-veterinary education, research and service rendering.



## The Gordon Institute of Business Science (GIBS)

The University of Pretoria's Gordon Institute of Business Science (GIBS), founded in 2000, is an internationally accredited business school, based in Johannesburg, South Africa's economic hub. We focus on general management in dynamic markets to significantly improve responsible individual and organisational performance, primarily in the South African environment and increasingly in our broader African environment, through the provision of high-quality business and management education.

In May 2020, the annual UK Financial Times Executive Education rankings, a global benchmark for providers of executive education, once again ranked GIBS as the top South African and African business school. This is the 17th consecutive year in which GIBS has been ranked among the top business schools worldwide. In October 2019, the GIBS MBA programme was ranked among the top 100 globally in the prestigious Financial Times Executive MBA Rankings. GIBS is one of only two business schools in Africa to be included in this ranking.

GIBS is accredited by the Association of MBAs (AMBA), the Association to Advance Collegiate Schools of Business (AACSB) and the Council on Higher Education (CHE), and is a member of the South African Business Schools Association (SABSA) and the Association of African Business Schools (AABS).

For more information, visit [www.gibs.co.za](http://www.gibs.co.za).



## 5. Evaluation of international qualifications

### 5.1 Universities South Africa (USAf)

In the case of non-South African citizens and students who do not have a South African National Senior Certificate (NSC) or an Independent Examination Board (IEB) qualification, a full or foreign conditional exemption certificate is a prerequisite for enrolment for undergraduate studies at the University of Pretoria. This certificate can be obtained only from Universities South Africa (USAf).

USAf requires the following documentation when applying for a full or conditional foreign exemption certificate:

- Copies of foreign qualifications certified as correct by the Registrar of a South African university, a South African embassy or consulate in a foreign country, or a public notary (result slips, faxes and copies certified by a Commissioner of Oaths are not acceptable)
- A certified copy of the applicant's South African identity document (in the case of permanent residents only), or a valid foreign passport containing the applicant's full names and date of birth, passport number and photograph, or a certified copy of the applicant's birth certificate
- A completed M30E form (<https://mb.usaf.ac.za/download-application-form-m30/>)

#### Contact information

**Tel** +27 (0)10 591 4401/2  
**Fax** +27 (0)86 680 5727  
**Email** [applications@USAF.ac.za](mailto:applications@USAF.ac.za)  
**Website** <https://mb.usaf.ac.za/>

**Location** First floor, Blocks E and D, Hadefields Office Park,  
 1267 Pretorius St, Hatfield, Pretoria, 0028, South Africa

**Postal address** PO Box 3854, Pretoria, 0001



## 5.2 South African Qualifications Authority (SAQA)

Postgraduate applicants must have all their previous post-school qualifications evaluated by the South African Qualifications Authority (SAQA) before applying for postgraduate studies at the University of Pretoria. However, before applying for a SAQA evaluation for admission to the School of Engineering, an inquiry regarding the necessity of an evaluation must be sent to dawn.taljaard@up.ac.za, stefanie.steenberg@up.ac.za or nadine.ahdong@up.ac.za.

**The steps in the online application procedure are outlined on [www.saqa.org.za](http://www.saqa.org.za):**

### Step 1: Online registration and application:

- 5.2.1 Access the relevant link on the SAQA website by selecting Services > Evaluation of foreign qualifications > Online application. Register yourself online if you are a new client and/or log in.
- 5.2.2 Select 'Evaluation certificate' and carefully read all the information.
- 5.2.3 Click 'Next' and complete the relevant sections.
- 5.2.4 Once completed, print the online application form.
- 5.2.5 Read and sign the declaration on the online application form (unsigned application forms will not be processed).

### Step 2: Receipt of submission number and proof of payment for the SAQA service:

- 5.2.6 On the printout of the online application form, you will automatically receive a submission number starting with 20.
- 5.2.7 This submission number is your reference number for payment purposes.
- 5.2.8 Please use this submission number when making the payment into the bank account.
- 5.2.9 Proof of payment without a submission number is not valid.

### Step 3: Submission of documents together with the printed online application form—SAQA will only process applications on receipt of the following documents:

- 5.2.10 The printed and signed online application form
- 5.2.11 Proof of payment with the submission number as reference number
- 5.2.12 The correct documentation according to the requirements as stated on the online application form
- 5.2.13 A certified copy of an official identity document

**PLEASE NOTE:** SAQA accepts only online applications for the evaluation of foreign qualifications. No other form of application is accepted.

#### Contact information

**Call centre** +27 (0)12 431 5000/70  
**Helpdesk** +27 (0)86 010 3188  
**Fax** +27 (0)12 431 5147  
**Website** [www.saqa.org.za](http://www.saqa.org.za)

**Postal address** Postnet Suite 248,  
 Private bag X06,  
 Waterkloof, 0145

**Location** SAQA House,  
 1067 Arcadia Street,  
 Hatfield, 0028

#### Evaluation of foreign qualifications

**Tel** +27 (0)12 431 5070  
**Helpdesk** +27 (0)86 010 3188  
**Email** [saqainfo@saqa.org.za](mailto:saqainfo@saqa.org.za)

## 6. International Cooperation Division

The International Cooperation Division (ICD) is a home from home for all non-South African students. All enquiries relating to immigration and the specific needs of an international student can be addressed to [isd@up.ac.za](mailto:isd@up.ac.za).

All students who are not South African citizens must submit immigration clearance documents prior to registration. The University will be open from 4 January 2021.

Before non-South African citizens are allowed to register, they need to submit proof of their legal status in South Africa, as well as proof of adequate medical aid cover.

Documents required are listed under the heading 'Supporting documents' and must be emailed to [isd@up.ac.za](mailto:isd@up.ac.za). Students must clearly state their student number on each page.

### Contact information

<b>Tel</b>	+27 (0)12 420 3111
<b>Email</b>	<a href="mailto:isd@up.ac.za">isd@up.ac.za</a>
<b>Website</b>	<a href="http://www.up.ac.za/international-cooperation-division">www.up.ac.za/international-cooperation-division</a>
<b>Location</b>	Graduate Centre, Hatfield Campus

The ICD team is responsible for the pre-, in- and post-care of all non-South African citizens who wish to study at the University of Pretoria. The table below indicates specific responsibilities:

Category	Responsibility
Non-South African citizens who want to register for a full degree: <ul style="list-style-type: none"> <li>▪ Undergraduate</li> <li>▪ Postgraduate</li> </ul>	Pre-care/in-care/post-care Immigration Clearance Orientation (January)
<ul style="list-style-type: none"> <li>▪ Exchange students:               <ul style="list-style-type: none"> <li>– Incoming</li> <li>– Outgoing</li> </ul> </li> <li>▪ Study-abroad students</li> <li>▪ Elective and visiting students</li> </ul>	<ul style="list-style-type: none"> <li>▪ Application</li> <li>▪ Admission</li> <li>▪ Immigration clearance</li> <li>▪ Registration</li> <li>▪ Orientation (January and July)</li> <li>▪ Accommodation</li> </ul>



## 6.1 Immigration clearance

The International Cooperation Division (ICD) is the immigration control point for non-South African students. All newcomers and returning students must submit immigration clearance documents to the ICD via email to [isd@up.ac.za](mailto:isd@up.ac.za).

### Supporting documents

Ensure that you submit all the documents listed below via [isd@up.ac.za](mailto:isd@up.ac.za).

- 6.1.1. In the case of students with permanent residence in South Africa, a copy of a valid PR certificate and passport, or an identity document (photo page and number)
- 6.1.2 A valid study visa endorsed for studies at the University of Pretoria, or one of the following:
  - 6.1.2.1 An Asylum Seeker Temporary Permit—Section 22 permit
  - 6.1.2.2 A Refugee Permit or ID—Section 24 permit
    - A diplomatic visa (Diplomatic cards are not acceptable.)
    - A work visa for part-time studies at the University of Pretoria, accompanied by a timetable or letter from the faculty confirming block weeks or part-time studies
- 6.1.3 Proof of medical aid cover (medical aid premiums to be paid in advance for one year, from 01 January to 31 December, without any exceptions)

Permanent residents are still classified as non-South African citizens and must submit photocopies of their proof of permanent residence in South Africa before registration.

**PLEASE NOTE:** Permanent residents of countries other than South Africa, including permanent residents of SADC-countries, will be captured on UP systems as citizens of their original countries and tuition fees will be levied accordingly.

The documents mentioned above must be submitted via email and the information must be captured before a student will be allowed to register.



## 6.2 Temporary residence permits

The New Immigration Regulations of 2014 were published in Government Gazette No 37679 in terms of section 7 of the Immigration Act of 2002 (Act No 13 of 2002) and came into effect on 26 May 2014. Both prospective and returning students are advised to visit [www.vfsglobal.com/dha/southafrica](http://www.vfsglobal.com/dha/southafrica) for all the required information.

All foreign nationals wishing to enter South Africa will have to adhere to the New Immigration Regulations.

The Department of Home Affairs has announced the opening of visa and permit facilitation centres in 11 cities located in the nine provinces of South Africa (VFS Global). Visa and permit applications will be accepted at any of these centres for assessment by the Department of Home Affairs in Pretoria. Non-South Africans with legal residence permits can apply for visas or permits at these centres.

Every non-South African citizen is required to hold a valid passport and a temporary residence permit, such as a study visa endorsed for study at UP. Non-South African citizens wishing to enter South Africa should only apply for study visas once they have received an official letter of admission.

Study visas must be obtained before travelling to South Africa. First applications for study visas will no longer be accepted within the borders of South Africa.

**PLEASE NOTE:** To ensure that the correct procedure has been followed to obtain entry into South Africa, visit [www.up.ac.za/international-cooperation-division](http://www.up.ac.za/international-cooperation-division) for more detailed information on the Immigration Regulations (which came into effect on 26 May 2014).



### 6.3 Visa types for international students

UNDERGRADUATE AND POSTGRADUATE NON-SOUTH AFRICAN STUDENTS			
International student 'type'	Important comments	Temporary residence permit visa required for registration	Additional requirements before registration
<b>Full degree-seeking undergraduate and postgraduate students</b>	Full degree-seeking undergraduate or postgraduate non-South African students may register with only one of the temporary residence permits mentioned in this brochure.	<b>1. Study visa</b> endorsed for studies at the University of Pretoria	Medical cover provided by a medical scheme registered with the Council for Medical Schemes in South Africa. <b>PLEASE NOTE:</b> <ul style="list-style-type: none"> <li>▪ Medical insurance is not accepted.</li> <li>▪ Medical cover must be paid in advance for a full year (January to December).</li> <li>▪ Medical cover must cover the full duration of the study visa to ensure that students have medical cover from their arrival to their departure from South Africa.</li> <li>▪ Momentum Health (Ingwe Option) and CompCare Wellness Medical Scheme are UP's preferred service providers.</li> <li>▪ Momentum and CompCare provide a daily on-campus service during peak times and are available on campus from 11:00 to 15:00 every Tuesday.</li> <li>▪ Apply online at <a href="http://www.ingwehealth.co.za">www.ingwehealth.co.za</a> and <a href="http://www.compcare.co.za">www.compcare.co.za</a>.</li> </ul>
	Non-South African students who fled their home countries and cannot return	<b>2. Asylum seekers</b> must provide a Section 22 Asylum Seeker Permit	No medical cover required
	Non-South African students who were asylum seekers and were granted refugee status	<b>3. Refugees</b> must provide a Section 24 Refugee Permit or a Refugee Identity Document	No medical cover required
	Non-South African students who are part of the diplomatic community in South Africa	<b>4. A diplomatic visa</b> and a diplomatic passport <i>are acceptable</i> ; diplomatic cards are not accepted	No medical cover required
	Students who have non-South African citizenship, but have been granted permanent residence status in South Africa	<b>5. Permanent Residence Permit</b> (green barcoded identity document or identity smartcard)	<ul style="list-style-type: none"> <li>▪ No medical cover required</li> <li>▪ Must be permanent residents of South Africa</li> <li>▪ Must submit green ID book with South African identity number or SA residence permit or identity card.</li> <li>▪ PLEASE NOTE: Students who have obtained permanent residence in SADC countries, other than South Africa, must register on study visas.</li> </ul>

UNDERGRADUATE AND POSTGRADUATE NON-SOUTH AFRICAN STUDENTS			
International student 'type'	Important comments	Temporary residence permit visa required for registration	Additional requirements before registration
<b>Inbound undergraduate and postgraduate exchange students</b>	<ul style="list-style-type: none"> <li>▪ Come to study at UP for a semester only, under the auspices of a collaboration agreement, with a partner institution outside the borders of South Africa</li> <li>▪ Tuition fees are normally waived.</li> <li>▪ These students do obtain academic credits.</li> </ul>	<b>Study visa</b> endorsed for studies at the University of Pretoria.	<ul style="list-style-type: none"> <li>▪ Same medical cover requirements as for full degree-seeking students</li> <li>▪ Medical cover required for the duration of the study visa issued</li> </ul>
<b>Inbound undergraduate and postgraduate study-abroad students</b>	<ul style="list-style-type: none"> <li>▪ Come to study at UP for a semester only</li> <li>▪ May, or may not be under the auspices of a collaboration agreement with a partner institution, outside the borders of South Africa</li> <li>▪ They are full fee-paying students.</li> <li>▪ These students do obtain academic credits.</li> </ul>	<b>Study visa</b> endorsed for studies at the University of Pretoria.	<ul style="list-style-type: none"> <li>▪ Same medical cover requirements as for full degree-seeking students</li> <li>▪ Medical cover required for the duration of the study visa issued</li> </ul>
<b>Undergraduate and postgraduate elective students</b>	Visitor's visa—endorsement will depend on the type of programme	<b>Visitor's visa</b> endorsed with the reason the student will be spending an elective period at UP, namely: <ul style="list-style-type: none"> <li>▪ Research</li> <li>▪ Internship</li> <li>▪ Observer</li> </ul> Such a visa cannot be valid for longer than three months.	<ul style="list-style-type: none"> <li>▪ No medical cover required</li> <li>▪ Should the elective period exceed three months, the candidate should obtain a study visa and medical aid.</li> </ul>
POSTGRADUATE NON-SOUTH AFRICAN STUDENTS ONLY			
<b>Master's, PhD research only and Distance Education students</b>	<ul style="list-style-type: none"> <li>▪ These students do not pay double tuition fees.</li> <li>▪ Only visit the campus occasionally</li> </ul>	One of the following: <ul style="list-style-type: none"> <li>▪ Study visa</li> <li>▪ Work visa</li> <li>▪ Visitor's visa</li> </ul>	<ul style="list-style-type: none"> <li>▪ Will require medical cover.</li> <li>▪ No medical cover is required.</li> <li>▪ No medical cover is required.</li> </ul>
<b>Block students</b>	These students attend block sessions only.	One of the following: <ul style="list-style-type: none"> <li>▪ Visitor's visa (not exceeding three months)</li> <li>▪ Work visa</li> </ul>	<ul style="list-style-type: none"> <li>▪ No medical cover is required.</li> <li>▪ No medical cover is required.</li> </ul>
<b>Postdoctoral fellows</b>	Postdoctoral fellows are registered as students even though they are researchers.	One of the following: <ul style="list-style-type: none"> <li>▪ Visitor's visa endorsed for research at UP</li> <li>▪ Critical skills visa</li> </ul>	<ul style="list-style-type: none"> <li>▪ Medical cover is required.</li> <li>▪ Medical cover and SAQA evaluation of the PhD degree at own cost are required.</li> </ul>

## 6.4 Compulsory medical aid cover

### Important information for study visa holders

In terms of the South African Immigration Act of 2002, non-South African citizens who are holders of study visas, or wish to apply for study visas, must have medical aid cover for the duration of their stay. Ensure that the medical aid is registered with the Council for Medical Schemes in South Africa.

Before applying for study visas, students registering for studies at the University on study visas can apply online for medical aid cover approved by UP. Any student who enters South Africa on a study visa without the required medical aid cover is advised to join Momentum Health (Ingwe option). Refer to [www.ingwehealth.co.za](http://www.ingwehealth.co.za). Alternately, any medical aid on the following link can be considered: <https://www.medicalschemes.com/MedicalSchemes.aspx?flt=L>.

**PLEASE NOTE:** Some South African consular offices where students apply for study visas accept international medical insurance submitted by students applying for study visas. However, the University of Pretoria requires full-degree students, exchange students and study-abroad students to join a South African medical aid registered with the Council for Medical Schemes in South Africa and to provide proof of membership for the full year, January to December. International insurance is not accepted. Students who fail to adhere to this stipulation will be obliged to join Momentum Health (Ingwe option) on campus upon arrival, before being allowed to register. A student visiting South Africa for less than 90 days and entering on a visitor's visa is exempted from this rule.

### Momentum Health (Ingwe option)

**Tel** +27 (0)12 671 8749 (Centurion) or +27 (0)86 010 2493  
**Email** [studenthealth@momentum.co.za](mailto:studenthealth@momentum.co.za)  
**Website** [www.ingwehealth.co.za](http://www.ingwehealth.co.za)

### Comp Care Wellness Medical Scheme

**Contact** Nidia Debe  
**Mobile** +27 (0)79 717 1964 or +27 (0)861 222 777  
**Email** [info@universal.co.za](mailto:info@universal.co.za)  
**Website** [www.compcare.co.za](http://www.compcare.co.za)





## 7. Exchange, study-abroad and elective students

### 7.1 Application, academic year and examinations

All prospective students apply online at <https://www.up.ac.za/online-application/article/2445192/apply-at-the-university-of-pretoria>. The academic year commences in January and lectures commence in February (first semester) and July (second semester). Examinations are written in June (first semester) and November (second semester), and supplementary examinations are written before the end of the first and second semesters.

Students are allowed to register for only one semester (six months), unless special arrangements have been made between the home and host institutions.

#### 7.1.1 No application fee is required.

A student who registers for a degree programme will be required to comply with the requirements that pertain to that programme in terms of all the relevant modules. Undergraduate programmes may be completed over a period of between three and six years. However, should a student wish to obtain credits for specific modules only, he or she should enrol for those modules as they are offered either in the first or second semester. The credits you earn for the second option will be credited towards your degree at your home university.

At the University of Pretoria, our first semester is from January to June, and the second from July to December. Before you register for any modules, please make sure that they will be presented during your exchange period. This will also ensure that you obtain the credits you desire.

### 7.2 Exchange students and study-abroad students

Selection of programmes/modules: The Yearbooks of the University of Pretoria can be accessed on this website: [www.up.ac.za/yearbooks/home](http://www.up.ac.za/yearbooks/home).

Students must submit a list of the programmes they wish to follow during their exchange programme/semester of studying abroad (compulsory and optional study programmes). Those who experience problems in this regard may contact the ICD office via email for referral to the relevant academic(s) for advice and/or academic alternatives. To avoid unnecessary disappointment and complications, students are advised to first determine the availability of a specific programme before travelling to South Africa.

The University of Pretoria offers a range of undergraduate and postgraduate programmes. For more information, click on the links below:

- Undergraduate prospective students: <https://www.up.ac.za/programmes>
- Postgraduate prospective students: <https://www.up.ac.za/postgraduate-study-and-research>

Students are welcome to apply to study in any faculty except Health Sciences. Those who are required to write supplementary examinations are advised to postpone their return home as UP does not allow supplementary examinations to be written outside South Africa. It is the student's responsibility, upon arrival, to contact the relevant faculty to find out when examinations for registered programmes will take place.

### Closing dates: Exchange and study-abroad students

For exchange and study-abroad students the closing date for applications for the first semester (January to June) is 30 September in the year preceding a student's studies at UP, and for the second semester (July to December) it is 31 March in the current year.

### 7.3 Elective students

Elective students wishing to apply to study at the University of Pretoria have to apply online at: <https://www.up.ac.za/online-application/article/2445192/apply-at-the-university-of-pretoria>.

The administration fee for elective students for the 2020 academic year is R2 710. Please note that this amount is subject to change at any time. For the most recent information, go to [www.up.ac.za/fees-and-funding](http://www.up.ac.za/fees-and-funding).

There is no closing date for applications for elective students and no application fee is payable.

### 7.4 Accommodation

The ICD arranges accommodation for exchange, study-abroad and elective students, but accommodation is subject to availability and is allocated on a first come, first served basis. For more information, please go to [www.up.ac.za/student-accommodation](http://www.up.ac.za/student-accommodation).

### 7.5 Special Orientation Programme for international students

Attendance of this programme is mandatory for all newcomers, exchange and study-abroad students. Details are communicated to students in the letter of admission and the information package.



## 8. Fees and funding

For detailed information on fees, funding, bursaries, loans and scholarships, please consult [www.up.ac.za/fees-and-funding](http://www.up.ac.za/fees-and-funding)

### PLEASE NOTE:

- All amounts published are in South African rand (ZAR). International students should familiarise themselves with all the information that will apply to their studies at the University of Pretoria.
- No student will be able to register for an academic semester unless all outstanding fees have been paid.
- Should a student have been awarded a bursary by an institution other than UP, a document confirming the bursary must be submitted to the Student Service Centre.
- Students whose accounts are in arrears will not receive their examination results or academic records and interest will be charged on overdue accounts. Those students will also not qualify for placement in a UP residence for the next academic year.

Before registration at UP, a **full-degree student** who is not a South African citizen should budget for an initial payment of between US\$2 000 and US\$4 000 per academic year. This amount does not include accommodation and other expenses.

### University of Pretoria banking details

<b>Bank</b>	ABSA
<b>Branch</b>	Hatfield
<b>Branch code</b>	632005
<b>Account number</b>	214 000 0054
<b>Deposit reference</b>	Eight-digit student number (EMPLID)
<b>For international transactions</b>	SWIFT CODE: ABSAZAJCPT

### International levy

- The international levy for 2020 is R3 470 and is subject to change every year.
- This international levy, which is payable in addition to the registration fee, must be paid annually by all non-South African citizens, including students who are citizens of SADC countries and whose study visas or visitor's visas are endorsed to study in South Africa.
- Asylum seekers, refugees and diplomats stationed in South Africa, and persons with permanent residence in South Africa only are exempted from paying the international levy.





**University of Pretoria contact information**

Tel +27 (0)12 420 3111 | Email [ssc@up.ac.za](mailto:ssc@up.ac.za) | Website [www.up.ac.za](http://www.up.ac.za)

**Physical address**

University of Pretoria, cnr Lynnwood Road and Roper Street, Hatfield

**Postal address**

University of Pretoria, Private Bag X20, Hatfield 0028



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