



11 January 2023

## ADMINISTRATIVE SERVICES

### DEGREE-SEEKING INTERNATIONAL STUDENT (STELLENBOSCH CAMPUS)

*Stellenbosch University International is open for both in-person (F2F) and virtual services.*

*You may choose to attend to your consultation either in person (in the relevant staff member's office) or virtually (online via MS Teams).*

**BOOKINGS ARE ESSENTIAL**, irrespective of the consultation mode, to avoid sitting in long queues.

Please note the following in terms of making a booking/appointment:

- Make a booking via our online booking system, which can be accessed [HERE](#).
- Once an appointment has been made, you will receive a confirmation email.
- If you opted for an in-person appointment (F2F), please arrive 5 minutes earlier and stick to your allocated timeslot. If you miss your timeslot, you will have to make a new booking.
- Students arriving for in-person (F2F) consultations must report at reception in the Krotoa Building (former RW Wilcocks), Victoria Street entrance.
- On arrival you will be asked for your appointment confirmation.

SCAN  
HERE



### **1. PRE-REGISTRATION CLEARANCE FOR ALL INTERNATIONAL STUDENTS STELLENBOSCH CAMPUS: (UNDERGRADUATE & POSTGRADUATE)**

- Before you can register for your academic programme of study, you must be cleared by SU International through a process known as pre-registration clearance/verification.
- All international students including permanent resident holders, refugees and asylum seeker status students are required to provide copies of supporting documentation for pre-registration clearance/verification prior to registering for the academic programme.
- To see which documentation is required for pre-registration, [CLICK HERE](#)
- [PLEASE CLICK HERE](#) to upload your documents for pre-registration clearance or alternatively, scan the following [QR-Code](#)



## 2. FIRST-YEAR INTERNATIONAL UNDERGRADUATE STUDENTS

- All First-year international undergraduate students with a provisional offer to Stellenbosch University for 2023 academic year, must upload a CERTIFIED copy of their FINAL RESULTS to be verified by the International Office, before the Faculty will issue a final admission offer letter if you still meet the requirements.
- **PLEASE CLICK HERE** to upload your final results for verification or scan the following [QR-Code](#)



- (i) If based on your final results uploaded and the programme requirements have been met, a final offer will be issued to you.
  - ✓ *You then need to accept or decline the offer within the allocated days.*
- (ii) If you do not meet the programme specific admission requirements, you will not be receiving any final offer but will receive an unsuccessful update.
  - ✓ *This means you will not be able register for 2023 academic year.*

Please make sure you comply with matriculation exemption requirements by doing an online assessment on the website of [USAF ONLINE ASSESSMENT LINK](#)

## 3. HOUSING

Any information regarding housing can be viewed on this link: [SUI HOUSING](#)

## 4. IMMIGRATION & HEALTH COVER

- Any information regarding immigration & health cover can be viewed on this link: [IMMIGRATION & HEALTH COVER](#)
- To request for a **Letter of Undertaking / Letter of Continuation (LOC)** for study visa renewal you can send an email to the following colleagues.
  - Undergraduate Students : [immigration@sun.ac.za](mailto:immigration@sun.ac.za)
  - Postgraduate Students : [postgraduate@sun.ac.za](mailto:postgraduate@sun.ac.za)
- Please ensure that your student account at Stellenbosch University is settled in full for 2022 academic year before requesting a LOC.

## 5. APPLICATION FOR MATRICULATION EXEMPTION CERTIFICATE

- Information regarding matriculation exemption and documents to be submitted is available on this link: [MATRICULATION EXEMPTION](#)

## 6. STUDENT FINANCES

➤ Information regarding fees for 2023 can be viewed on this link: [2023 FEE INFORMATION](#)

2.1	To request for a proof of address letter, send an email to <a href="mailto:suireception@sun.ac.za">suireception@sun.ac.za</a>	
2.2	To generate a fee quotation for 2023 Academic Year	<a href="#">CLICK HERE</a>
2.3	To pay your Student Account ( <i>Quickest option; the funds will reflect immediately</i> )	<a href="#">CLICK HERE</a>
2.4	To request for a letter to Open a Bank Account in SA	<a href="#">CLICK HERE</a>
2.5	To request for an electronic transfer of funds/credit available on the student account to be paid to your SA bank account.	<a href="#">CLICK HERE</a>
2.6	To request for a refund/reimbursement to an International Bank account.	<a href="#">CLICK HERE</a>
2.7	To upload / change your SA banking details	<a href="#">CLICK HERE</a>

## 7. CONTACT DETAILS (STELLENBOSCH CAMPUS)

You can also send an email should you wish to speak to an administrator or check our website on [www.sun.ac.za/international](http://www.sun.ac.za/international) for more information:

Reception	<a href="mailto:reception@sun.ac.za">reception@sun.ac.za</a>	021-808 2565
Finances: Degree Seeking Students	<a href="mailto:suifinance@sun.ac.za">suifinance@sun.ac.za</a>	021-808 4613
Housing	<a href="mailto:interhouse@sun.ac.za">interhouse@sun.ac.za</a>	021-808 4702
Immigration & Health Cover	<a href="mailto:immigration@sun.ac.za">immigration@sun.ac.za</a>	021-808 4628
Matriculation Exemption	<a href="mailto:suiundergrads@sun.ac.za">suiundergrads@sun.ac.za</a>	021-808 3078
Golden Key Society Certificate Collection	<a href="mailto:reception@sun.ac.za">reception@sun.ac.za</a>	021-808 2565

*Kind regards,*

**Ms Carmien Snyman**  
[cns@sun.ac.za](mailto:cns@sun.ac.za)

Assistant Director: SUI Operations & Manager SUI Services Centre

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