

Stellenbosch University International Office Services Centre

#### 25 July 2022

# ADMINISTRATIVE SERVICES <u>DEGREE-SEEKING</u> 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.

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

Make a booking via our online booking system, which can be accessed <u>here</u>.



- Once an appointment has been made, you will receive a confirmation email.
- If you opted for an in-person appointment (*F2F*), please 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.

#### 1. HOUSING

Any information regarding housing can be viewed on this link: **SUI HOUSING** 

# 2. IMMIGRATION & HEALTH COVER

- Any information regarding immigration & health cover can be viewed on this link: <u>IMMIGRATION</u> & <u>HEALTH COVER</u>
- 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 : <u>immigration@sun.ac.za</u>
  - Postgraduate Students : postgraduate@sun.ac.za
- Please ensure that your student account at Stellenbosch University is settled in full for the 2022 academic year before requesting a LOC.
- > No LOC will be issued to students with outstanding student accounts.

# 3. APPLICATION FOR MATRICULATION EXEMPTION CERTIFICATE

Information regarding matriculation exemption and documents to be submitted is available on this link: <u>MATRICULATION EXEMPTION</u>

#### 4. STUDENT FINANCES

Information regarding fees for 2022 can be viewed on this link: INTERNATIONAL STUDENT FINANCES

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

# 5. QUOTAS ON STUDENT ACCOUNTS

- Increasing of Meal-, Printing Credits & Washing machine quota must be done on the system <u>BEFORE 13 AUGUST 2022</u>. (Meal & Washing Quota only applicable to students in University Residences)
- Online payments after the deadline are possible at <u>www.maties.com</u> or via Snapscan.

# 6. CONTACT DETAILS (STELLENBOSCH CAMPUS)

You can also send an email should you wish to speak to an administrator or check our website on <u>www.sun.ac.za/international</u> for more information:

Golden Key Society Certificate Collection	reception@sun.ac.za	021-808 2565
Finances: Degree Seeking Students	<u>suifinance@sun.ac.za</u>	021-808 4613
Housing	interhouse@sun.ac.za	021-808 4702
Immigration & Health Cover	immigration@sun.ac.za	021-808 4628
Matriculation Exemption	<u>suiundergrads@sun.ac.za</u>	021-808 3078
International Undergraduate Evaluations	<u>suiundergrads@sun.ac.za</u>	021-808 2910

#### Kind regards

#### **Carmien Snyman**

Manager : Services Centre | Bestuurder : Dienssentrum

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