

# **International Post-Doctoral Research Fellows**

**Service offered by the Postgraduate & International Office**

The Postgraduate & International Office (PGIO) assists international postdocs with logistic arrangements for their stay in South Africa, including visa application, temporary accommodation and airport transport on arrival and registration on the University system. The following information should answer some of your questions and you are welcome to contact us if you have any further enquiries. Your contact within the PGIO is Ms Lidia du Plessis.

## **1. Visa application**      <http://www.home-affairs.gov.za/>

Postdocs are considered to be research fellows (not members of staff or students) of Stellenbosch University. Postdocs receive a **fellowship** and **not a salary** from the University or Sponsoring Foundation.

You should apply for a **VISITOR'S PERMIT** with a condition "permitting you to undertake postdoctoral research at Stellenbosch University".

List of the supporting documents to be submitted with the application:

1. Form BI-84 (application form) and 2 x passport photo's
2. Form BI-811 (medical certificate)
3. Form BI-806 (radiological report)
4. Police Clearance Certificates of all countries you resided in for one year, since the age of 18 years
5. Medical Cover with a medical scheme recognised in South Africa
6. Proof of sufficient financial means AND the Letter of Award
7. **The Invitation Letter**, which will state the **period of research**, proof that you have **accommodation** in Stellenbosch AND the Undertaking from PGIO to cover the costs related to your **repatriation** should it become necessary. This is in lieu of a cash deposit.

## **2. Accommodation**

The PGIO can arrange for temporary accommodation in a furnished and equipped flat upon request and according to availability; on campus. We offer this accommodation to postdocs as it is easier to find suitable long-term accommodation once you are in Stellenbosch. Usually postdocs stay for a fairly short period before moving to longer-term private accommodation:

The following arrangements apply to postdocs:

- Postdocs do not have to pay a deposit.
- Postdocs must indicate how long they would like to reserve the apartment prior to arrival, and it will be reserved according to availability. Should you wish to extend the reservation, it will be done according to availability.
- Postdocs may cancel the reservation as soon as they find alternative accommodation, and will not be charged for the remainder of their original reservation.

## **3. Transport from Airport**

The PGIO will arrange for a driver to pick you up from Cape Town International Airport and bring you to Stellenbosch. Please complete the Flight Arrival sheet online at

<http://www0.sun.ac.za/international/accommodation-and-arrival/arrival-sheet>

**OR** email your complete flight details to Ms Georgina Humphreys at [gina@sun.ac.za](mailto:gina@sun.ac.za) at least five working days prior to your arrival.

**4. Registration at Stellenbosch University**

The “Post-doctoral Research Fellow” application form must be completed and submitted to the PGIO together with a copy of a valid passport and permit and proof of health insurance. In order to finalise your registration, please send your complete application prior to your arrival, by email, to Lidia du Plessis at [lidia@sun.ac.za](mailto:lidia@sun.ac.za)

**5. Living in Stellenbosch**

For more information about life and living in Stellenbosch (the town, transport, accommodation, entertainment, etc.) please refer to the PGIO’s website: <http://www0.sun.ac.za/international/general>

**6. Post Doc Society**

For more information on the post-doc society, please visit the following wwebsite <http://student.sun.ac.za/postdocsoc/>

**For more information on your award please contact the Division: Research Development:  
Ms Sindi Kayi, email [kayin@sun.ac.za](mailto:kayin@sun.ac.za) , Tel +27 21 808 2909**

**For any other queries, please contact Ms Lidia du Plessis at the PGIO (Postgraduate & International Office):**

Tel: +27 21 808 2607

Fax: +27 21 808 3799

[lidia@sun.ac.za](mailto:lidia@sun.ac.za)

[www.sun.ac.za/international](http://www.sun.ac.za/international)