



ADMINISTRATIVE SERVICES

FULL DEGREE-SEEKING INTERNATIONAL STUDENT (STELLENBOSCH CAMPUS)

As from 1 October 2021, the country has moved down to lockdown level 1, thanks to lower COVID-19 infection rates reported nationwide. To comply with physical distancing requirements, services to international full degree-seeking students will be conducted either online on Teams *or* in-person but on appointment only *or* via email.

No walk-in without an appointment will be allowed.

- To book an online appointment via TEAMS: [CLICK HERE](#) *or*
- To book an in-person appointment (F2F) at the Krotoa Building (former RW Wilcocks) [CLICK HERE](#) *or*
- Alternatively send an email should you wish to correspond with an administrator:

Mr Grant Leukes	Housing	interhouse@sun.ac.za
	Immigration & Health Cover	immigration@sun.ac.za
Mr Omar Isaacs	Finances	suifinance@sun.ac.za
Ms Carmien Snyman	International Undergraduate Evaluation & Matriculation Exemption	suiundergrads@sun.ac.za

1. HOUSING

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

- **RE-APPLY** for Housing for semester 1-2022 (*Students currently staying in SUI Administered accommodation*)
- **To APPLY** for Housing for 2022 academic year [CLICK HERE](#)

2. IMMIGRATION & HEALTH COVER

Information regarding immigration & health cover can be viewed on this link: [IMMIGRATION](#) & [HEALTH COVER](#)


(a) Currently Enrolled Stellenbosch University Students (Continuing students)

- Send an email to the following colleagues to request for a **Letter of continuation (LOC)** for study visa renewal.
- Please ensure that your student account at Stellenbosch University is settled in full for 2021 academic year and that you have sufficient funding available to continue with your studies in 2022 academic year.
- No Letter of continuation (LOC) will be issued if you have outstanding fees on your student account.

To Request a Letter of Continuation (LOC):

- Currently enrolled Undergraduate Students : immigration@sun.ac.za
- All Postgraduate Students (Continuing & New intake) : postgraduate@sun.ac.za



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(b) Newly admitted Undergraduate Students for 2022 academic year

- If you receive an offer from the university, you need to select one programme by logging onto the [Applicant Portal](#) to indicate your preference and complete the student contract by uploading the final page of the signed student contract.
- We cannot process your final selection if you do not submit the signed last page of the student contract.
- Your **Letter of Undertaking (LOA)** for study visa application will be issued after the contract is uploaded and verified by the admissions office.
- Please allow at least *3 working days* after you uploaded the contract before requesting for the letter from suiundergrads@sun.ac.za if you have not received the letter.

3. INTERNATIONAL STUDENT FINANCES

Any information regarding fees can be viewed on this link: [INTERNATIONAL STUDENT FINANCES](#) and fees payable for **2022** academic year can be viewed [HERE](#)

- To **GENERATE** a Fee Quotation for 2022 Academic Year
- To **PAY** your Student Account: *Use Card (Visa or MasterCard) option to ensure the funds reflects immediately.*
- To **REQUEST** for a letter to Open a Bank Account in SA
- To **REQUEST** for an Electronic transfer of funds / credit available on the student account
- To **REQUEST** for a refund/reimbursement to an International Bank account
- To **UPLOAD or CHANGE** SA banking details
- To request for a proof of address letter, please send an email to suireception@sun.ac.za

4. INTERNATIONAL UNDERGRADUATE ENROLMENT & EVALUATION

- Information regarding matriculation exemption can be found on [MATRICULATION EXEMPTION](#)

5. GENERAL INFORMATION

- Institutional Committee for Business Continuity (ICBC) communication: <http://www.sun.ac.za/english/Lists/news/DispForm.aspx?ID=8636>
- Covid-19 Stellenbosch University updates and information: [COVID-19: Stellenbosch University updates and information](#)

Kind Regards

SUI SERVICES CENTRE

