



4 January 2022

## 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 students will be conducted either in-person but on appointment only or online on Teams or via email.

**No walk-in without an appointment will be allowed.**

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

Mr Grant Leukes	Housing	<a href="mailto:interhouse@sun.ac.za">interhouse@sun.ac.za</a>
	Immigration & Health Cover	<a href="mailto:immigration@sun.ac.za">immigration@sun.ac.za</a>
Mr Omar Isaacs	Finances	<a href="mailto:suifinance@sun.ac.za">suifinance@sun.ac.za</a>
Ms Carmien Snyman	International Undergraduate Evaluation & Matriculation Exemption	<a href="mailto:suiundergrads@sun.ac.za">suiundergrads@sun.ac.za</a>

#### 1. MATRICULATION EXEMPTION CERTIFICATE

- Information regarding matriculation exemption can be found on **[MATRICULATION EXEMPTION](#)**
- Continuing undergraduate international students (*2<sup>nd</sup> and 3<sup>rd</sup> year students*) must submit their matriculation exemption certificate or application number as proof that you already applied for the matriculation exemption before registration for the 2022 academic year.
  - *If you have not applied for your matriculation exemption certificate yet, please urgently [CLICK HERE](#) to make an application or contact [suiundergrads@sun.ac.za](mailto:suiundergrads@sun.ac.za) if you struggle to make a booking.*
- First-year (*new intake*) international undergraduate students do not need to apply for their matriculation exemption certificate prior to registration for the 2022 academic year.
  - Applications for matriculation exemption will take place from September 2022.
  - Please do an online assessment on the website of USAF at <https://mbit-application.usaf.ac.za/assessment/online-assessment/> to make sure you comply with matriculation exemption.
  - Send a certified copy of your final results to [suiundergrads@sun.ac.za](mailto:suiundergrads@sun.ac.za) before pre-registration can be finalised

#### 2. PRE-REGISTRATION 2022

- Before you can register for your academic programme of study, or enrol in any courses, you must be cleared by SU International through a process known as pre-registration
- Pre-Registration clearance will commence via email as from Monday, 3 January 2022 and will remain open until academic registration is still possible.

- 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 prior to registering for the academic programme.
- [CLICK HERE](#) for 2022 pre-registration information.

### 3. **ACADEMIC REGISTRATION 2022**

- For all information regarding academic registration procedures and dates, please [CLICK HERE](#)

### 4. **STUDENT FINANCES**

Any information regarding fees for 2022 can be viewed on this link: [INTERNATIONAL STUDENT FINANCES](#)

- To **GENERATE** a Fee Quotation for 2022 Academic Year
- To **PAY** your Student Account (*Quickest 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](mailto:suireception@sun.ac.za)

### 5. **HOUSING**

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

- [CLICK HERE](#) for Housing applications for semester 1-2022

### 6. **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.
  - 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.
  - Undergraduate Admission : [immigration@sun.ac.za](mailto:immigration@sun.ac.za)
  - Postgraduate Admission : [postgraduate@sun.ac.za](mailto:postgraduate@sun.ac.za)

### 7. **AIRPORT TRANSFER / ARRIVALS**

- Stellenbosch University International Office offers a transfer service to **new** international students, but only for their first arrival.
- It is the students' responsibility to ensure that they make their booking with the office on the following link [CLICK HERE](#).
- All enquiries regarding airport transfers can be directed to [suiarrivals@sun.ac.za](mailto:suiarrivals@sun.ac.za).

For any other information, visit our website on [STELLENBOSCH UNIVERSITY INTERNATIONAL](#) or

Phone +27 21 808 2565 from Monday-Friday **between 08h00-16h30**.

Please regularly check the [COVID-19: Stellenbosch University updates and information](#) for information.