

2023 REGISTRATION INFORMATION FACULTY OF MEDICINE AND HEALTH SCIENCES

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1. General registration enquiries:

- General emails enquiries about registration can be sent to: fmhsregistration@sun.ac.za
- General registration and Student Fees information is available on the dedicated registration webpage at: www.sun.ac.za/registration

2. Registration for returning undergraduate and postgraduate students based on the Tygerberg and Stellenbosch Campus

There are three (3) options available for you to officially re-register as an undergraduate or postgraduate student of the Faculty of Medicine and Health Sciences **before 28 February 2023**.

OPTION 1: Self-registration online

Most students can register online and are encouraged to register via our online registration portal.

Self-registration can be done from any device with access to the internet via [My.sun](#)

The following students will not have access to self-registration:

- Students who have one or more proof of admissibility document outstanding (e.g., Matriculation exemption certificate, advice of results or post matriculation proofs of admissibility)
- Students whose readmission to the University is not in order.
- Students whose Student Fees account with the University is in arrears (debtors) (if the Student Fees account and first instalment of registration is paid in full and is captured by the Student Fees Division) and the student meets all other requirements for self-registration, they will be able to self-register. Please see the Student Fees section below.
- Postgraduate newcomers, who have been accepted by the University for postgraduate programmes and are registering for that programme for the first time in 2023.
- Students who register for special programmes or as a special student.
- Students who have a result at the end of the year other than "pass year" on the academic record.

OPTION 2: Email registration

- Ensure you attach proof of payment or scholarship letter to cover the first instalment toward study fees (registration fee) in your email registration request.
- Students with outstanding 2022 fees will not be allowed to register (except for qualifying NSFAS recipients). Students must first consult with the staff in the relevant Centre for Undergraduate Bursaries and Loans (CUBL) office in this regard (contact details listed below)
- The following staff are available to assist with email registration
 - Ms Vanessa Joseph (email: vbj@sun.ac.za) or Ms Megan Jantjies (email: mjantjies@sun.ac.za), Centre for Student Administration, 1st Floor Clinical Building, Tygerberg Campus

- or Mr Johan Coetzer (email: jco@sun.ac.za) in Room 3020, 3rd Floor, Admin A Building, Stellenbosch Campus
- **Postgraduate students** would have received a registration form which they can complete and return to Ms Jantjies, Ms Joseph, or Mr Coetzer by email. Proof of payment must be included with the postgraduate registration forms.

OPTION 3: On-Campus registration

- Ensure you bring along proof of payment or scholarship letter to cover the first instalment toward study fees (registration fee).
- Students with outstanding 2022 fees will not be allowed to register (except for qualifying NSFAS recipients)
- The following staff are available to assist with on-campus registration
 - Ms Vanessa Joseph (email: vbj@sun.ac.za) or Ms Megan Jantjies (email: mjantjies@sun.ac.za), Centre for Student Administration, 1st Floor Clinical Building, Tygerberg Campus
 - or Mr Johan Coetzer (email: jco@sun.ac.za) in Room 3020, 3rd Floor, Admin A, Stellenbosch Campus
- **Postgraduate students** would have received a registration form which they can complete and return to Ms Jantjies, Ms Joseph, or Mr Coetzer by email. Proof of payment must be included with the postgraduate registration forms.

3. Enquiries about admission and registration for the PhD programme:

Enquiries about admission and registration as a PhD student in the Faculty of Medicine and Health Sciences can be directed to the Tygerberg Doctoral Office, Ms Brigitta Kepkey (tyg-phd@sun.ac.za)

4. Student Card Enquiries

Tygerberg Campus:

Ms Lesanne Matthee (email: lm@sun.ac.za) and Mr Abraham Hartzenberg (email: abrahamh@sun.ac.za): Student Fees Desk, 1st floor, Clinical Building, 021 938 9208/ 9080

5. Requests for academic records

All requests for academic records should be sent to records@sun.ac.za OR requests can be submitted via the [My.sun](https://www.sun.ac.za) website.

6. Student Fees and account enquiries

All Student Fees/student account related enquiries must be directed to the Student Fees Division.

- Email: Ms Lésanne Matthee (lm@sun.ac.za) or access information via the following websites:
- <http://www.sun.ac.za/english/Finance/students>
- <https://www.sun.ac.za/english/maties/fees/study-fees>
- <https://www.finaid.sun.ac.za>

As from 2023 the first compulsory instalment is payable as follows:

Amount payable on 28 February

The amount payable by the end of February is equal to the table below and, where applicable, the compulsory first instalment of Residence Fees.

Please note the compulsory first instalments has been replaced by the following:

	Undergraduate	Postgraduate	Diploma
First instalment on Tuition Fees	20% of all Study Fees	20% of all Study Fees	20% of all Study Fees
Plus: (Where applicable)			
First instalment on Residence Fees	R16 400	R16 400	R16 400

The fees payable should be made as follows:

DATE	% OF TOTAL FEES PAYABLE	% PAYABLE FOR DEBIT ORDER
28 February	20	10
31 March	20	10
30 April	20	10
31 May	20	10
30 June	5	10
31 July	5	10
31 August	5	10
30 September	5	10
31 October	-	10
30 November	-	10

These amounts are not applicable to international students, with the exception of international students with valid permanent residency in South Africa and international students with refugee status - click **here** to be redirected to Stellenbosch University International's website.

All international students, including Namibians, need to pay their study fees in full by date of registration. International students, making use of University's residences have to pay at least R25 000 of the accommodation fees and at least R15 000 of the meal quota allowed for the year to be placed on the account (if placed in SU catering residence) by date of registration.

All outstanding amounts of a previous year have to be settled before a student will be allowed to register for a following year.

Click **here** for more information regarding fees for 2023 .

The 3-month payment arrangement for registration will no longer be applicable due to the above monthly payment plans.

7. Financial assistance to students at the Tygerberg Campus:

We are acutely aware of the financial pressures under which South African households must provide for Student Fees. We therefore continue to strive to assist financially needy students who are academically deserving, as far as possible. Please familiarise yourself with the various categories and forms of financial assistance available.

7.1 Undergraduate financial assistance and bursary enquiries

- Enquiries can be referred to the Tygerberg Campus Undergraduate Bursaries and Loans Office tygbursaries@sun.ac.za if you are an undergraduate student.
- Appointments to consult staff can be scheduled via Microsoft Teams or telephonically, the contact details of the staff are as follows:
 - Ms Rochelle Sylvester, 021 938 9129, sylvester@sun.ac.za
 - Ms Noluvuyo Capsana, 021 938 9458, ncapsana@sun.ac.za
- Appointments to consult with staff on campus are also available, please contact the above staff to make an appointment for an on-campus consultation.

7.2 NSFAS Allowances*

*The information below is correct at the time of publication, but may change at short notice depending on any change officially communicated by NSFAS

- Allowances can be disbursed to approved NSFAS recipients if they have passed the academic criteria for 2023 which stipulates that a student needs to pass at least 55% of registered course credits to qualify for NSFAS DHET bursary.
- The Centre for Undergraduate Bursaries and Loans (CUBL) is in the process of checking NSFAS students' results, determining whether NSFAS bursary recipients qualify for a NSFAS bursary again this year. Coding, unblocking, and loading of NSFAS students' allowances will be processed from the week of 9 January.
- For information on the updated NSFAS accommodation allowance: [click here](#)

7.3 Allowances for bursaries of private donors & Provincial Departments for undergraduate students

- Appointments to consult staff can be scheduled via Microsoft Teams, the contact details of the staff are as follows:
 - Ms Rochelle Sylvester, 021 938 9129, sylvester@sun.ac.za
 - Ms Noluvuyo Capsana, 021 938 9458, ncapsana@sun.ac.za
- Appointments to consult with staff on campus are also available, please contact the above staff to make an appointment for an on-campus consultation.
- Allowances and bursary coding can only occur when we received a promissory letter (confirmation of funding for 2023) from the sponsor.
 - Students can email their promissory letters to the above-mentioned staff members or to tygbursaries@sun.ac.za

NOTE: All allowances will be processed via the Intellimali system.

7.4 Postgraduate financial assistance and bursary enquiries

Mrs. Tammy Abrahams, 021 808 3896, tammya@sun.ac.za

Enquiries Officer: Mr. Jongisizwe Ndlebe, 021 808 4208, postgradfunding@sun.ac.za

8. Pre-Registration Clearance for International Students

All international students are required to provide a **certified** copy of supporting documentation for pre-registration clearance prior to registering for the academic program. You must email the **certified** documentation to stimm@sun.ac.za / mdamon@sun.ac.za using your **SURNAME and SU STUDENT NUMBER as a reference**.

The following documentation must be emailed to obtain pre-registration clearance:

- Proof of valid passport (*certified*);
- Proof of valid study visa (*certified, if applicable*);
- Proof of South African medical cover (if applicable); and
- Proof of payment or scholarship letter.

An email notification will be sent back to you to confirm that pre-registration has been finalized and you can then commence with the registration process.

9. Readmission appeals application process in January

Below information is relevant to students who are scheduled to do a special or supplementary assessment in January 2023.

Students who fail a module after the January special or supplementary assessment may not meet the requirements to continue with their studies at Stellenbosch University for 2023 in the following circumstances.

- Based on the modules you have failed you may not have sufficient module credits to comply with the HEMIS requirements for readmission to SU. You either failed to obtain 0.33 HEMIS credits, OR you failed to obtain the required accumulated HEMIS

credits over the total historical years in the programme. (See the rules for readmission in Part 1 [General] of the [University Calendar](#) under the heading "Readmission after unsuccessful studies.")

AND/OR

- Based on the modules you have failed for the 2022 academic year (after the January assessments), you no longer meet the programme-specific continuation criteria, and you are therefore academically excluded (see criteria for promotion and examination/reregistration in Part 12 [Medicine and Health Sciences] of the [University Calendar](#)).

If you feel that you may be at risk of academic exclusion, please contact your programme coordinator to confirm whether you are in fact at risk of academic exclusion.

Please note that **applications for readmission for the 2023 academic** year close on **20 January 2023** for the Readmission Appeals Committee meeting on 27 January 2023.

For further enquiries about the readmissions appeals process you are welcome to contact or schedule an on-campus, telephonic or MS Teams appointment with Ms Farah Fredericks (contact Wanda de Jager on e-mail: wandadj@sun.ac.za or call: 021 938 9487 to schedule an appointment with Ms Fredericks).