

# 2025 REGISTRATION INFORMATION

## FACULTY OF MEDICINE AND HEALTH SCIENCES

**NB:** This information is sent to all 2024 FMHS registered students and new postgraduate students. Please ignore the notice if you will not be returning to SU in 2025 due to discontinuation of studies, interruption of studies, academic exclusion or if you have successfully completed your qualification in 2024.

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## 1. Registration on the SUNStudent system and enquiries:

Stellenbosch University have implemented a new student information system called SUNStudent. To access information and a "how to guide" on the online registration process, please visit the University's dedicated registration website at [www.sun.ac.za/registration](http://www.sun.ac.za/registration).

For any Faculty of Medicine and Health Sciences (FMHS) registration-related enquiries you can contact us by email at [fmhsregistration@sun.ac.za](mailto:fmhsregistration@sun.ac.za).

### General dates – Tygerberg campus

- **2 December 2024:** Start of assisted registration for all newcomer FMHS PhD students
- **2 January 2025:** Start of academic year and online self-registration and assisted registration for returning undergraduate students and newcomer and returning postgraduate students of the Faculty of Medicine and Health Sciences (FMHS)
- **23 January 2025:** Start of online self-registration for newcomer undergraduate students
- **31 January 2025:** On-campus assisted registration for newcomer first-year undergraduate students of the FMHS.
- **7 February 2025:** Final day for online and assisted registration of undergraduate and postgraduate FMHS students (excluding new M-research and D students).
- **10 February 2025:** Start of academic year for first-year undergraduate students.
- **21 February 2025:** Final day for late registration of undergraduate and postgraduate students (excluding new M-research and D students)
- **27 March 2025:** Final day for first semester registration of new M-research and D students.

## 2. Registration for returning undergraduate students and newcomer and returning postgraduate students based on the Tygerberg and Stellenbosch campuses

- 2.1 The onus rests on every student, to **register every year**. As a returning student, you must ensure that you are eligible to re-register for the 2025 academic year before attempting to re-register.
- 2.2 You are eligible to re-register if:
  - 2.2.1 Your 2024 tuition fees have been paid.
  - 2.2.2 International students: You have completed the pre-registration clearance for international students and your 2024 tuition fees, and 2025 tuition fees have been paid.
  - 2.2.3 You meet your programme's continuation requirements, and you have not exceeded the maximum time allowed in the programme. See the [FMHS Yearbook \(Part 12\)](#) for the relevant rules.
- 2.3 Students with outstanding 2024 fees will not be allowed to register (except for eligible bursary/scholarship recipients).
  - 2.3.1 Undergraduate students must first consult with the relevant staff in the Centre for Undergraduate Bursaries and Loans (CUBL) office in this regard (contact details listed below)
  - 2.3.2 Postgraduate students must first consult with the staff in the Postgraduate Support Office in this regard (contact details listed below)

2.4 If you cannot meet this registration date, you must contact the below staff in the Centre for Academic Administration before 7 February and you will have until 21 February to register late, provided that the relevant programme leader allows such a late registration.

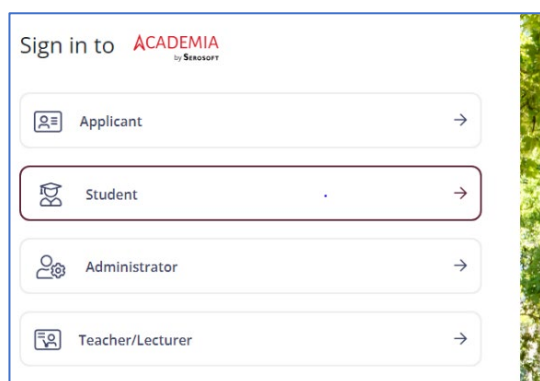
2.4.1 A late registration fee of R 1 000 will be charged after 7 February. This fee will be waived for returning students who have evidence that they face financial constraints or who can provide well-documented and reasonable justifications for their delayed registration that are beyond their control.

## 2.5 Registration options

There are two (2) options available for you to officially re-register as an undergraduate or postgraduate student of the Faculty of Medicine and Health Sciences.

### **OPTION 1: Self-registration online (only available until 7 February 2025)**

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



- Self-registration can be done from any device that can utilise a “desktop view” and with access to the internet via the [SUNStudent portal](#) until 7 February 2025
- A how-to-register guideline video can be accessed on the dedicated [registration website](#).

#### **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 2025.
- Students who register for special/occasional programmes or as a special/occasional student.
- Students who must repeat modules
- Students whose curriculum have been adapted due to an approved concession.

## OPTION 2: Assisted registration (only available until 7 February 2025)

Assisted email registration can be done until 7 February 2025 (excluding new M-research and D students who may register until 27 March 2025).

- Complete the registration form, which can be found [here](#), and attach that to your registration request by emailing [fmhsregistration@sun.ac.za](mailto:fmhsregistration@sun.ac.za).

Assisted on-campus registration can be done until 7 February 2025 (excluding new M-research and D students who may register until 27 March 2025).

- The following staff are available to assist with on-campus registration
  - **Tygerberg campus:** Mr Bernard Makhotla or Ms Megan Jantjies or Ms Nobukho Njemla-Klaas, (email: [fmhsregistration@sun.ac.za](mailto:fmhsregistration@sun.ac.za)) in the Centre for Academic Administration, 1st Floor Clinical Building, Tygerberg campus.
  - **Stellenbosch campus:** Ms Jabulile Motahane (email: [jabuz@sun.ac.za](mailto:jabuz@sun.ac.za)) in Room 3020, 3rd Floor, Admin A Building, Stellenbosch campus.

## 3. Enquiries about registration for the PhD programme

The onus rests on every student, including a PhD student, to **register every year**. You follow the steps outlined in option 2 above to process your registration:

- 3.1 New PhD students who have been admitted to the PhD programme for the first time must contact the Tygerberg Doctoral Office (email: [tyg-phd@sun.ac.za](mailto:tyg-phd@sun.ac.za)) prior to registering.
- 3.2 Returning PhD students must ensure that you are eligible to reregister for the 2025 academic year prior to attempting to reregister. You are eligible to reregister if:
  - 3.2.1 Your 2024 student fees and the required 2025 student fees have been paid.
  - 3.2.2 International students: You have completed the pre-registration clearance for international students via the Tygerberg International Office as outlined below. For enquiries email: [stimm@sun.ac.za](mailto:stimm@sun.ac.za); CC [tyg-phd@sun.ac.za](mailto:tyg-phd@sun.ac.za).
  - 3.2.3 You have not exceeded the maximum time allowed in the programme.
- 3.3 If as a newcomer or returning PhD student you are unable to facilitate your own registration, you must provide SU with written approval by completing the [FMHS registration form](#) to allow SU to process the registration on your behalf.

## 4. Pre-Registration Clearance for International Students

- 4.1 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 upload the **certified** documentation [here](#).
- 4.2 **The following documentation must be uploaded to obtain pre-registration clearance:**
  - 4.2.1 Proof of valid passport (*certified*);
  - 4.2.2 Proof of valid study visa (*certified, if applicable*);
  - 4.2.3 Proof of South African medical cover (if applicable); and
  - 4.2.4 Proof of payment or scholarship letter.
- 4.3 **An email notification will be sent back to you to confirm that pre-registration has been finalized whereafter you can commence with the registration process.**

## 5. Student Card Enquiries

All new students must obtain a student card after registration. You will need your student card for various purposes, so always carry it with you while on campus. Your card will be issued to you as part of your programme's on-campus orientation.

If you are a returning student and still possess your student card, there is no need for you to reactivate it. The card will automatically be reactivated upon your registration for the 2025 academic year and settlement of any outstanding fees from previous years.

### Tygerberg campus:

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

## 6. Student Fees and Account Enquiries

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

6.1.1 Email: Ms Lesanne Matthee ([lm@sun.ac.za](mailto:lm@sun.ac.za)) or access information via the following websites:

6.1.2 <http://www.sun.ac.za/english/Finance/students>

6.1.3 <https://www.sun.ac.za/english/maties/fees/study-fees>

6.1.4 <https://www.finaid.sun.ac.za>

6.2 **South African and international students with valid permanent residency in South Africa and international students with refugee status:**

6.2.1 As from 2025 the first compulsory instalment is payable as follows by 28 February:

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

	<b>Undergraduate</b>	<b>Postgraduate</b>	<b>Diploma</b>
<b>First instalment on Tuition Fees</b>	20% of all Study Fees	20% of all Study Fees	20% of all Study Fees
<b>Plus: (Where applicable)</b>			
<b>First instalment on Residence Fees</b>	R 5 100	R 5 100	R 5 100

6.2.2 The fees payable must be made as follows:

<b>DATE</b>	<b>% OF TOTAL FEES PAYABLE</b>	<b>% PAYABLE FOR DEBIT ORDER</b>
28 February	20	10
31 March	20	10
30 April	20	10

DATE	% OF TOTAL FEES PAYABLE	% PAYABLE FOR DEBIT ORDER
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

### 6.3 International students:

6.3.1 The above amounts and payment timelines 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.

6.3.2 All international students, including Namibians, need to pay their study fees in full by date of registration.

6.3.3 International students making use of the University's residences must 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.

6.4 All outstanding amounts of a previous year must be settled before you will be allowed to register for the following year.

6.5 Click [here](#) for more information regarding fees for 2025.

## 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

7.1.1 Enquiries can be referred to the Tygerberg campus Undergraduate Bursaries and Loans Office [tygbursaries@sun.ac.za](mailto:tygbursaries@sun.ac.za) if you are an undergraduate student.

7.1.2 Appointments to consult staff can be scheduled via Microsoft Teams or telephonically, the contact details of the staff are as follows:

7.1.2.1 Ms Rochelle Sylvester, 021 938 9129, [sylvester@sun.ac.za](mailto:sylvester@sun.ac.za)

7.1.3 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

7.2.1 The timelines and details of allowance payments for NSFAS students will be communicated as soon as information has been received from NSFAS. The Centre for Undergraduate Bursaries and Loans will send communication to all NSFAS funded students.

7.2.2 For information on NSFAS from the Centre for Undergraduate Bursaries and Loans: [click here](#)

7.2.3 All NSFAS Related Queries must be logged on the Student Finances Service Desk, select the "Undergraduate Bursaries" tab and select the "NSFAS Enquiries Option"

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

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

7.3.1 Appointments to consult staff can be scheduled via Microsoft Teams, the contact details of the staff are as follows:

7.3.1.1 Ms Rochelle Sylvester, 021 938 9129, [sylvester@sun.ac.za](mailto:sylvester@sun.ac.za)

7.3.2 Appointments to consult with staff on campus are also available, please contact the above staff to make an appointment for an on-campus consultation.

7.3.3 Allowances and bursary coding can only occur when we receive a promissory letter (confirmation of funding for 2025) from the sponsor.

7.3.3.1 Students can email their promissory letters to the above-mentioned staff members or to [tygbursaries@sun.ac.za](mailto:tygbursaries@sun.ac.za).

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

## 7.4 Postgraduate financial assistance and bursary enquiries

7.4.1 For general matters and departmental bursaries, please contact Jongisizwe Ndlebe at [postgradfunding@sun.ac.za](mailto:postgradfunding@sun.ac.za).

7.4.2 If you have been funded via Institutional, National Research Fund (NRF) and Council of Scientific and Industrial Research (CSIR) funding, you may contact the respective Scholarship Coordinators for an advance of your funding to cover your basic living expenses, while awaiting the release of your scholarship.

7.4.3 For further information, please visit the Postgraduate Funding Office FAQ page: [click here](#)

7.4.4 Confirmation of funding from external sponsors can be emailed to Juanita van den Berg at [juanitavdb@sun.ac.za](mailto:juanitavdb@sun.ac.za).

7.4.5 For urgent matters, please contact the Head: Postgraduate Funding Office, Mrs Rozelle Petersen [rnp@sun.ac.za](mailto:rnp@sun.ac.za).

## 8. Requests for academic records and official documents

Requests for academic records and/or official documents may be submitted as indicated below:

8.1 Student Records at [records@sun.ac.za](mailto:records@sun.ac.za) for the following documents:

8.1.1 Academic record/ transcript which includes a Certificate of Conduct and a Declaration of the medium of instruction

8.1.2 Re-issue of the degree/ diploma certificate

8.1.3 Proof of registration (date stamped)

8.2 Customised declaration of the medium of instruction for the FMHS: [fmhsregistration@sun.ac.za](mailto:fmhsregistration@sun.ac.za)

8.3 Visa letter requests for FMHS students: [fmhsregistration@sun.ac.za](mailto:fmhsregistration@sun.ac.za)

## 9. Residence Placement Enquiries

Enquiries regarding residence placement for undergraduate students at the Tygerberg campus may be referred to Ms Annelie Scholtz on [amscholtz@sun.ac.za](mailto:amscholtz@sun.ac.za) or 021 938 9378 or visit:

- [Tygerberg Residence Information](#)
- Private accommodation:
  - [www.digsconnect.com](http://www.digsconnect.com) / [www.thedigs.co.za](http://www.thedigs.co.za) (email: [info@thedigs.co.za](mailto:info@thedigs.co.za))

For enquiries on residence placement on the Stellenbosch campus contact [info@sun.ac.za](mailto:info@sun.ac.za) or 021 808 9111.

## 10. Failure to reregister for the academic year

10.1 FMHS students who are set to reregister in 2025 (students who were registered in 2024 and are academically eligible to reregister) and who fail to reregister by the relevant registration date must arrange with the Faculty Administrator, Ms Megan Jantjies (email: [mjantjies@sun.ac.za](mailto:mjantjies@sun.ac.za)), to register late. The following is applicable to students who do not request a late registration by 21 February 2025:

10.1.1 Their studies will be deemed as discontinued until such a time as the student applies to and is approved to reregister by the relevant programme committee of the faculty.

10.1.2 The decision to allow the student to resume their studies will be dependent on the student's motivation (with supporting evidence) to return to the programme, whether the student is academically eligible to return to the programme and whether the programme can accommodate the student at that late stage for the 2025 academic year.

## 11. Readmission appeals application process in January

Below information is relevant if you are scheduled to take a Dean's Concession Assessment (DCA), special or supplementary assessment in January 2025.

11.1 If you fail a module after the January assessment period, you may not meet the requirements to continue with their studies at Stellenbosch University for 2025 in the following circumstances.

11.1.1 Based on the modules you have failed you may not have sufficient module credits to comply with the credit requirements for readmission to SU. You either failed to obtain 50% of credits for the academic year, OR you failed to obtain the required 70% of accumulated credits over the total historical years in the programme. (See the rules for readmission in [Part 1 \[General\] of the University Yearbook](#) under the heading "Readmission after unsuccessful studies.")

**AND/OR**

11.1.2 Based on the modules you have failed for the 2024 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 Yearbook](#)).

- 11.2 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.
- 11.3 Please note that **applications for readmission for the 2025 academic** year close on **17 January 2025** for the Readmission Appeals Committee meeting on 24 January 2025. You may access the relevant readmission application resources on [SU's readmission webpage](#) and at the links below:
  - 11.3.1 [Readmission Appeals communication and application instructions](#)
  - 11.3.2 [Readmission FAQs](#)
  - 11.3.3 [External Mental Health Practitioner's Report](#)
  - 11.3.4 [Motivation for course change](#)
- 11.4 For further enquiries about the readmissions appeals process you are welcome to contact or schedule an on-campus, telephonic or MS Teams appointment with Mr Gift Nyirenda, the Senior Manager: Academic Administration (contact on email: [fmhs\\_readmit@sun.ac.za](mailto:fmhs_readmit@sun.ac.za) or call: 021 938 9284 to schedule an appointment).

## 12. Requests to interrupt studies, deregister modules or discontinue studies

- 12.1 **Interruption of Studies: Undergraduate and Postgraduate Studies**
  - 12.1.1 For all programmes, the closing date to submit requests for interruption for a full year is 30 April 2025. Find the application form for interruption of studies [here](#).
  - 12.1.2 All enquiries regarding the application process for interruption of studies for the 2025 academic year may be sent to the Faculty Administrator, Ms Megan Jantjies (email: [mjantjies@sun.ac.za](mailto:mjantjies@sun.ac.za)), Centre for Academic Administration, 1<sup>st</sup> Floor Clinical Building.
  - 12.1.3 You must apply to the relevant undergraduate programme committee (UPC) or postgraduate programme committee (PPC) to interrupt your studies as per "INTERRUPTION OF STUDIES" > "Procedure for applications for consent to an interruption of studies", in the [SU General Yearbook](#).
  - 12.1.4 You may only interrupt for a period of a full academic year. Shorter interruptions should be handled as requests for leave of absence and you and the academic environment must consider the impact of the leave on your ability to complete the programme in the required time. Find the leave of absence application form [here](#).
  - 12.1.5 You will not be registered for that year in which your studies are interrupted, and you will not have access to the student portal, university email or facilities for the period of interruption.
- 12.2 **Deregistration of modules after early assessment**
  - 12.2.1 If you do not write the first formal assessment test in a specific module or make the necessary arrangements to write such test later, your registration for the module will be cancelled by the faculty administrator concerned, on the recommendation of the department concerned. This entails that the module concerned will be removed from your student record and that you

- will be informed by email only of the deregistration.
- 12.2.2 The closing dates for such deregistration is the last workday in March for first semester and year modules, and the last workday in August for second-semester modules.
- 12.2.3 Departments who wish to implement the arrangement regarding deregistration of modules must write notice of this deregistration into the module frameworks/study guides of the modules in question.
- 12.3 Discontinuation of Studies**
- 12.3.1 You must inform SU of your discontinuation formally and in writing and you must familiarize yourself with the relevant notification dates and fee implications for discontinuation of study as outlined in the [Student Fees Yearbook \(Part 3\)](#).
- 12.3.2 All enquiries regarding the process to discontinue studies and discontinuation notifications must be sent in writing to the Faculty Administrator (Tygerberg Campus), Ms Megan Jantjies (email: [mjantjies@sun.ac.za](mailto:mjantjies@sun.ac.za)), Centre for Academic Administration, 1<sup>st</sup> Floor Clinical Building.
- 12.3.3 You must complete the discontinuation of studies form available [here](#) and send this to Ms Megan Jantjies (email: [mjantjies@sun.ac.za](mailto:mjantjies@sun.ac.za)) or to the Client Services centre at [info@sun.ac.za](mailto:info@sun.ac.za) before your discontinuation request will be processed.
- 12.3.4 The date of your discontinuation of studies is very important and must be provided, since it determines to what extent exemption from the payment of study and accommodation fees may be granted to you (see [Student Fees Yearbook \(Part 3\)](#), for more information in this regard), and since it can also have an effect on your future readmission (regarding this, see par. 9, Readmission after unsuccessful studies, in the [SU General Yearbook](#)).
- 12.3.5 If your discontinuation of studies is due to a medical reason, a valid medical certificate must be submitted along with the completed discontinuation form, since it will simplify your readmission to the University in a subsequent year.
- 12.3.6 If you do not supply your discontinuation form to the correct official as communicated to you or by email to [info@sun.ac.za](mailto:info@sun.ac.za), your discontinuation will not be processed until you have submitted it successfully.

**-END-**