

REGISTRATION ARRANGEMENTS FOR 2024 NEWCOMER FIRST-YEAR STUDENTS

FACULTY OF MEDICINE AND HEALTH SCIENCES

The following is applicable for the registration of newcomer first-year students in undergraduate programmes of the Faculty of Medicine and Health Sciences (FMHS), i.e., students who are registering as a first-year student in an undergraduate programme **including those students who completed another degree(s) (such as a BSc degree)** are provided below.

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1. Registration on the SUNStudent system and enquiries:

Stellenbosch University are implementing a new student information system called SUNStudent which will mean that students will register on this system as of 2024. To access information and a "how to guide" on the new online registration process, please visit the University's dedicated registration website at www.sun.ac.za/registration.

For any Faculty of Medicine and Health Sciences registration-related enquiries you can contact us by email at fmhsregistration@sun.ac.za.

General dates – Tygerberg Campus

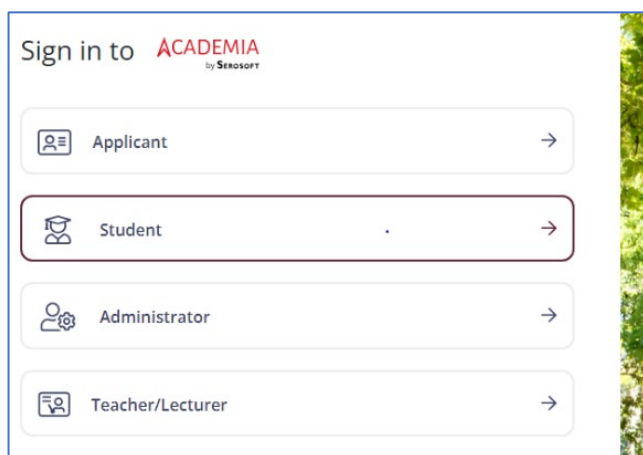
- **25 January 2024:** Start of registration period for newcomer undergraduate students of the Faculty of Medicine and Health Sciences (FMHS)
- **2 February 2024:** On-campus registration for newcomer first- year undergraduate students of the FMHS.
- **12 February 2024:** Start of academic year for first-year undergraduate students.
- **23 February 2024:** Final day for late registration of undergraduate and postgraduate students (excluding new M-research and D students)

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

There are three (3) options available for you to officially register as a newcomer undergraduate student of the Faculty of Medicine and Health Sciences **before 2 February 2024**.

OPTION 1: Self-Registration Online

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 2 February 2024
- Please find the **online registration guide [here](#)** – it is important that you familiarise yourself with the online registration process before you attempt registering online.

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.
- Students who register for special/occasional programmes or as a special/occasional student.
- Students who were registered in an SU programme previously and have a result at the end of the year other than "pass year" on the academic record.

OPTION 2: Registration During the Welcoming Programme

All new first-year students for the BSc in Dietetics, BSc in Physiotherapy, B of Nursing and MBChB programmes who **cannot self-register** will register on Friday 2 February 2024 in the computer user area (GERGA), Education Building, Tygerberg Campus (see item 3).

The steps for registration can be found on the second last page.

- **Please keep your password, student number and proof of payment (see item 4)/proof of bursary/loan at hand, as well as proof of registration if you have already registered online.**

New first-year students for the B of Occupational Therapy, and Speech-Language and Hearing Therapy programmes who cannot self-register will register at the Stellenbosch Campus on Friday, 2 February 2024 between 14:00 and 16:00 with Ms J Zim in room 3020, Administration Block A.

Only students who have written the National Senior Certificate (NSC) and IEB (Independent Examinations Board) examinations may register electronically. Students who have written the examinations of other schools (e.g., the School of Tomorrow) and cannot register by themselves, can register the afternoon of 3 February with the Faculty Officer, Ms. V Joseph, room 1058, Tygerberg Campus, or with Ms J Zim, in the case of first years at the Stellenbosch Campus, room 3020, Administration Block A.

OPTION 3: Email registration

Late email-registration can be done until 23 February 2024 (excluding new M-research and D students who may register until 28 March).

- Complete the registration form attached to this notice and attach that to your registration request.
- 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 2023 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:
 - **Tygerberg Campus:** Ms Vanessa Joseph (email: vbj@sun.ac.za) or Ms Megan Jantjies (email: mjantjies@sun.ac.za), Academic Administration, 1st Floor Clinical Building,
 - **Stellenbosch Campus:** Ms Jabulile Zim (email: jabuz@sun.ac.za) in Room 3020, 3rd Floor, Admin A Building,

3. Date and Time of Registration and Taking of Photos for Student Cards

FRIDAY, 2 FEBRUARY 2024

RESIDENCES	TIME
Francie van Zijl	09:00 – 09:30
Enkanyini and Meerhoff	09:30 - 10:00
Hippokrates	10:00 – 10:30
Osler (Private Students Ward) (i.e., commuter students who do not live in residences)	10:30 – 11:15

Please contact Mrs M Jantjies or Ms V Joseph at fmhsregistration@sun.ac.za /021 938 9235 for any enquiries.

4. 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://finaid.sun.ac.za>

As from 2024 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.

Click [here](#) for more information regarding fees for 2024.

5. Submission of Proof of Admission

Newcomer first year students who have written the **National Senior Certificate (NSC) examination** must submit:

- two **certified** photocopies of their original advice of results/senior certificate received from the education department concerned,
- as well as two **certified** photocopies of the appropriate identity document (**RSA citizens:** ID or birth certificate [no passports or driver's licences] and **international students:** passport, study permit **and** proof of South African Medical Aid).

Newcomers first year students who have written an examination other than the NSC (e.g., candidates of the School of Tomorrow) must submit:

- two **certified** photocopies of their original advice of results,
- as well as two **certified** photocopies of the appropriate identity document (**RSA citizens**: ID or birth certificate [no passports or driver's licences] and **international students**: passport, study permit **and** proof of South African Medical Aid).

In addition to these documents, these students also need to submit an Exemption Certificate for Admission to Bachelor's degree Studies.

BSc in Dietetics and B of Speech-Language and Hearing Therapy students must also provide their clinical visitation forms.

In addition to the copies of the senior certificate and the appropriate identity documents as mentioned above, students who have studied at other universities must also provide their original academic records and certificates of good conduct.

The dates, times and places for submission of all admission documents for the different programmes are as follows:

- All the documents for the **BSc in Dietetics** | students must be handed in during the welcoming programme on Monday, 5 February 2024 to the Dietetics Division, in the Education Building, Tygerberg Campus.
- All the documents for the **BSc in Physiotherapy** | students should be handed in no later than Monday, 5 February 2024 to the Physiotherapy division, Education Building, Tygerberg Campus.
- All the documents for the **MBChB** | students must email their results to mbchb@sun.ac.za by Wednesday 7 February 2024.
- All the documents for the **B of Speech-Language and Hearing Therapy** | students must be handed in on Tuesday, 12 March 2024, to Ms H Kruger at the Division.
- All the documents for the **B of Occupational Therapy** | students must be handed in on Tuesday, 6 February 2024, to Mrs Karen Ferreira at the Division.
- **B in Nursing** | students must be handed in during the welcoming programme on Monday 5 February 2024 to the Division, in the Education Building, Tygerberg Campus.

6. Registration and Late Registration

All prospective students must register as a student in accordance with this registration programme, as stipulated in item 3.

A late registration penalty of R500 is payable.

(Please note that registration does not only entail the official recording of a student's biographical and academic particulars, but also the immediate payment of the prescribed fees at the cashier.)

7. Checking of Proof of Registration

The onus rests on each student to check, as soon as the proof of registration that contains their programme and modules for the year is given to them during registration, that:

- 7.1 the programme is correct;
- 7.2 all the modules that are to be followed in the particular year appear on it; and
- 7.3 that they are the correct module(s), i.e., not 122 if it should be 112, etc.

If there are any mistakes, these need to be corrected at the Faculty Officer, Ms V Joseph, room 1058, Clinical Building, Tygerberg Campus, before or on **Friday, 23 February 2024** or at Ms J Zim in the case of Stellenbosch Campus students, room 3020, Administration Block A.

8. Satisfaction of Module Requirements

Before, during and after registration, as well as at the start of the second semester, students must make sure that they satisfy all the pass, prerequisite and co-requisite requirements for the particular modules that they follow.

9. Non-South African Citizens

All students who are not South African citizens must hand in either a **permanent residence permit** or a **study permit** at registration. This permit can be obtained from the Department of Home Affairs. The permit must be valid for 2024. If you have failed to obtain the permit, you will not be permitted to register as a student and your admission to the relevant programme may be revoked.

10. Immunisation Against Hepatitis B

All students who have been selected for MBChB I, BSc in Dietetics, B of Speech-Language and Hearing Therapy I, BSc in Physiotherapy I, B of Nursing I and B of Occupational Therapy I must be tested for Hepatitis B by their own medical practitioner or by the Campus Health Services (CHS) at the Tygerberg Campus. Students whose results are negative must be immunised against Hepatitis B in good time, before they report to the University as students. All first-year students must hand in a certificate that indicates that they were tested and, if necessary, immunised,

- **BSc in Physiotherapy I** students should hand them in during the welcoming programme on Monday, 5 February 2024 at the Division of Physiotherapy, Education Building, Tygerberg Campus, but at the latest before the end of the academic year in 2024 at the Campus Health Service, Tygerberg Student Centre.
- **BSc in Dietetics I** students should hand them in during their academic orientation programme, but at the latest before the end of January 2024 to the class custodian,

Dr N Koen.

- **B of Nursing** | students should hand them in during their academic orientation programme, but at the latest before the end of the academic year in 2024 to the class custodian, Ms R Petersen.
- **MBChB** | students must email their results to mbchb@sun.ac.za by Wednesday, 7 February 2024.
- **B of Occupational Therapy** | students are not required to submit proof of vaccination to the Division of Occupational Therapy.
- **B of Speech-Language and Hearing Therapy** | students must hand them in on Wednesday, 25 September 2024 to their class custodian, Mrs H Kruger.

Although it is not compulsory, students who have not previously been immunised against rubella and measles are advised to obtain these immunisations before they report for these programmes. Students are also strongly advised to be immunised against Hepatitis A and Varicella (Chicken Pox).

11. On-Campus Registration Steps: Tygerberg

REGISTRATION OF NEW FIRST-YEAR STUDENTS FOR: BSc IN DIETETICS, BSc IN PHYSIOTHERAPY, B OF NURSING AND MBChB ON FRIDAY, 2 FEBRUARY 2024

NB: Please keep your password, student number and proof of payment/proof of bursary/loan at hand.

REGISTRATION STEPS:		
Step 1	Take photo for student card in Lecture Hall nr 3, Education Building	
Step 2	Self-registration as student in *GERGA if not yet done via the student portal (As part of this step students may apply for a parking space on campus for their vehicle. The outcome will be communicated by e-mail in due course. Students who have been allocated a parking space will receive a parking disk by e-mail, which they have to print, cut out and attach to the front window of their vehicle. Disks may also be obtained from the Vehicle Pool, which is situated right behind the Tygerberg Students' Centre or TSC.)	
Step 3	Payment of prescribed class fees at the cashiers, (Credit card and internet payment during step 3 are also possible.)	
Step 4	Receiving of student card, Lecture Hall nr 6, Education Building	

The registration process has been completed after these four steps.

(*Computer user area, 3rd Floor, Education Building, Tygerberg Campus)

Payment of fees to the University

Stellenbosch University (SU) is migrating to a cashless environment for payments. Kindly utilize the following payment solutions for payments of all student fees and services:

1. Online payments (EFT or credit cards) on [SU's website](#)

Online payments are possible on the web page of the section for Student Fees at:

1. www.maties.com
2. Click on "Fees"
3. Select "Student Fees online payments"
4. Follow the instructions and pay by credit card or EFT (electronic transfer)

2. SnapScan

SnapScan is a mobile application that enables cashless payments. The in-app payment mechanisms will be available for students to do bill payments with the QR code embedded as part of the student fee account.

-END-

Student Number:	<input style="width: 95%;" type="text"/>	Study Level:	<input style="width: 95%;" type="text"/>
Academic Year:	<input style="width: 95%;" type="text"/>	Years Enrolled:	<input style="width: 95%;" type="text"/>
Faculty:	<input style="width: 95%;" type="text"/>		
Programme:	<input style="width: 95%;" type="text"/>		
Focal Area:	<input style="width: 95%;" type="text"/>		

Title:	<input style="width: 95%;" type="text"/>	Date of Birth:	<input style="width: 95%;" type="text"/>
Surname:	<input style="width: 95%;" type="text"/>	Gender:	<input style="width: 95%;" type="text"/>
First Name(s):	<input style="width: 95%;" type="text"/>	Marital Status:	<input style="width: 95%;" type="text"/>
Identity Number:	<input style="width: 95%;" type="text"/>		
Passport Number:	<input style="width: 95%;" type="text"/>		

Home Address:	Change of details:
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
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Postal Code:	<input style="width: 95%;" type="text"/>
Phone Number:	<input style="width: 95%;" type="text"/>

Residence Address:	Change of details:
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
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<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Postal Code:	<input style="width: 95%;" type="text"/>
Phone Number:	<input style="width: 95%;" type="text"/>

MODULE DETAILS

Insert the module details here that you wish to register for. Applicable modules may be found in the [Medicine and Health Sciences, Yearbook \(Part 12\)](#)

Description	Add/Del	Module Code	Year Level	Semester	Credits

DECLARATION

I (full name & surname of student) _____ hereby declare that I agree that the module selection is correct and that my final registration is still subject to the applicable programme rules and module requisites.

Signature (Student):	<input style="width: 95%;" type="text"/>	Date:	<input style="width: 95%;" type="text"/>
Signature (for the Registrar):	<input style="width: 95%;" type="text"/>	Date:	<input style="width: 95%;" type="text"/>