

1 August 2022

## ADMINISTRATIVE SERVICES DEGREE-SEEKING INTERNATIONAL STUDENT (STELLENBOSCH CAMPUS)

*Stellenbosch University International is open for both in-person (F2F) and virtual services. You may choose to attend to your consultation either in person (in the relevant staff member's office) or virtually (online via MS Teams).*

**BOOKINGS ARE ESSENTIAL**, irrespective of the consultation mode.

Please note the following in terms of making a booking/appointment:

- Make a booking via our online booking system, which can be accessed [here](#).



- Once an appointment has been made, you will receive a confirmation email.
- If you opted for an in-person appointment (F2F), please stick to your allocated timeslot. If you miss your timeslot, you will have to make a new booking.
- Students arriving for in-person (F2F) consultations must report at reception in the Krotoa Building (former RW Wilcocks), Victoria Street Entrance.

### 1. HOUSING

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

### 2. 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.
  - Undergraduate Students : [immigration@sun.ac.za](mailto:immigration@sun.ac.za)
  - Postgraduate Students : [postgraduate@sun.ac.za](mailto:postgraduate@sun.ac.za)
- Please ensure that your student account at Stellenbosch University is settled in full for the 2022 academic year before requesting a LOC.
- No LOC will be issued to students with outstanding student accounts.

### 3. APPLICATION FOR MATRICULATION EXEMPTION CERTIFICATE

- Information regarding matriculation exemption and documents to be submitted is available on this link: [MATRICULATION EXEMPTION](#)

### 4. STUDENT FINANCES

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

2.1	To request for a proof of address letter, send an email to <a href="mailto:suireception@sun.ac.za">suireception@sun.ac.za</a>	
2.2	To pay your Student Account ( <i>Quickest option; the funds will reflect immediately</i> )	<a href="#">CLICK HERE</a>
2.3	To request for a letter to Open a Bank Account in SA	<a href="#">CLICK HERE</a>
2.4	To request for an electronic transfer of funds/credit available on the student account to be paid to your SA bank account.	<a href="#">CLICK HERE</a>
2.5	To request for a refund/reimbursement to an International Bank account.	<a href="#">CLICK HERE</a>
2.6	To upload / change your SA banking details	<a href="#">CLICK HERE</a>

### 5. QUOTAS ON STUDENT ACCOUNTS

- Increasing of Meal-, Printing Credits & Washing machine quota must be done on the system **BEFORE 13 AUGUST 2022**. (*Meal & Washing Quota only applicable to students in University Residences*)
- Online payments after the deadline are possible at [www.maties.com](http://www.maties.com) or via Snapscan.

### 6. CONTACT DETAILS (STELLENBOSCH CAMPUS)

You can also send an email should you wish to speak to an administrator or check our website on [www.sun.ac.za/international](http://www.sun.ac.za/international) for more information:

Golden Key Society Certificate Collection	<a href="mailto:reception@sun.ac.za">reception@sun.ac.za</a>	021-808 2565
Finances: Degree Seeking Students	<a href="mailto:suifinance@sun.ac.za">suifinance@sun.ac.za</a>	021-808 4613
Housing	<a href="mailto:interhouse@sun.ac.za">interhouse@sun.ac.za</a>	021-808 4702
Immigration & Health Cover	<a href="mailto:immigration@sun.ac.za">immigration@sun.ac.za</a>	021-808 4628
Matriculation Exemption	<a href="mailto:suiundergrads@sun.ac.za">suiundergrads@sun.ac.za</a>	021-808 3078
International Undergraduate Evaluations	<a href="mailto:suiundergrads@sun.ac.za">suiundergrads@sun.ac.za</a>	021-808 2910

*Kind regards*

**Carmien Snyman**

Manager : Services Centre | Bestuurder : Dienssentrum

Stellenbosch University International | Universiteit Stellenbosch Internasionaal