



Information Sheet for Exchange Students



Jan-June 2011

Thank you for your interest in Stellenbosch University as a study abroad destination. We are excited to start this journey with you!

This document provides all exchange students, who intend to study at Stellenbosch for a semester, with important information regarding the application process as well as important information on preparing for your semester/year at Stellenbosch University.

Applications

All applicants must complete the application form for exchange students. Applications must include all supporting documents as indicated on the application form.

All exchange students must be nominated by their home university. Please direct all inquiries regarding nominations to your home university's International Office.

The application deadline for January is 30 September 2010.

- **Procedure for admission**

Once we receive your application we will confirm receipt and it will be processed. It will take **at least** 4-6 weeks from the deadline of applications before you receive feedback.

Your application is sent to the central admissions office where a student number is created. It is also sent to the relevant academic department(s) for approval. The department(s) has/have a 14 day period to review your application and to give us feedback. Please note that even though you have been accepted by your home university to go on exchange the academic department at Stellenbosch University reserves the right to determine whether you meet with their requirements for admission to courses within their department. Once we receive feedback from the department we will inform you of the outcome of your application.

Once you have been admitted by an academic department, we will issue a letter of admission.

Your letter of admission will be sent to your exchange coordinator at your home university. You will need this letter to apply for the study permit at the nearest South African mission in your own country.

- **Study permit / Visa**

It is very important that you check the visa requirements to enter South Africa. The most reliable source is your nearest South African embassy. Please make sure that you have the correct documentation when applying for a study permit. It can take rather long for a permit to be issued so allow enough time for the application.

Even though you are coming on an exchange programme, **do not apply for an exchange permit**. If you receive an exchange permit you will not be able to extend your permit or return to South Africa within 6 months of the end date of your permit.

Fees

All exchange students receive a tuition waiver based on the exchange agreement between Stellenbosch University and their home institution. However, exchange students are expected to pay an Exchange Administrative Fee (EAF) prior to registration at Stellenbosch University.

In 2011 the **EAF will be R4 850 per semester**. The EAF comprises of the International Registration Fee (**R2 300**) and a service fee (**R2 550**). The service fee is used to cover all usable goods; e.g. for a student card; internet and E-mail access; internet usage; photocopying; printing; etc. If you spend more than the available amount you need to pay the outstanding amount prior to your departure.

You will receive an invoice together with your letter of admission indicating the amount payable; what the amount may be utilized for; and the banking details of Stellenbosch University. You will not be able to register unless you have paid your fees.

Please contact ms Carmien Snyman (cns@sun.ac.za) for all financial enquiries.

Dates

Please look through attached University calendar when planning your exchange semester and specifically with regards to buying your ticket to South Africa. Please schedule your holidays; visits by family and friends for the mid term break or after the end of the semester.

Academic Information

Please ensure that you list your choice of courses clearly on your application form. You can list more courses than you need credit for, but please make sure that you indicate how many credits you need and also which courses you have to take.

We will then liaise with the relevant departments. You will not be able to attend courses for which you did not get pre-approved. You can however take fewer courses than you were pre-approved for.

Do not contact departments directly. All enquiries and concerns regarding courses should be sent to the exchange coordinator and they will liaise with the relevant department.

- **Language of Instruction**

Courses are offered in English; Afrikaans; or the T-option (a combination of English and Afrikaans in the same class with notes available in English). The language of instruction will be indicated in relevant department's website and the Yearbook of the University. Please familiarize yourself with the language of instruction when choosing courses.

- **Course offering**

All information regarding courses is available on the university website. Follow the A-Z link to the relevant department. You will also find course information on the International Office website.

Follow this link: <http://www.sun.ac.za/university/jaarboek/>

You can also find information on IPSU courses at the following link on our website:

<http://www0.sun.ac.za/international/study-abroad/study-abroad-courses/72-study-ipsu-course-information->

Please familiarise yourself with the coding of courses in order to make a course selection.

The codes will tell you when the course is offered (in the case of undergraduate course). The code consists of three numbers. The first tells you the year in which the course is offered (in other words, the level at which it is offered). The second number tells you in which semester. A 1, 2 and 3 indicates a course taught in the first semester, and a 4, 5 and 6 indicates a second semester course. A 7 or an 8 indicates a course that is taught over a whole year. The third number is irrelevant for your purposes. For example: English 348 is a third year course (3); offered in the second semester (4). The codes of post-graduate courses are more complicated, as the numbers don't correspond to the semester it is taught in.

It is very important that you provide us with your course selection and the number of credits needed. You are not allowed to register for more than 60 South African (30 ECTS/15 US) credits.

- **Intensive Afrikaans Language Course**

The Language Centre in conjunction with the Postgraduate & International Office will offer an Intensive Afrikaans Course (Pretproe) from 4-21 January 2011.

Enquiries regarding this course can be addressed to Ms Elize Lizamore (ael1@sun.ac.za).

- **English Proficiency Test**

Exchange students do not have to supply a TOEFL/IELTS test score with their application. We trust our exchange partners to nominate students who are proficient in English. The English Proficiency Test is not compulsory. You can however take an additional English Course (English for Academic Purposes) or write the English Proficiency Test as a self assessment. The course fees for these language courses will be for your own account.

Logistical Arrangements

• Airport Transfers

The Postgraduate & International Office will collect every student on their arrival at the airport provided that we received your Flight Arrival Sheet. All Flight Arrival Sheets should be E-mailed to Ms Georgina Constable (gina@sun.ac.za). She will confirm receipt of your Flight Arrival Sheet via E-mail.

• Accommodation

You should apply for university accommodation as soon as possible. All housing enquiries should be sent to Mr Grant Leukes (interhouse@sun.ac.za). If you have not yet received your student number when you apply for accommodation please write "*in process*" and just ensure that your surname is legible. We recommend that you reserve accommodation and cancel it once you have found private accommodation rather than not reserving accommodation at all and as a result not having a place to stay on your arrival. The closing date for accommodation applications is 15 September.

• Orientation

All international students should arrive in Stellenbosch for orientation on 18 January. The compulsory orientation will take place from 18 January 2010. The orientation is a very important part of your exchange and will provide you with all the necessary information to make your time at Stellenbosch University as easy and enjoyable as possible.