BLOCK RELEASE – FULL TIME

**Confirmation letter of acceptance / firm offer**
- (1st Time student only)

**Original Valid Passport**
Passport must be valid for three months and longer.

**Valid Visitors’ Visa**
Must have an Entry and Expiry Date Stamp. 
*A Study Visa must not be applied for.*

**Complete Fees Quotation Form**
- Form to be completed by student (personal information)
- Faculty Staff Member to complete (Course Codes and Type of Registration i.e. Full Time). Form to be signed and stamped by Faculty 
*The Form is available from the Faculty Office, Fees Office and the International Students Office.*

**Vetted Scholarship Letter (if sponsored)**
Sponsorship letter to be vetted and captured on the Student System by an official at the Financial Aid and Scholarships Office (FASO)

**Block Release Dates**
- Letter from Faculty confirming Block Release Programme (returning students)
- Letter to include block dates for the year

**International Fees Clearance**
- Fees Quotation Form to be completed with amounts, signed and stamped at the Fees Office
- **75%** of the annual tuition fee is payable on or before registration, as well as **75%** of the on-campus accommodation fee. This payment includes the annual tuition fees and other related costs. The balance of the fees is payable by 31 March for undergraduate students, and for postgraduate students two months after registration.

**Registration**
Registration at the beginning of the year will take place at Hall 29, West Campus. The schedule for registration will be given to you by the Faculty.
For registration during the year – take the International Clearance Certificate to the appropriate Faculty Office or registration desk to register for your degree.

- **Students can register online – only accessible if international clearance to register is issued**