

BLOCK RELEASE – FULL TIME

- ✓ STEPS 1, 2, 3, 4, 6 and 7= compulsory for clearance to register
- ✓ STEP 5 = if applicable.

1. Confirmation letter of acceptance / firm offer

- Letter from Faculty confirming block release programme
- Letter to include block release dates for the year (timetable will be accepted as well)

2. Original Valid Passport

Passport must be valid for three months and longer.

3. Valid Visitors' Visa

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

4. 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.

5. 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)

6. 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 30 days after registration.

7. Registration

Take the **International Clearance Certificate** to the appropriate Faculty Office or register on-line through the **Student Self Service Portal**.