

DIPLOMAT

- ✓ STEPS 2, 3, 4, 5, 6, 9 and 10 = compulsory for clearance to register
- ✓ STEPS 1 and 8 = first time students only
- ✓ STEP 7 = if applicable.

1. Confirmation letter of acceptance / firm offer

- (1st Time student only)

2. Original Valid Passport

- Passport must be valid for three months and longer.

3. Original Diplomatic ID/Visa/Passport

4. Original Diplomatic Passport or Visa of Parent/Spouse if a dependent

5. Letter from Embassy or Mission Confirming

- Employment
- Station, Start and End date of Station
- Undertaking of medical aid for the Diplomat and Spouse/Dependent.

6. 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. Diplomat). Form to be signed and stamped by Faculty

The Form is available from the Faculty Office, Fees Office and the International Students Office.

7. 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)

8. Matriculation Exemption Certificate Clearance

- Undergraduate only
- Obtained at the International Students Office

9. 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.

10. Registration

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