

# EXCHANGE STUDENT

## Attendance for three (3) months and longer

- ✓ STEPS 1, 2, 3a, 4a, 5, 6, 7 and 8 = compulsory for clearance to register

## Attendance for three (3) months and less

- ✓ STEPS 1, 2, 3b, 5, 6, 7 and 8 = compulsory for clearance to register

### 1. Confirmation letter of acceptance / firm offer

### 2. Original Valid Passport

- Passport must be valid for three months and longer.

### 3a. Valid Study Visa

- Apply for a **Study Visa** in your home country
- Study Visa must be valid for three months and longer.
- The Study Visa must be made out to the University of the Witwatersrand, Johannesburg or any of its variations.

### 3b. Valid Visitor's Visa

- Must have an Entry and Expiry Date Stamp

### 4a. Mandatory South African based Medical Aid

- Proof of a South African Medical Aid - current membership certificate/confirmation from the Medical Aid Provider is required.
- South African Medical Aid to be paid until 31 December (if on a student plan)

### 4b. Medical Aid is **NOT** **COMPULSORY** but **recommended**

### 5. Confirmation of Agreement for Exchange

- Letter from the International Students Office confirming Exchange Agreement and Fees Status.

### 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. Exchange). Form to be signed and stamped by Faculty
- The Form is available from the Faculty Office, Fees Office and the International Students Office.*

Attendance for three months and less

➤ Check with the South African Embassy in your home country if the **Visitor's Visa** is issued at the port of entry **OR** does it have to be applied for and issued at the SA Embassy in your home country.

Attendance for three months and more

- Apply at the SA Embassy in your home country.
- Always make a copy and keep the originals of the supporting documents with you.
- When collecting the visa, please ensure that dates and name of the University is correct.

### 7. 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.

### 8. Registration

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