

OUT-OF-SEAT REGISTRATION

FULL TIME AND PART TIME

*Only Applicable to Masters and PhD students
conducting research outside South Africa*

STEPS 1, 2, 3, 5 and 6 = compulsory for clearance to register

STEP 4 = if applicable.

1. Confirmation letter of acceptance / firm offer

- Letter from Faculty confirming out-of-seat registration.
 - *Faculty requires a confirmation of status from the Supervisor.*
 - *Confirmation letter is issued by the Supervisor on request from the student*

2. Original Valid Passport

Passport must be valid for three months and longer.

3. 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. Part Time).
Form to be signed and stamped by Faculty

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

4. 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)

5. 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.

6. Registration

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