

# PART-TIME STUDENT

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

## 1. Confirmation letter of acceptance / firm offer

➤ (1<sup>st</sup> Time student only)

## 2. Original Valid Passport

Passport must be valid for three months and longer.

**3. Valid Temporary Residence Visa** permitting employment in South Africa as per the listed categories below:

- a) General Work Visa
- b) Critical Skills Work Visa
- c) Intra-Company Transfer Work Visa; and
- d) Business Visa

The visa must be valid for the duration of the degree.

## 4. 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)

## 5. 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.*

## 6. 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)

## 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**.