



11 January 2023

ADMINISTRATIVE SERVICES

DEGREE-SEEKING INTERNATIONAL STUDENT (STELLENBOSCH CAMPUS)

Stellenbosch University International is open for both in-person (F2F) and virtual services.

You may choose to attend to your consultation either in person (in the relevant staff member's office) or virtually (online via MS Teams).

BOOKINGS ARE ESSENTIAL, irrespective of the consultation mode, to avoid sitting in long queues.

Please note the following in terms of making a booking/appointment:

- Make a booking via our online booking system, which can be accessed [HERE](#).
- Once an appointment has been made, you will receive a confirmation email.
- If you opted for an in-person appointment (F2F), please arrive 5 minutes earlier and stick to your allocated timeslot. If you miss your timeslot, you will have to make a new booking.
- Students arriving for in-person (F2F) consultations must report at reception in the Krotoa Building (former RW Wilcocks), Victoria Street entrance.
- On arrival you will be asked for your appointment confirmation.

SCAN
HERE



1. PRE-REGISTRATION CLEARANCE FOR ALL INTERNATIONAL STUDENTS STELLENBOSCH CAMPUS: (UNDERGRADUATE & POSTGRADUATE)

- Before you can register for your academic programme of study, you must be cleared by SU International through a process known as pre-registration clearance/verification.
- All international students including permanent resident holders, refugees and asylum seeker status students are required to provide copies of supporting documentation for pre-registration clearance/verification prior to registering for the academic programme.
- To see which documentation is required for pre-registration, [CLICK HERE](#)
- [PLEASE CLICK HERE](#) to upload your documents for pre-registration clearance or alternatively, scan the following [QR-Code](#)



2. FIRST-YEAR INTERNATIONAL UNDERGRADUATE STUDENTS

- All First-year international undergraduate students with a provisional offer to Stellenbosch University for 2023 academic year, must upload a **CERTIFIED** copy of their **FINAL RESULTS** to be verified by the International Office, before the Faculty will issue a final admission offer letter if you still meet the requirements.
- **PLEASE CLICK HERE** to upload your final results for verification or scan the following **QR-Code**



- (i) If based on your final results uploaded and the programme requirements have been met, a final offer will be issued to you.
 - ✓ *You then need to accept or decline the offer within the allocated days.*
- (ii) If you do not meet the programme specific admission requirements, you will not be receiving any final offer but will receive an unsuccessful update.
 - ✓ *This means you will **not** be able register for 2023 academic year.*

Please make sure you comply with matriculation exemption requirements by doing an online assessment on the website of **USAF ONLINE ASSESSMENT LINK**

3. HOUSING

Any information regarding housing can be viewed on this link: **SUI HOUSING**

4. IMMIGRATION & HEALTH COVER

- Any information regarding immigration & health cover can be viewed on this link: **IMMIGRATION & HEALTH COVER**
- To request for a **Letter of Undertaking / Letter of Continuation (LOC)** for study visa renewal you can send an email to the following colleagues.
 - Undergraduate Students : **immigration@sun.ac.za**
 - Postgraduate Students : **postgraduate@sun.ac.za**
- Please ensure that your student account at Stellenbosch University is settled in full for 2022 academic year before requesting a LOC.

5. APPLICATION FOR MATRICULATION EXEMPTION CERTIFICATE

- Information regarding matriculation exemption and documents to be submitted is available on this link: **MATRICULATION EXEMPTION**

6. STUDENT FINANCES

➤ Information regarding fees for 2023 can be viewed on this link: [2023 FEE INFORMATION](#)

2.1	To request for a proof of address letter, send an email to suireception@sun.ac.za	
2.2	To generate a fee quotation for 2023 Academic Year	CLICK HERE
2.3	To pay your Student Account (<i>Quickest option; the funds will reflect immediately</i>)	CLICK HERE
2.4	To request for a letter to Open a Bank Account in SA	CLICK HERE
2.5	To request for an electronic transfer of funds/credit available on the student account to be paid to your SA bank account.	CLICK HERE
2.6	To request for a refund/reimbursement to an International Bank account.	CLICK HERE
2.7	To upload / change your SA banking details	CLICK HERE

7. CONTACT DETAILS (STELLENBOSCH CAMPUS)

You can also send an email should you wish to speak to an administrator or check our website on www.sun.ac.za/international for more information:

Reception	reception@sun.ac.za	021-808 2565
Finances: Degree Seeking Students	suifinance@sun.ac.za	021-808 4613
Housing	interhouse@sun.ac.za	021-808 4702
Immigration & Health Cover	immigration@sun.ac.za	021-808 4628
Matriculation Exemption	suiundergrads@sun.ac.za	021-808 3078
Golden Key Society Certificate Collection	reception@sun.ac.za	021-808 2565

Kind regards,

Ms Carmien Snyman
cns@sun.ac.za

Assistant Director: SUI Operations & Manager SUI Services Centre

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