

2017/18

INTERNATIONAL STUDENTS: A GUIDE



creating futures



Cape Peninsula
University of Technology





contents

ABOUT	2
The Cape Peninsula University of Technology	
The Office of International Affairs	
HOW TO	6
Apply to study CPUT	
Get your qualifications evaluated	
WHAT TO DO	9
When you are accepted	
HOW TO	10
Apply for a study permit	
Apply for an exchange visa or permit	
WHAT YOU NEED FOR REGISTRATION	13
Get medical cover	
MONEY TALK	14
Your upfront payments	
WHAT YOU NEED	15
International clearance for registration	
WHERE TO STAY	16
Your future accommodation	
WHAT TO DO	17
When you arrive	
How to get around Cape Town	
How to open a bank account	
The Study Buddy programme	
Keeping healthy	
How to keep safe	
FREQUENTLY ASKED QUESTIONS	18

THE CAPE PENINSULA UNIVERSITY OF TECHNOLOGY

Why should you choose to study at CPUT?

- CPUT is the only and the largest university of technology in the Western Cape.
- You have more than 70 programmes to choose from in the faculties of Applied Sciences, Business and Management Sciences, Education, Engineering, Health and Wellness Sciences and Informatics and Design.
- All CPUT courses offer a work integrated learning module, allowing you to obtain hands-on experience in industry.
- CPUT courses are internationally accredited.
- At CPUT you will have access to world-class facilities and resources, such as laboratories, libraries, computer facilities, etc.
- CPUT has a thriving research, technology and innovation culture.
- Cape Town is a vibrant, multicultural city, boasting world-class beaches, good weather and spectacular sights.



THE OFFICE OF INTERNATIONAL AFFAIRS

The Office of International Affairs is the hub of all international activities at the CPUT.

Annually, CPUT has over 3 000 international students registered at the University, hailing from more than 106 countries and speaking over 100 languages. CPUT is a thriving cosmopolitan centre for cultural, social and political exchange.

What does our office do?

- Recruit international students
- Facilitate the internationalisation strategy of the institution
- Maintain and update the international database
- Build and maintain the institution's international partnership and collaborations
- Host international visitors and delegations
- Interface with various governmental departments and official bodies

Services provided for international students

International students have access to various services, which are provided by the following CPUT departments:

Office of International Affairs

- Hosting of orientation programmes for international students
- Facilitate exchange programmes
- Provide relevant services to international exchange students – application, visa, permit, medical cover process, etc.
- Study buddy support programme

**Applications and Registration Centre**

- Provide relevant services to international students – application, visa, permit, medical cover process, etc.
- Interface with various governmental departments and official bodies

Assessment and Graduation Centre

- Provide letters to support visa applications to guests to attend graduation ceremonies

APPLY TO STUDY AT CPUT

Follow these easy steps

- Download and print out an application form from www.cput.ac.za
- Read and follow the rules on page 2 of the application form
- Complete the form and ensure you have all the necessary supporting documents
- **Post the completed forms and documents to the relevant campus:**

Applications Office
Cape Peninsula University
of Technology
PO Box 1906
Bellville
7535
Republic of South Africa

Applications Office
Cape Peninsula University
of Technology
PO Box 652
Cape Town
8000
Republic of South Africa

You can also apply online at <http://www.cput.ac.za/study/apply>
(Please note only certain courses are available for online application)

For more information on applications, contact the Admissions and Registration Centre:

Bellville Campus

Thandi Jiba

t +27 21 959 6085

e jibat@cput.ac.za

Cape Town Campus

Hombakazi Mbolekwa

t +27 21 460 8390

e mbolekwap@cput.ac.za



For more information on a graduation ceremony guest visa letter, contact the Assessment and Graduation Centre:

Mornay de Vos

t +27 21 959 6262
e devosm@cput.ac.za

For information on exchange programmes, contact the Office of International Affairs:

Matome Mokoena

t +27 21 460 3984/ 93
e mokoenam@cput.ac.za

Zinzi Nkalitshana

t +27 (0) 21 959 6048/ 6504
e nkalitshanaz@cput.ac.za

@cputoia
www.facebook.com/cputoia

GET YOUR QUALIFICATIONS EVALUATED

All international undergraduate and postgraduate qualifications must be evaluated and verified by the South African Qualifications Authority (SAQA) before submission of application to CPUT.

Your application will not be processed without these documents

Your application for evaluations must include:

- All school and post-school qualification documents
- Completed and legible transcripts of academic records of all the qualifications that you have completed
- Certificates in foreign languages must be submitted together with translations into English by a sworn translator
- A cheque made out to SAQA

Postgraduate applications such as Masters and Doctoral qualifications:

The outcome of the SAQA evaluation (certificate) must be submitted together with your application to CPUT.

Contact details for SAQA

Call centre: +27 12 431 5070

Helpdesk: +27 86 010 3188

Website: www.saqa.org.za

Postal Address

Postnet Suite 248
Private Bag X06
Waterskloof 0145
South Africa

Check the requirements of your country by consulting The Higher Education Enrolment Services Programme at <http://www.he-enrol.ac.za>

WHEN YOU ARE ACCEPTED

Once you are accepted to study at CPUT, please download your acceptance letter and request a study permit letter from www.cput.ac.za/study/track. Please also do the following:

- **Confirm your acceptance** to secure your place at the university.
- **Pay a deposit within four weeks** after notifying CPUT of your acceptance.
- **Return the acceptance form** together with your proof of payment to the address as indicated on the form.
- **Apply for a valid study permit to study at CPUT.**
- **Apply for medical cover** from a registered South African medical insurance provider, valid for the period of your enrolment (12 months).
- **Arrange the necessary funds** to cover your university tuition and living expenses.
- **Make the necessary travel arrangements.**
- **Make sure that you have a valid passport.**



APPLY FOR A STUDY PERMIT

You will need a CPUT study visa to gain entry into South Africa and to register at CPUT. You will need to complete this process at your local South African Embassy/ Consulate.

You will need the following:

- **Valid passport** (valid for a period of the length of your proposed study abroad)
- **Letter of acceptance** from CPUT available online at www.cput.ac.za/study/track
- **Letter of undertaking** requested online at the Admissions and Registration Centre at CPUT
- **Proof of sufficient funds** to cover all your costs in South Africa
- **The required deposit** for repatriation guarantee
- **A return air ticket** to the country of origin
- **A legal guardian** in South Africa may have to be appointed for students under the age of 21 years
- **A police clearance certificate** for the past 12 months/ longer (essential)
- **Proof of medical cover** that is valid in South Africa
- **Cash** for the costs of the study permit

CPUT will issue a letter of undertaking, which you must present to the local South African Embassy/ Consulate when you apply for your study permit/ visa.

Please note that the law requires all international students to ensure that their study visa

and medical cover are valid at all times for the duration of their studies. A study permit must be renewed within 30 days prior to expiry and there is a fee payable upon application of the study visa. **It**

usually takes between six weeks to six months for a study permit to be processed.



APPLY FOR AN EXCHANGE VISA OR PERMIT

If you are participating in an exchange programme (cultural, social or economic) then you must apply for an exchange visa at any South African Embassy or mission abroad.

You must provide the following documentation:

- Application form BI-1738 (application for a temporary residency permit)
- A valid passport
- A letter from the entity, organisation or family where you intend to conduct your programme in South Africa, confirming the status or existence of the exchange programme. The letter should prove that you qualify to register or participate and the entity, organisation or family will be responsible for you during your stay.
- A letter from an organ of state or a sponsoring body of your home country, confirming the existence of the exchange programme, and that you have been accepted to register for the programme.

Exchange Permits

Exchange permits may be issued to foreigners who are not older than 25 and who wish to participate in exchange programmes. This permit does not exceed 12 months and cannot be renewed or extended.

You will require the following documents depending on the type of exchange programme you are participating in:

Exchange programme (administered by a South African learning institution and learning institution/ organ of a foreign state):

- | | |
|--|---|
| <ul style="list-style-type: none">• A duly completed application Form BI-1738• A passport valid for no less than 30 days after the expiry of intended visit• Payment of the prescribed fee• A vaccination certificate, if required by the Act• Proof of financial means to cover your living expenses during your stay in the Republic in the form of bank | <ul style="list-style-type: none">statements, cash available, or travelers' cheques• Undertaking by the host in the Republic of South Africa• Proof of medical cover• A cash deposit equivalent to the value of a return ticket or an undertaking by the relevant institution to cover costs for deportation, if necessary• Medical and radiology reports |
|--|---|

- A police clearance certificate from each country in which you resided for 12 months or longer since the age of 18 years
- A letter from the Department of Education or a public higher educational institution in the South Africa, confirming that it is responsible for organizing/ administering the programme, outlining the activities and duration thereof, as well as confirming that it will take full responsibility for the student whilst he/ she is in the country
- A letter from an organ of the foreign state, confirming the particulars of the student, including confirmation of the student's registration with a tertiary educational institution abroad, as well as the date on which study will commence
- A report from a South African organ of state or learning institution prescribed in regulation 19(3)

Exchange permit (programme administered by an organ of the state):

- A duly completed application Form BI-1738
- A passport valid for no less than 30 days after the expiry of intended visit
- Payment of the prescribed fee
- A vaccination certificate, if required by the Act
- Proof of financial means to cover your living expenses during your stay in the Republic in the form of bank statements, cash available, or travelers' cheques
- Undertaking by the host in the Republic of South Africa
- Proof of medical cover
- Medical and radiology reports
- A cash deposit equivalent to the value of a return ticket or an undertaking by the relevant institution to cover costs for deportation, if necessary, along with proof of a return ticket
- A letter from the organ of state confirming the status/ existence of the exchange programme
- A letter from the educational institution abroad confirming your enrolment or a letter from the foreign state organ confirming your participation in the programme and their awareness of the exchange programme
- Annual reports from the sponsoring body, outlining progress of the programme. In the absence of a sponsoring body, the educational institution or organ of state must submit the reports
- A police clearance certificate from each country in which you resided for 12 months or longer since the age of 18 years

Exchange permit (issued according to Section 22(b) of the Immigration Act, 2002 (Act No. 13 of 2002)

- A duly completed application Form BI-1738
- A passport valid for no less than 30 days after the expiry of intended visit
- Payment of the prescribed fee
- A vaccination certificate, if required by the Act
- Proof of financial means to cover your living expenses during your stay in the Republic in the form of: bank statements, cash available, or travelers' cheques
- Undertaking(s) by the host(s) in the Republic of South Africa
- Proof of medical cover
- Medical and radiology reports
- A cash deposit equivalent to the value of a return ticket or an undertaking by the relevant institution to cover costs for deportation, if necessary, along with proof of a return ticket
- A police clearance certificate from each country in which you resided for 12 months or longer since the age of 18 years
- A statement from the prospective employer confirming that the:
 1. position for which the exchange permit will be issued exists
 2. your remuneration complies with labour requirements
 3. employer will provide for your welfare and needs whilst in its employ
 4. employer will inform the Department if you do not comply with the terms and conditions of your permit or leave the Republic
- You will leave the country when your permit expires

(Source www.home-affairs.gov.za)

GET MEDICAL COVER

The South African Law requires all international students to have proof of medical cover with a medical scheme registered in South Africa.

To make your life easier, CPUT contracted a service provider, ABSA Health Care Consultants, to help you get the type of medical cover for which you qualify.

For assistance contact ABSA Health Care Helpdesk

 +27 86 010 0380

 international.students@absa.co.za

ABSA health care consultants are available for on-campus consultations on certain days.

For more details about medical aid providers in South Africa, contact:

SA Medical Schemes

 +27 86 112 3267

 www.medicalschemes.com

The medical insurance schemes are the following:

CompCare Wellness Scheme

 +27 86 112 4636

 www.compcare.co.za

Discovery 360° Medical Aid for International Students

 +27 86 099 8877

 www.discovery.co.za/portalindividual/360-plan

Momentum Health

 +27 86 010 2493

 www.ingwehealth.co.za

** Please make sure that the cover you buy is correct, as CPUT will reject your medical aid if it does not qualify or meet legislative prescripts. No medical aid card will be accepted during registration without a letter of confirmation from the medical aid scheme.*

YOUR UPFRONT PAYMENTS

You are required to make the following payments:

- An administrative levy (excluding refugees and permanent South African residents)
- Full payment of registration fee
- University residence deposit
- Medical cover by preferred provider (CompCare, Discovery or Momentum Health Ingwe) for 12 months (excluding refugees and permanent South African residents)
- 50% of the anticipated fees for the year (amount obtainable) from your faculty office or on the university website
- If you have secured accommodation at the university residence, a deposit is due

TO MAKE PAYMENTS, PLEASE SEE THE BELOW BANKING DETAILS FOR CPUT:

ABSA Bank, Public Sector Western Cape

Account name: Cape Peninsula University of Technology

Account type: Current Account

Branch code: 632005

Account No: 01202660521 OR 4053548518

Swift Code: (for payments made outside South Africa): ABSA ZA JJ

Reference: Your CPUT student number/Passport and Name as reference.

Reference examples for application fee payments by students who do not yet have a student number:

Reference = Initial(s), Surname and Application i.e. Reference: BM, PULA, Application

* Please note that international students, excluding citizens of African countries, are required to pay double the general South African fees and an international levy.

INTERNATIONAL CLEARANCE FOR REGISTRATION

International students

- Valid passport and study permit at CPUT for full-time study and a work permit for part-time study.
- Your letter of acceptance from the University.
- Confirmation and proof of payment of your South African medical cover (must be valid for the duration of your academic year).
- Diplomatic ID/ permit/ passport
- Diplomatic parents/ spouse passport and permit, should you be a dependent.
- Vetted scholarship letter if you are sponsored or have a bursary.
- Registration form from the faculty, if not registering online.

Please be aware of the international clearance requirements.

- A letter from the embassy or mission confirming your employment, station, start and end date of station and undertaking of medical cover for the diplomat and spouse/ dependent.

Refugee students

- An original refugee permit.
- Medical cover (not compulsory)
- Original asylum seekers permit, if relevant.

For study entrance requirements in a South African University, visit the following website: <http://www.he-enrol.ac.za>

- * Please familiarize yourself with the legislative related information as provided in the letter of intent that you have used to apply for your study visa.

YOUR FUTURE ACCOMMODATION

You must make your own accommodation arrangements.

Your options are:

CPUT RESIDENCES

You can apply for accommodation in residences on the CPUT application form.

For more information, contact:

Cape Town Campus Residence Office

 +27 21 460 3870

Bellville Campus Residence Office

 +27 21 959 6334

PRIVATE ACCOMMODATION

You can look for private accommodation online via various real estate agents or contact the Campus Residence Offices for more information.

Please note that during June and December vacations, all CPUT students must vacate the residences, including refugees. You will therefore have to arrange alternate accommodation during these vacation periods.

** Only exchange students are allowed to stay in the CPUT residence during the university holidays.*



WHEN YOU ARRIVE



HOW TO GET AROUND CAPE TOWN

You will need to make all your own travel arrangements. For more information see:

Myciti (bus)

www.myciti.org.za

Golden Arrow Bus Service

www.gabs.co.za

Uber

www.uber.com

Inter Cab

+27 21 447 7794

** Please note that you have to be 18 years of age to legally drive a car. An international driver's license or one from your home country, if it is in English, may be used in South Africa.*

HOW TO OPEN A BANK ACCOUNT

You can open a bank account at any local bank in South Africa. You must provide the bank with a proof of residence letter which you can obtain from the Applications and Registration Centre.

The banks in South Africa are:

- **First National Bank**
- **Nedbank**
- **Standard Bank**
- **Capitec**
- **ABSA**

You can claim for a VAT refund if the goods that are purchased are taken out of the country within 12 months of the date of purchase (receipts and invoices must be kept).

THE STUDY BUDDY PROGRAMME

As an international student, you can participate in the Study Buddy Programme, which links you with a local student who will help you to settle in.

What kind of help can you expect?

- A meet and greet upon arrival
- Assistance with finding your residence
- A tour of the campus.
- A question and answer session where all your queries will be answered

Apply for the Study Buddy programme before 15 January for the January intake, and 5 July for the July intake.

For more information, contact:

Matome Mokoena
International Relations Officer



+27 21 4603984



mokoenam@cput.ac.za

KEEPING HEALTHY

Cape Town is not located within the Yellow Fever endemic zone, and the vaccine is therefore not compulsory. Should you decide to travel to other areas, especially to the far north, please consult with Student Health services regarding appropriate vaccination.

CPUT has a health clinic and counselling

services available to students. The services are free and include the following:

- General medical consultations
- Wound care
- Family planning services
- Emergency services
- Counselling/support

CPUT also houses an HIV/Aids Unit.

HOW TO KEEP SAFE

- Keep your car doors locked at all times and the windows up.
- When making use of a hired car, choose a car with a closed trunk (called a “boot” in South Africa), as opposed to a hatchback. Lock valuable items in the trunk.
- Stay alert and always be aware of any cars or persons that may be following you. Being followed from the airport and robbed on arrival at your hotel is relatively common.
- Avoid displays of expensive jewelry, cameras, laptops and other valuables.
- Plan your route and means of transportation beforehand.
- Never pick up strangers.
- At night, park in well-lit areas and avoid isolated areas.
- Explore in groups rather than alone, and stick to busy, well-lit streets.
- Never leave your belongings unattended, especially in public places such as restaurants.
- Avoid isolated beaches and parks.
- Never carry large sums of money on you and do not keep large sums of money at your place of accommodation. Traveler's cheques are your best bet.
- Always carry a map with you in the event that you do head off course (although being seen with a map is a giveaway that you're a tourist).
- Keep your passport, plane ticket and other important documents in a safe place (make a photocopy of the documents before you leave, and give them to somebody for safekeeping).
- Never talk to strangers when you are withdrawing money at the ATM.

EMERGENCY NUMBERS

CPUT CAMPUS PROTECTION SERVICES

Bellville: +27 21 959 6301

Cape Town: +27 21 460 3122

FREQUENTLY ASKED QUESTIONS

What must I do if I lose my passport?

Report the loss to the nearest South African Police Service so that they may grant you an affidavit. You must also contact your Embassy or Diplomatic Representative to apply for a new passport.

Do I need a re-entry visa if I leave SA temporarily?

If you are in South Africa on a valid study permit, and you leave the country temporarily, you will NOT need a re-entry visa, provided your permit does not expire while you are out of the country. This is valid even though your permit may have "single entry" endorsed on it.

Is academic performance important?

Home Affairs requires academic progress reports from each student. If you do not achieve satisfactory progress, then this may lead to expulsion. In such a case you will forfeit your repatriation deposit.

Can I work in SA?

If you hold a valid study permit, then you may conduct part-time work, not exceeding 20 hours per week, provided that this limitation shall not apply during academic vacation periods. You must furnish the Office of International Affairs with a letter of offer from an employer. A letter consenting to employment shall then be granted.

Can I conduct practical training?

You are allowed to conduct work in the form of practical training in the field related to your studies on submission of a letter confirming that practical training is a condition for fulfilling academic requirements and a letter from a prospective employer.

Can I study with a work permit?

A foreigner can obtain authorisation from the department to take up part-time studies at a learning institution in South Africa while conducting work on a work permit.

Stay in contact with the Office of International Affairs

You can access the CPUT Office of International Affairs Facebook page by visiting www.facebook.com/cputoia or our Twitter account @cputoia

Also, regularly check you CPUT student email for messages from the Office of International Affairs and for general student notices.

We're mobile

Have your university in your pocket,
with the CPUT mobile app and get
access to:

Course announcements
Tracking your application status
Internet balance
Examination results
Faculty prospectuses
Document downloads
for paperless meetings

**Download
NOW**

-  +27 21 959 6767
-  info@cput.ac.za
-  @CPUT
-  @wearecput
-  www.facebook.com/cput.ac.za
-  www.cput.ac.za

AVAILABLE ON



 iPhone



WeAreCPUT

-  +27 21 959 6767
-  info@cput.ac.za
-  www.cput.ac.za
-  www.facebook.com/cput.ac.za
-  @CPUT
-  @wearecput

creating futures



Cape Peninsula
University of Technology