

2018

# INTERNATIONAL STUDENT GUIDE



creating futures



Cape Peninsula  
University of Technology





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# About us

With over 2000 international students registered at CPUT annually, from more than 106 countries, speaking over 100 Languages, CPUT is a thriving cosmopolitan Centre for cultural, social and political exchange.

Apart from the Institution, we interface with the Department of Home Affairs, Department of Higher Education, IEASA, USAf, SAQA, Medical Aid providers and SA Medical Aid council, and funding agencies such as UNHCR, NSFAF and NMDS.

NB: Please read carefully through this information booklet, as many of the questions you may have about applying to CPUT will be answered here.

<http://www.cput.ac.za/students/life/international>

# International Applications and Registrations Centre (IARC)

This unit reports directly to the Registrar and they are responsible for evaluating all foreign undergraduate and Postgraduate application forms. All certificate, diploma and post graduate applicants with international qualifications MUST send their qualifications to SAQA [www.saqa.org.za](http://www.saqa.org.za) for evaluation before applying to CPUT. All applicants that want to enrol for degree studies must submit their qualifications to USAf <http://mb.usaf.ac.za> for evaluation before applying to CPUT.

The Higher Education Act 101 of 1997 provides for the functions of the Matriculation Board (USAf) to determine minimum general university admission requirements better known as matriculation endorsement requirements which are determined and are published in the Government Gazette. All prospective Students, local and international that want to enroll for degree studies need to be covered by an exemption for the duration of their studies.

(The Committee of Principals has, with the approval of the Minister of Education, in terms of section 74 of the Higher Education Act (Act 101 of 1997) read in conjunction with Section 7(1 )(a), (d) and (e) of the Universities Act (Act 61 of 1955), prescribed standards and conditions for the endorsement of senior certificates and the issuing of certificates of exemption from the matriculation endorsement as set out in the Schedule)


## The IARC role includes

- Advising on immigration issues
- Application procedure for study visa and renewal of existing study permits
- General enquiries on Application and Admission as well as medical cover in South Africa
- Drafting of letters sent to relevant institutions, such as bank release letters, renewal of study visa, confirmation of registration

**Contact details for further enquiries regarding all international full programme applicants:**

### Bellville Campus


Ms Busisiwe Sichwaru

 +27 (0)21 959 6082

 [sichwarub@cput.ac.za](mailto:sichwarub@cput.ac.za)

### District Six Campus

Ms Hombakazi Mbolekwa

 +27 (0)21 460 8390

 [mbolekwap@cput.ac.za](mailto:mbolekwap@cput.ac.za)

## Pre-departure Arrangements

Please ensure that you make the following arrangements before you depart from your country of residence, once you have received your letter of acceptance. It is important to note that no arrangements should be made without confirmation that you have been accepted to CPUT.

- Sign and return your letter of acceptance to the Applications Office at CPUT to validate your entry into the university.
- Make sure that you have a valid passport, otherwise apply for a valid passport.
- Apply for a valid study permit.
- Apply for medical aid 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, which should include transfers to your place of residence upon arrival.

## Purchasing your air ticket

Once you have decided to accept your place at CPUT, you must start sourcing more affordable, convenient and efficient ways of getting to Cape Town. STA Travel (worldwide agency for youth and student travel) may assist you with sourcing affordable flights and temporary accommodation.

Visit their website [www.statravel.co.za](http://www.statravel.co.za); otherwise approach your local travel agency.

## Arrival

Cape Town is accessible through all conventional means of travel. If you arrive by plane via Johannesburg, you may have to clear customs before boarding your national flight to Cape Town. At the Cape Town International Airport, you will have to arrange transport to town or to your place of residence.

Please make arrangements well in advance, before leaving for South Africa. See campus facilities and amenities (pp. 21) for services at your disposal.



# International Clearance requirements

- A valid passport and study permit.
- Your letter of acceptance from the University.
- Confirmation and proof of payment of your South African medical aid cover (must be valid for the duration of your academic year).
- A vetted scholarship letter if you are sponsored or have a bursary.
- A registration checklist from the IARC.
- Registration form from the faculty.
- A completed fees quotation form, signed and stamped by the Student Debtors Office and Faculty Officer.
- An original asylum seeker permit, if relevant.

# Refugee Clearance requirements

**\* All of the above, as per international clearance requirements with the following additions:**

- An original refugee permit.
- Medical aid NOT compulsory.
- A diplomatic ID/ permit/passport.
- A diplomatic parents/ spouse passport and permit, should you be a dependent.
- A letter from the embassy or mission confirming your employment, station, start and end date of station and undertaking of medical aid for the diplomat and spouse/dependent.



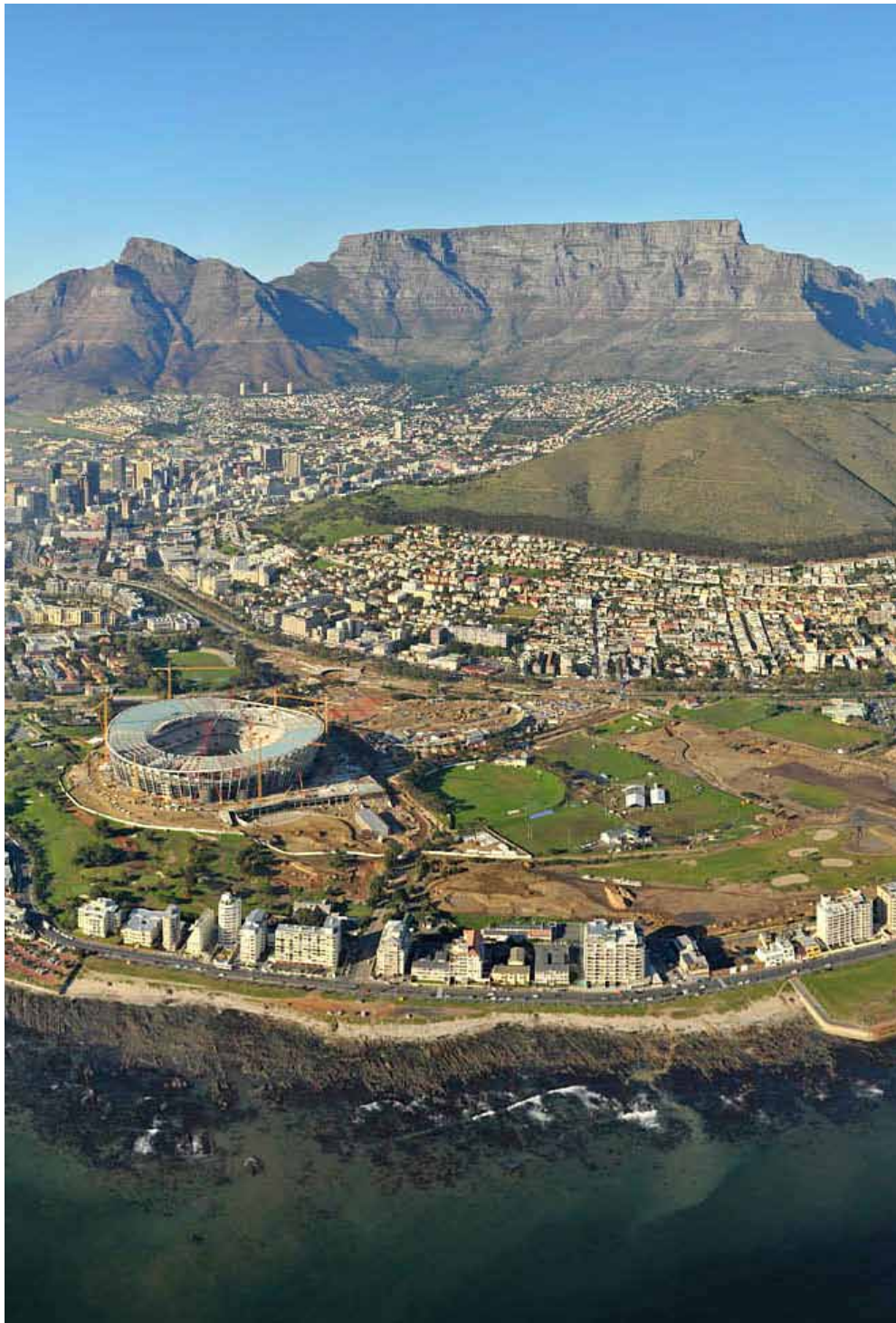
# Cambridge System requirements

**\*All of the above, with the following additions:**

- The student is required to pass at least five different subjects of the IGCSE and HIGCSE study levels, of which at least three are HIGCSE level subjects.
- A pass in the language that is the medium of instruction at CPUT, i.e. English.
- Specific pass grades, i.e. IGCSE: A, B or C; HIGCSE: 1, 2 or 3.

In addition, students who want to apply for MTECH and DTECH programmes must have their qualifications evaluated by the South African Qualifications Authority (SAQA) at <http://www.saqa.org.za/> (see procedure for evaluation of foreign qualifications here prior to submitting their application forms).

Other Senior School qualifications will be reviewed on merit. In some cases, where the format of secondary school education is unfamiliar, students applying for National Diploma programmes may also be asked to apply for SAQA evaluation prior to their acceptance.



# About Cape Town

**Cape Town, dubbed the Mother City of South Africa, is laden with majestic mountains, generous expanses of beach, legendary vineyards and a pulsating metropolis. It is without a doubt one of the most attractive places in the world.**

Six of South Africa's top tourist attractions are located within an hour of the city center, such as the Victoria & Alfred Waterfront, the Winelands, Table Mountain (New 7th Wonder of Nature), Cape Point, Kirstenbosch Botanical Gardens and the famous Robben Island.

This vibrant city is where both day and night entertainment is of abundance. You will also be well connected with all forms of transportation including an International Airport, MyCiTi busses and Metrorail train services available at your disposal.

For more information about South Africa and Cape Town, refer to the links accessible on our websites.

Finally, the Strategic Initiatives and Partnerships is happy to be your reference point for all your queries about adjusting to Cape Town and CPUT.

***We wish you a HAPPY STAY and a rewarding experience!***

# Important preregistration information

## Acceptance of offer to study at CPUT

It is important that you confirm your acceptance of the study offer made to you as soon as possible, in order to secure your place at the university.

For academic acceptance, a deposit is payable within four weeks once we have received your letter of acceptance. As soon as the payment is made, return the acceptance form together with your proof of payment to the address as indicated on the form.

# Academic performances

**Home Affairs requires academic progress reports from each student.**

You are therefore warned that failure to achieve satisfactory progress may lead to expulsion. In such a case you will forfeit your repatriation deposit.

# Study Permit

**International students must apply for a CPUT study visa before leaving the country of origin. Without a study visa, you will be refused entry into South Africa and CPUT may not register you as a student.**

A study visa is a statutory requirement and is issued for specific institutions. Students that are currently studying in other institutions in South Africa may approach the Home Affairs offices to change their permits.

A letter of undertaking should be in your acceptance package. This letter is issued by the IARC and is to be presented to the local South African Embassy/High Commission of Consulate when you apply for your study permit/visa.

Please contact the IARC immediately should you not have received the letter of undertaking.

## To apply for a study permit, you will need the following:

- Valid passport (valid for a period exceeding the length of your proposed study abroad)
- Letter of acceptance from CPUT available online <https://www.cput.ac.za/study/track>
- Letter of undertaking issued online by IARC at CPUT and online <https://www.cput.ac.za/study/track>
- Proof of sufficient funds to cover all your costs in South Africa
- The required deposit for repatriation guarantee
- A return plane ticket to the country of origin
- Cash for the costs of the study permit
- 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 insurance/cover that is valid in South Africa

# Visas for Cultural, Economic or Social Exchange Programmes

An exchange visa may be issued to you if you are participating in a programme of cultural, economic or social exchange that is organised or administered by an organ of state, or a public higher education institution in conjunction with an organ of a foreign state.

You can apply for your exchange visa at any South Africa embassy or mission abroad.

## You will also need to 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 status or 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 years of age and wish to participate in cultural, economic or social exchange programmes administered by an organ of the State or a public higher educational institution in conjunction with an organ of a foreign state. Applications must be made at any regional office of the Department of Home Affairs or nearest South African embassy, mission or consulate abroad.

The validity period of an exchange permit depends on the length of the programme for which it is issued and usually does not exceed 12 months. Exchange permits cannot be renewed or extended.

Should you successfully apply for an exchange permit, you will not qualify for a temporary residence permit until you have lived outside the Republic of South Africa for at least 12 months.

**If you require an exchange permit in order to take part in a programme administered or organized by a learning institution in South Africa in conjunction with a learning institution/organ of a foreign state (Section 22(a) of the Immigration Act, 2002 (Act No. 13 of 2002)), the following documents are required:**

- 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:
  - o bank statements
  - o cash available, or
  - o travellers' cheques
- Undertaking(s) by the host(s) 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)

**If you require an exchange permit in order to take part in a programme administered or organized by an organ of the state (Section 22(a) of the Immigration Act, 2002 (Act No. 13 of 2002)), you must submit the following:**

- 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
  - travellers' 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 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

**To apply for an exchange permit issued according to Section 22(b) of the Immigration Act, 2002 (Act No. 13 of 2002) you must submit the following documentation at the nearest South African embassy, mission or consulate in your country of origin:**

- 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
  - travellers' 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 position for which the exchange permit will be issued exists
  - the your remuneration complies with labour requirements
  - the employer will provide for your welfare and needs whilst in its employ
  - the 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.

You will not qualify for a permanent residence permit within 2 years after the expiry of your exchange permit.

**Source** <http://www.home-affairs.gov.za/index.php/immigration-services/types-of-temporary-permits>



# About CPUT

**The Cape Peninsula University of Technology has got 6 Faculties across 5 campuses. Visit our website to browse through each faculty so you can choose the best course suitable for your academic background.**

Our application form gives you an opportunity to apply for a maximum of 3 courses. As an International Student make sure you read and follow the rules on Page 2 of the Application form. Please note that fraudulent applicants will be reported to the Embassy of your country and therefore resulting in serious repercussions.

**The 6 Faculties are <http://www.cput.ac.za/academic/faculties>:**

- Faculty of Applied Sciences
- Faculty of Business and Management Sciences
- Faculty of Education
- Faculty of Engineering
- Faculty of Health and Wellness Sciences
- Faculty of Informatics and Design

## Admission

**All applications from International Students should be addressed to the address on the application form:**

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

## Renewal of Student VISA and Medical Cover

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.

## Minimum Admission Requirements

A National Senior Certificate (NSC) as certified by Umalusi, or equivalent, with an achievement rating of 3 (Moderate Achievement: 40-49%) or better in four recognized, NSC 20-credit subjects, an achievement rating of 2 for Mathematics or Mathematical literacy, an achievement rating of 3 in the required official language at Home language level and an achievement rating of 2 in the other required language in at least First Additional Language level. One of these languages must be English or Afrikaans.

**Specific minimum requirements for a course are available in the Faculty brochures and on the CPUT website <http://www.cput.ac.za/study/courses>**

For example, nine subjects are required/recommended, an achievement rating and portfolio must be submitted, and interviews take place in Cape Town and/or experience required.

Minimum admission requirements may be adjusted at the Dean's discretion, subject to the approval of the Faculty Board and the Senate of the University. All candidates who comply with the minimum requirements may be subject to selection procedures.

# Procedure for evaluation of foreign qualifications

## Applications for SAQA evaluations should include:

- All qualification documents, i.e. the highest school certificate issued by the official examining body.
- Completed and legible transcripts of academic records in respect of all degrees or other higher education qualifications, together with the final certificates and preceding qualifications leading to any post-graduate/ other advanced qualifications when the latter is submitted.
- Certificates in foreign languages should be submitted together with translations into English by a sworn translator. The relevant evaluation fee can be obtained from SAQA in Pretoria.
- A cheque made out to SAQA.
  - General evaluation (approximately 30 working days)
  - Priority evaluation (approximately 10 working days)

**NB:** While waiting for your SAQA outcome contact CPUT for your provisional acceptance status.

**NOTE:** Tariffs are subject to change from time to time.

## Postgraduate applications such as MTech and DTech

Foreign applicants must have all previous post-school qualifications evaluated by the South African Qualifications Authority (SAQA) before applying for postgraduate studies at CPUT.

SAQA is a juristic body consisting of subject matter and qualifications experts, employed to evaluate qualifications and standards from the perspective of the sectors from which those qualifications and standards were developed.

**Failure to submit these documents will cause you to forfeit your application.**

**COUNTRIES**      **OTHER VERY IMPORTANT DOCUMENTS REQUIRED**

<b>DRC</b>	JOURNAL D'EXAMENT D'ETAT	Bulletin de la 6eme annee' (certified copy) in French Certified translated 6th year Bulletin (in English) Diploma d'etat ou attestation de Reussite. Certified copy (in French) Translated state diploma or a certified translated testimonial of success (in English)
<b>CONGO (BRAZZAVILLE)</b>	LISTE DES ADMIS AU BAC	Attestation de reussite au Baccalaureat Certified copies of French and translations
<b>NIGERIA</b>	SCRATCH CARD	WAEC result NECO result
<b>CHINA/KOREA</b>	SAQA CERTIFICATE	Original certified Translations certified

**Contact details**

**Call centre:** +27 (0)12 431 5070

**Helpdesk:** +27 (0)86 010 3188

**Website:** [www.saqa.org.za](http://www.saqa.org.za)  
<https://www.facebook.com/SouthAfricanQualificationsAuthority>

**Postal Address**

Postnet Suite 248  
Private Bag X06  
Waterskloof 0145  
South Africa

**Physical Address**

SAQA House  
1067 Arcadia Street  
Hatfield  
Pretoria

# Campus amenities

## Accommodation

**There is a high demand for places in the residences.**

If you are not successful in obtaining a place, contact the following numbers for assistance with alternative/private accommodation:

### District Six Campus Residence Office

**t** +27 (0)21 460 3870

### Bellville Campus Residence Office

**t** +27 (0)21 959 6334

**NB:** Exchange students are the only students that are allowed to stay at the residence during the university holidays.

Remember to bring or purchase your own bedding, toiletries and eating/cooking utensils.

During June and December vacation periods, all students are requested to vacate the residence, including refugees. Students will therefore have to take the necessary precautions for the use of external accommodation during the two major university holidays.



# Transport and accommodation

For students who will be based either at the Cape Town or Granger Bay Campus there is a MyCiti Bus which brings you from the airport to the Cape Town Civic Center at a cost of R65.

For more information about the MyCiti Bus visit the following link,  
<http://www.myciti.org.za/en/home>

## PRIVATE TRANSPORT

### SPORT TAXI

**t** 021 447 4444      R10.00 p/Km

### EXCITE TAXI

**t** 021 448 4444      R9.00 p/Km

For private accommodation, temporary accommodation and car hire please contact an accommodation expert:

**Mr Phillip Chibvuri**

**t** +27 (0)21 959 6311

**e** [chibvurip@cput.ac.za](mailto:chibvurip@cput.ac.za)

**Just Car Rental**

**t** +27 (0)21 657 1000

**e** [justcarhire.co.za](http://justcarhire.co.za)

**Reeds Car Rentals**

**t** +27 (0)21 443 5250

**c** +27 (0)82 461 6697

**Summit Car Hire**

**t** +27 (0)21 007 1365

**e** [info@summitcarhire.co.za](mailto:info@summitcarhire.co.za)



# The Study Buddy Programme

All first year international students can be offered a local student or a senior international student as a Study Buddy to assist them at the beginning of their stay, making it easier to settle in.

## What kind of help can you expect?

- A meet and greet upon arrival.
- Assistance with finding your residence (the Study Buddy may collect the key of the residence beforehand).
- A tour of the campus facilities, faculties and activities.
- A Q&A session where all your queries may be answered about, e.g. public transport or the surrounding shops.
- Apply for the Study Buddy programme.

Before your arrival, it is best to stay in contact, so that we may facilitate your interaction with your Study Buddy via e-mail, in terms of your arrival time. Staff members of the Strategic Initiatives and Partnerships in charge of the Study Buddy Programme are:

**Mr Matome Mokoena**  
***International Relations Officer***



+27 21 460 3984



mokoenam@cput.ac.za



[www.facebook.com/cputsip](http://www.facebook.com/cputsip)



@cputsip

# Money matters

The South African currency is the Rand (ZAR), which is equal to 100 cents (R1=100 cents). Value Added Tax (VAT) is levied on most of the goods and services. Prices of goods will indicate if the item is VAT inclusive (already added) or VAT exclusive. International students 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).

## Fees/tuition

International students (excluding refugees) who make use of the preferred medical scheme (CompCare, Discovery or Momentum Health Ingwe) should sign a contract for 12 months of medical cover (minimum acceptable duration according to the Department of Home Affairs).

**All international students (except refugees and students with permanent residence in South Africa) are required to pay an International Levy (a once-off administrative levy).**

**All international students** (excluding refugees) **are required to make an upfront payment of 50% of the anticipated fees** for the year/semester initially; the balance of the fees for the year must be paid by the end of May. In addition, if the student has been awarded accommodation at the university residence, a deposit is due.

### Summary of fees

1. Once-off administrative levy (excluding refugees and permanent South African residents)
2. Full payment of registration fee
3. University residence deposit
4. Medical cover by preferred provider (excluding refugees and permanent South African residents)
5. 50% of anticipated fees for the year (amount obtainable) from your faculty office or on the university website

# Bank details

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

**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

International students, excluding citizens of African countries, are required to pay double the general South African fees and an international Levy.

# Opening a bank account

You may open a Bank account at a local Bank that will provide you with a bank card for cash withdrawals from Auto Teller Machines (ATMs).

ABSA, First National Bank, Nedbank and Standard Bank have ATMs in the student center on the main campus.

**Students are discouraged from keeping large sums of money in their possession or in residence rooms – you do so at your own risk.**

# Medical cover


In terms of the South African Law (immigration Act 19 of 2004), all international students who come to study in South Africa must have proof of medical insurance with a medical scheme registered in South Africa, in terms of the Medical Scheme Act, 131 of 1998.

CPUT has tried to make it easier for you by contracting a service provider, ABSA HCC, to help you get the type of medical aid for which you qualify.

Contact ABSA Health Care Helpdesk for assistance on 0860100380 or email the Absa Health Care Helpdesk on [international.students@absa.co.za](mailto:international.students@absa.co.za)


The cost of medical insurance will cover you for your full academic year. We have preselected two medical insurance schemes, which the ABSA Health Care Consultants Help Desk will assist you in choosing:

## COMPCARE WELLNESS SCHEME

 +27 (0)86 112 4636

 [www.compcare.co.za](http://www.compcare.co.za)

## MOMENTUM HEALTH

 +27 (0)86 010 2493

 [www.ingwehealth.co.za](http://www.ingwehealth.co.za)

### NOTE

Not all medical insurance service providers will qualify and you must therefore be certain before you buy any form of medical insurance. CPUT will not hesitate to reject your medical insurance if it does not qualify, and as a result you may have to spend extra money trying to find new medical cover or you will not be registered as a student.

**MAKE ABSOLUTELY SURE THAT THE COVER YOU BUY IS CORRECT, OR YOU WILL WASTE YOUR TIME AND MONEY.**

**Please contact ABSA HCC if you are uncertain. CPUT will make no exceptions and will certainly accept only the correct medical insurance.**



# Obtaining medical cover

**ACA-Sanlam Healthcare is the university's appointed consultant and service provider.**



They will assist students with information, advice, as well as the application and registration processes with regard to medical cover. The service is free of charge during academic/university terms. ACA-Sanlam Healthcare has dedicated consultants for CPUT students.

## ACA-Sanlam Healthcare Cape Town team contact details

**Natalie de Mink**

 021 947-2046  
 natalie.demink@aca.sanlam.co.za


**Liesle Truter**

 021 947-2196  
 liesle.truter@aca.sanlam.co.za




**Jacques van der Merwe**

 021 947-2220  
 jacques.vandermerwe@aca.sanlam.co.za



**Magda Bruwer**

 021 947-2027  
 magda.bruwer@aca.sanlam.co.za

### SANLAM SWITCHBOARD NUMBER

 021 947-9111  
 2 Strand Road, Bellville  
 PO Box 1, Sanlamhof, 7532

### ACA HEALTHCARE HELPDESK NUMBER

 0860 100 380  
 aca.healthcare@sanlam.co.za

### CA HELPDESK GAP COVER E-MAIL ADDRESS

 aca.healthcare.gap@sanlam.co.za

Students can join any scheme registered in South Africa, but the university will only provide support services (through ACA-Sanlam Healthcare Consultants) on the scheme whose representative will be present in the registration venues.

# Apply for medical aid membership online

**NB!** Students must use passport numbers as a reference for all payments.

## COMPCARE WELLNESS MEDICAL SCHEME

### NEDBANK

**Account holder:** CompCare Wellness Medical Scheme  
**Account no:** 1944105972  
**Branch code:** 194405  
**Branch name:** Parktown  
**Swift code:** NEDSZAJJ

### STANDARD BANK

**Account holder:** CompCare Wellness Medical Scheme  
**Account no:** 1491  
**Account no:** 422070912  
**Branch code:** 1255  
**Branch name:** Rivonia  
**Swift code:** SBZAZAJJ

### ABSA

**Account holder:** CompCare Wellness Medical Scheme  
**Account no:** 4077182095  
**Branch code:** 362005  
**Swift code:** ABSAZAJJ

## MOMENTUM HEALTH

**New Students** (Student to use passport number as reference):

### FIRST NATIONAL BANK

**Account holder:** Momentum Health  
**Student Account Account no:** 62127765371  
**Account type:** Current  
**Branch code:** 223626  
**Branch name:** Corporate Account Services – Durban  
**Swift code:** FIRNZAJJ

### ABSA

**Account holder:** Momentum Health  
**Account no:** 4060933128  
**Account type:** Current  
**Branch code:** 632005  
**Branch name:** Killarney  
**Swift code:** ABSAZAJJ

**Renewals** (Student to use membership number as reference):

### FIRST NATIONAL BANK

**Account holder:** Momentum Health  
**Account no:** 62074402703  
**Branch code:** 223626  
**Branch name:** Corporate Account Services – Durban  
**Swift code:** FIRNZAJJ

# Health issues

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.

**NB!** You must produce an official letter from the scheme attesting that you will be covered whilst in South Africa, should you have cover obtained outside of South Africa.

The HIV/Aids pandemic is a worldwide phenomenon and may cause premature death to those infected. Students are warned to fully inform themselves about remaining HIV/Aids negative by attending awareness campaigns and information sessions. As our institution does not discriminate against those who are infected, the HIV/Aids support service office exists on campus premises to offer all forms of support. The Health clinic is also at your service.

# Paying for medical cover

## Requirements

Students must pay all the medical aid insurance fees directly to the medical scheme

**For more details about South Africa's medical aid providers, contact:**

### SA MEDICAL SCHEMES

**t** +27 0861 123267

**w** [www.medicalschemes.com](http://www.medicalschemes.com)

**CREDIT AND DEBIT CARDS  
WILL BE ACCEPTED**

**Please note:** No medical aid card will be accepted during registration without a letter of confirmation from the medical aid scheme.


# Study Abroad Programme

CPUT has a wide and dynamic short course programme that can empower students, workers, corporate and many other institutions, in addition to our six faculties with more than 70 courses on offer.

## Graduate Centre for Management (GCM)

The GCM embraces the opportunities for skills enhancement towards life-long learning and the creation of a transformative environment in which accessibility, equity and the redress of past inequalities can be addressed.

Our courses are offered on block release, full-time or part-time basis and are facilitated by qualified and experienced academics. Participants who have successfully completed a course through the GCM will participate in one of two formal annual Certificate Aware Ceremonies.

 [www.cput.ac.za/academic/shortcourses/gcm](http://www.cput.ac.za/academic/shortcourses/gcm)

## Information & Communication Technology Academy

The Information & Communication Technology Academy has been established to promote excellence in Communication Networks scarce-skills training. This is in line with the needs of the University, community, industry, the City, Province, and National Economic development.

## Health and Wellness

- Professional Certificate in Computerised Tomography
- Professional Certificate in Mammography
- Professional Certificate in Magnetic Resonance Imaging

## Survival Centre

The Survival Centre is a full member of the International Association for Safety and Survival Training (IASST). All Maritime Safety courses are accredited by the South African Maritime Safety Authority (SAMSA) via the International Maritime Organisation (IMO). The Survival Centre's Quality Management System is Certified by the SABS according to the requirements of ISO 9001:2008. All courses are based on international requirements adapted to local operational conditions where applicable.




## Cisco Local Academy - Cape Peninsula University of Technology

Why study at the Cape Peninsula University of Technology's Cisco Local Academy?

- The courses offered are internationally recognized
- E-learning ensures regularly updated course materials
- Practically orientated with fully equipped computer network laboratories
- You will be studying at a registered, quality-controlled institution recognized by Cisco Systems
- High quality training provided by qualified and experienced instructors.

Who are these courses intended for?

- School-leavers
- ICT Professionals
- Anyone interested in furthering their career in ICT
- Anyone interested in enhancing their ICT skills

 [www.cput.ac.za/academic/shortcourses/ict](http://www.cput.ac.za/academic/shortcourses/ict)


## South African Renewable Energy Technology Centre (SARETEC)

We are proud to have organized the training of South Africa's first 11 qualified Wind Turbine Service Technicians and South Africa's first 8 trainers to deliver this qualification at SARETEC.

We invite the global wind industry to make use of our interim Wind Turbine Service Technician training opportunities.

 <https://saretec.org.za>

## Other short courses

 <http://www.cput.ac.za/academic/shortcourses/courses>

# On the day of registration

You are going to need the following for registration purposes:

- ✓ An acceptance letter from the relevant faculty office.
- ✓ A Letter of confirmation from the medical aid/insurance stating that it is valid in South Africa or ask the IARC for help in obtaining medical cover.
- ✓ Valid passport /refugee permit
- ✓ A valid study permit made out to the Cape Peninsula University of Technology.
- ✓ An original Letter of sponsorship addressed to CPUT (if applicable) or receipt for:
  - a. Registration fee/deposit,
  - b. Payment of administration levy – new student s, excluding refugees.
- ✓ Pay the registration fee, the administration Levy, Residence fee and class fees at the cashiers, or deposit the amount into CPUT's bank account or produce current original letter of sponsorship. Should you wish to make a direct de posit into the CPUT account, you will find the details under Money matters on pp. 24.

# What you need to know

## Communication

After registration, students can contact the ICTS department regarding the process of accessing e-mail messages. Student addresses will be student numbers@mycput.ac.za, e.g: 207005656@mycput.ac.za.

NB! Students are urged to check their university e-mail, as this is the most effective way for the IARC to communicate any event or information affecting international students. Visit Social Media pages of Strategic Initiatives and Partnerships for all the latest updates.

You can access the CPUT SIP Facebook page by visiting <http://www.facebook.com/cputsip> or our Twitter account @cputsip

## Who needs a study permit?

If you are an international student intending to study in South Africa – whether at a primary, secondary or tertiary educational institution – you must first apply for and be granted a study permit. A South African educational institution cannot register an international student until a valid study permit has been produced.

Apply for your study permit before leaving for SA and await the outcome of your application BEFORE departing for South Africa. The fact that a South African educational institution has accepted you does not guarantee that you'll be issued with a study permit. You also cannot enter South Africa on a visitor's visa and then apply for a study permit

You should take note of the basic requirements for entering South Africa under the "Visiting South Africa" section.

## How to apply for your Study Permit

Once you have confirmed your acceptance of a formal offer from a South African educational institution, you should collect a study permit application form from your nearest South African office abroad. Complete and return the form to the same office. In general, your application should be accompanied by:

- A valid passport.
- A letter formally offering you a place of study at the relevant institution.
- Proof that you are financially able to pay your tuition fees and have adequate means of support.
- A medical certificate and proof of medical insurance cover serviceable in South Africa.
- A repatriation guarantee. Unless a South African sponsoring body, citizen or permanent resident provides a written undertaking as specified in the application form, you will be required to lodge a cash deposit or bank guarantee equivalent to the costs of transportation to your home country in case you fail to comply with your permit conditions. However, if your course is no longer than a year, or you will be attending a religious institution, you will be exempt from this requirement, and need only possess a valid return/onward ticket.
- A written undertaking that you will return to your country of residence/ origin after completing your studies

### How long will it take for my application to be processed?

It usually takes between six weeks to six months for a study permit to be processed. You are advised, however, to make your application as early as possible.

### When should I renew my study permit?


Study permits are granted for periods of a year at a time only, and for specific fields of study. You should therefore renew your permit at your nearest Home Affairs office in South Africa. You should also, depending on what your original visa stipulates, apply for a new permit if you plan to change your course of study or institution. You need to apply for a Police clearance at least six months before your permit expires.

### I'll be back soon – will I need a re- entry visa?

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.

### Where can I make inquiries about study permits?

**You should make inquiries at your nearest South African office abroad:**

Department of Home Affairs, Subdirectorates Temporary Residence  
Private Bag X114, Pretoria 0001, South Africa  
 +27 (0)12 406 2500

## Can I work in SA?

Holders of a valid study permit may conduct part-time work, not exceeding 20 hours per week, provided that this limitation shall not apply during academic vacation periods. A student needs to furnish the IARC with a letter of offer from an employer. A letter consenting to employment shall then be granted. (Regulation 22(6) of Section 13(3)(a) of the Immigration Act, 2002 (Act No. 13 of 2002).

The student will not require any authorisation from the Department of Home Affairs to do so, as the aforementioned is a provider in the Act.

## CONDUCTING WORK AS PRACTICAL TRAINING

Students are allowed to conduct work in the form of practical training in the field related to their studies on submission of a letter confirming that practical training is a condition for fulfilling academic requirements and a letter from a prospective employer (Regulation 22(7) of Section 13(3)(c)).

## STUDY WITH A WORK PERMIT

A foreigner can, in terms of the Directive 31 of 2008, 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.

## Dual citizenship

If a student holds dual citizenship legally and registers with any institution in SA they must be treated the same as an SA student. Any student suspected of holding dual citizenship by false representations, or who is from a country that does not allow dual citizenship, will be required to obtain a letter from Home Affairs confirming that he/she is allowed to hold dual citizenship, as well as a letter from the foreign country's representative in SA confirming this.

For all clarification of status regarding SA citizenship and dual citizenship, it is suggested that students complete the form BI-529 on the website [www.home-affairs.gov.za](http://www.home-affairs.gov.za)

## 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.

## Safety tips

Hijackings and robberies at "robots" (traffic lights) are a common safety issue on South African roads. If you consider that South Africa is one of the most dangerous countries in the world not at war, it does make sense to take special precautions:

- Avoid ostentatious displays of expensive Jewellery, cameras, laptops and other valuables.
- Plan your route and means of transportation beforehand.
- 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.
- Never pick up strangers, no matter how friendly they appear.
- At night, park in well-lit areas.
- Explore in groups rather than alone, and stick to busy, well-lit streets.
- At night stay clear of dark, isolated areas.
- Avoid isolated beaches.
- Never carry large sums of money around. 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).
- Book your hotel room between the second and sixth floors of the hotel, as being on at least the second floor creates a gap between yourself and dangers near reception (e.g. robberies, car-bombs, shootouts, etc.). Don’t go above the sixth floor as ladders don’t reach above that in the case of fire.
- If in any doubt about the safety of an area, call a police station for advice on 086 001 0111

## EMERGENCY NUMBERS

### CPUT CAMPUS PROTECTION SERVICES

**Bellville:** +27 21 959 6301

**Cape Town:** +27 21 460 3122

## Driving in South Africa

- In South Africa, we drive on the left hand side of the road.
- 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.
- There is zero-tolerance for drunken and reckless driving. Heavy penalties, jail sentences or confiscation of the license could be imposed.

## Events and fun things to do

 [www.capetown.travel](http://www.capetown.travel)

# 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

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NOW**

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