



# 2024 INTERNATIONAL STUDENT GUIDE

Compiled by Jeanne Niemann – Office for International Affairs

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 **UFS**



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# Welcome

## Dear International Students,

Welcome to the University of the Free State. I am excited about your choice to study at the University of the Free State (UFS), and trust that you will have an academically fulfilling experience at our university. The UFS is a research-led, student-centred, regionally engaged university that contributes to development and social justice through the production of globally competitive graduates and knowledge. In 2018, we adopted a new Internationalisation Strategy. In recent years, we have been able to significantly improve international student services and social integration programmes.

*The UFS provides an excellent, intellectually enriching, and culturally inspiring experience to international students. Dedicated support is provided by the Office for International Affairs, which serves as the first port of call for all international students at the UFS.*

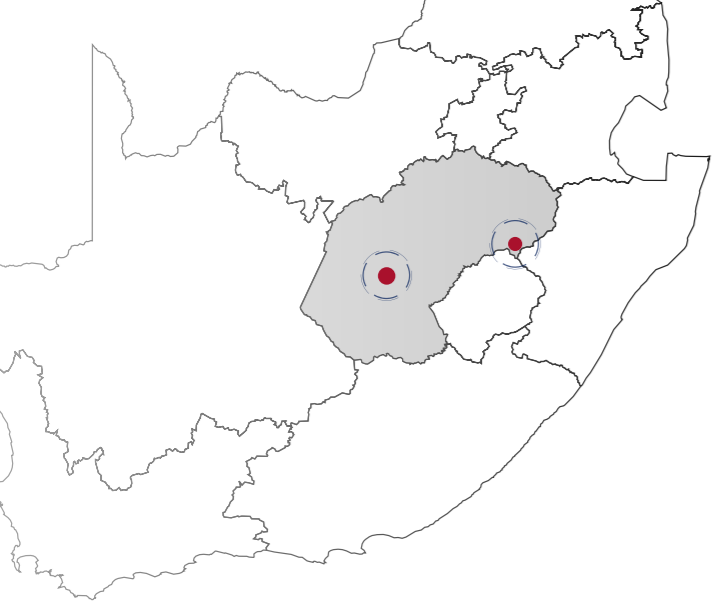
*The International Student Guide has been designed to assist you in settling into our university. I trust that you will find the information helpful, and that you will have an intellectually and socially fulfilling experience as a Kovsie. The quality of your experience will depend largely on your personal choices.*

*We have developed a range of Internationalisation at Home activities, including our Umoja Buddy Programme, which integrates local and international students. We value the contribution that our international students make to intellectual diversity at our university, and we actively promote opportunities to engage with local students from the UFS. The intellectual cross-fertilisation between students from different backgrounds provides opportunities for the acquisition of international and intercultural competencies by all students, and results in the enhanced employability of our graduates.*

*I encourage you to use the opportunity to engage and mix with Kovies hailing from diverse national and cultural backgrounds. The Office for International Affairs, together with the SRC and the various international student organisations at the UFS, will try to assist you in settling into the UFS and structure activities, which will make it easier for you to meet fellow Kovies and getting to know your new environment.*

**Dr Cornelius Hagenmeier**  
DIRECTOR: Office for International Affairs





## THE HEART OF SOUTH AFRICA

The Free State lies in the centre of South Africa, bordering the Northern Cape, Eastern Cape, North-West, Mpumalanga, KwaZulu-Natal, and Gauteng, as well as Lesotho.

Known for its good soil and climate, the Free State produces more than 70% of the country's grain and offers astounding scenic beauty. Its wide, open plains are laced with the spectacular Drakensberg and Maluti mountains to the east of the province. The popular Golden Gate Highlands National Park boasts spectacular sandstone cliffs and is rich in San rock art. You can also view wildebeest, eland, blesbok, oribi, springbok, Burchell's zebra, baboons, and more than 170 bird species.

The Free State has great historical routes, memorial sites, museums, and indigenous villages. The Women's Memorial is located in the province's capital, Bloemfontein, which is also home to the National Museum where you will find one of the most extensive fossil collections in South Africa. Other attractions include the South African War Memorial and New Clare township. Close to the Golden Gate Highlands National Park, the Basotho Cultural Village in Qwaqwa is also a unique experience. To the north of the province, you can marvel at the Vredefort Dome – the world's oldest and largest meteorite impact site, designated a UNESCO World Heritage site in 2005.

Celebrated for its great hospitality and laid-back lifestyle, the Free State is particularly appealing to those interested in exploring small-town South Africa. But there are also plenty of opportunities for hiking, abseiling, and canoeing (among others) for the adventurous at heart. The Ash River is the only river in the country that has high water levels all year round, which makes for excellent white-water rafting.

Bloemfontein is also the judicial capital of the country and home to one of the most unique reserves in the world – a wildlife reserve surrounded by a city. The 250 ha Franklin Game Reserve offers wildlife, including giraffe and wildebeest, and great city views. The Bram Fischer International Airport links this characterful city to South Africa's other major centres.

Considering the province's accessibility, splendour, and affordability, you can hardly imagine a more ideal study destination. But its true beauty lies in its people, who are known to be exceptionally generous and friendly – the perfect home away from home.



## OUR THREE CAMPUSES

### BLOEMFONTEIN CAMPUS

Visit our Bloemfontein Campus:

205 Nelson Mandela Drive | Park West | Bloemfontein  
www.ufs.ac.za | T: +27 51 401 9111

The Bloemfontein Campus was founded in 1904, making our university one of the oldest higher-education institutions in the country. The Main Building and other buildings of historical and architectural importance portray the calm though vibrant atmosphere appropriate to an academic institution of more than 118 years old.

It is a vast campus where staff and students are encouraged to walk while enjoying the beautiful buildings, parks, lawns, artwork, and other facilities. Every effort has been made to make the campus user- and experience-friendly, including braille-guided areas for blind students, and additional ramps and elevators for students with disabilities.

### QWAQWA CAMPUS

Visit our Qwaqwa Campus:

Kestell Road | Phuthaditjhaba  
www.ufs.ac.za | T: +27 58 718 5000

Situated in the scenic sandstone mountains of Phuthaditjhaba in the Eastern Free State, our Qwaqwa Campus attracts students from across the continent, with the majority from the Eastern Free State and western KwaZulu-Natal.

This campus offers programmes in the Faculties of the Humanities, Education, Economic and Management Sciences, as well as Natural and Agricultural Sciences, with postgraduate teaching in various centres of excellence. Our main consideration is that the learning programmes, research, academic interventions, and community service-learning opportunities are socially and educationally responsive to the region. The on-campus research hubs produce valuable knowledge, much of which has a local focus.

### SOUTH CAMPUS

Visit our South Campus:

OR Tambo Street | Bloemfontein  
www.ufs.ac.za | T: +27 51 401 9111

Nestled in the hills overlooking the vibrant city of Bloemfontein, lies the South Campus of the University of the Free State (UFS). The facilities can accommodate up to 4 000 students and include lecture rooms, an auditorium, a library, and an impressive administration building.

Our South Campus provides alternative access to higher education for promising students who did not obtain the required marks in their final school examination. Several programmes are in place that offer students the opportunity to access higher education. Through these programmes, students can ultimately enter the mainstream curriculum after completing the preparation courses. By offering this opportunity, students who might otherwise not have been able to enter university, now get to develop their full potential and realise their dreams.

Since its incorporation in 2004, the campus has been playing a significant role in the economy of the region, the enhancement of its people, as well as being a hub for distance-learning programmes offered by the UFS.

# OFFICE FOR INTERNATIONAL AFFAIRS

The Office for International Affairs (OIA) serves as the first port of call for all international students at the UFS, providing assistance and specialised administrative support. The principal purpose of the OIA is to enable internationalisation at the UFS. It renders strategic advice on internationalisation and supports the international activities of internal UFS stakeholders. It supports international partnerships, research internationalisation, internationalisation-at-home activities, and student exchanges.

## The services include, but are not limited to

- specialised services for international students, and ensuring their compliance with relevant legislation;
- facilitation of international partnerships and advice to internal stakeholders on partnership processes;
- providing practical and emotional support for international students;
- structuring co-curricular internationalisation-at-home activities, such as cultural diversity celebrations;
- supporting co-curricular internationalisation-at-home activities and the social integration of international students; and
- liaison with various external stakeholders, i.e., government, embassies in South Africa, science councils, and funding agencies.

## WHERE CAN YOU FIND THE OFFICE FOR INTERNATIONAL AFFAIRS?

Our offices are located on the second floor of the Theology Building on the Bloemfontein Campus, and on the second floor of the Administration Building on the Qwaqwa Campus.

If you need more information, contact the relevant person:

### CONTACT DETAILS – OFFICE FOR INTERNATIONAL AFFAIRS

**Dr Cornelius Hagenmeier**  
Director: Internationalisation  
T: +27 401 9058 | E: HagenmeierCCA@ufs.ac.za

**Chevon Jacobs**  
Chief Officer: Strategic Projects and Reporting  
T: +27 51 401 2501 | E: jacobsccs@ufs.ac.za

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Senior Assistant Officer: International Student  
Administration  
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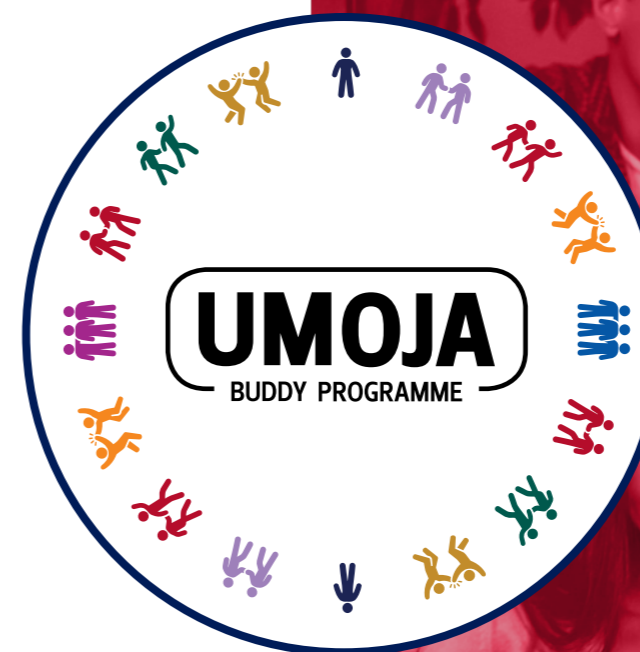
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Senior Officer: International Student Admissions  
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**Mojalefa Mthembu**  
Assistant Officer – Partnerships  
E: mthembuma@ufs.ac.za



Enhancing the student experience as part of the University of the Free State's 2017 Integrated Transformation Plan (ITP) has become one of the key objectives of the Office for International Affairs. A pilot programme – the Wingman programme – was therefore launched in February 2018 to assist new international exchange students with the process of adjusting to the university and the country. The programme aimed to connect international students with local students, to foster friendships, and to realise the goal of internationalisation at home. Internationalisation at home integrates an international dimension into teaching and learning. It helps all students to have an international experience in the classroom.

Following the success of the pilot in 2018, the programme was officially launched in February 2019 under the name Umoja Buddy Programme (UBP). The programme – now in its third year – not only provides services to incoming exchange students at the University of the Free State (UFS) but has evolved to incorporate all new international students at the UFS. The UBP has received excellent feedback from both local and international UFS students. Great emphasis has been placed on successful administrative support for international students, as well as on hosting events and activities aimed at providing opportunities for social interaction and cultural integration of all UFS students.

The programme is designed to enhance the international and intercultural competencies of UFS students by pairing first-entering international students with senior UFS students. These 'buddies' provide a warm welcome, a friendly face, a helping hand, and a first UFS friendship that makes a world of difference for new arrivals. The Umoja Buddy Programme connects international and local students through meaningful lifelong friendships and fosters their academic, social, and cultural integration at the UFS. The programme adopts the UFS vision, whereby every student will in future have an international experience during UFS studies through internationalisation at home.

# APPLICATION TO STUDY AT THE UNIVERSITY OF THE FREE STATE

## IMPORTANT APPLICATION OPENING DATES:

Date	Programmes for which applications open
1 April 2023	Applications to study any undergraduate programme offered on the Bloemfontein and Qwaqwa Campuses in 2024
1 July 2023	Applications to study any Access Programme (AP) offered on the South Campus and the sub-regions in 2024

## WHAT DO YOU NEED TO STUDY AT THE UNIVERSITY OF THE FREE STATE?

For degree studies at the University of the Free State, we expect that:

- you have an NSC or NCV with an endorsement that allows entrance to degree studies (bachelor's degree) or an equivalent qualification;
- you meet all the minimum admission requirements for the programme you intend to study. Meeting the minimum admission requirements for your chosen/intended programme of study does not guarantee admission, as limited spaces are available in each programme;
- you have a minimum level of 4 (50%) in English Home Language or English First Additional Language; and
- you must pass certain school subjects with a minimum level of achievement to take certain university modules. For example, you must get a mark of 70% for Mathematics in Grade 12 if you plan to study BSc majoring in Physics with Engineering subjects. Please refer to the section on the faculty-specific admission requirements, which also includes the respective compulsory subjects and achievement levels required per programme.

Proceed through all the steps and submit your electronic application. Make sure that you complete the application form properly, e.g., if you need on-campus residence accommodation or financial aid, indicate this in the relevant section.

Upload copies of the following in PDF or JPEG format when you apply for undergraduate studies:

- Your passport if you are an international student
- Your parent's ID or passport if you are younger than 18
- Your final Grade 11 results or the equivalent thereof with the school's stamp
- Your mid-year Grade 12 results or the equivalent thereof
- Grade 12 certificate or the equivalent thereof if you have already matriculated
- Your academic record, only if you are/were a student at another institution of higher learning
- USAf accreditation from the examination board for South African universities. Apply to mb.usaf.ac.za for conditional exemption, foreign conditional exemption, or mature age conditional exemption. A Universities South Africa (USAf) Certificate of Exemption is required if you do not have an Endorsed South African Senior Certificate. If you are eligible for the certificate, but have not yet applied for it, we will assist you with the process. Therefore, you can apply before receiving the required certificate.

## SUBMISSION OF FRAUDULANT DOCUMENTS

The UFS reserves the right to withdraw any offer at anytime in the event, that information provided, amounts to any form of misrepresentation by the applicant or prospective student, whether intentional or unintentional.

Contact the Office for International Affairs at  
+27 51 401 3219 | niemannaja@ufs.ac.za or +27 51 401 9032 | tshabalal@ufs.ac.za or  
oiastudentadmin@ufs.ac.za

## IMPORTANT APPLICATION CLOSING DATES

IMPORTANT NOTICE: If your application is received after the following closing dates, it will not be considered.

Date	Selection and non-selection programme/s for which applications close
31 May 2023	MB ChB Occupational Therapy Optometry Physiotherapy Radiation Sciences
31 July 2023	Architecture Biokinetics Dietetics Nursing Social Work Sport Coaching
31 August 2023	All Access Programmes on the South Campus and the sub-regions International undergraduate applications
30 September 2023	All non-selection programmes Applications from students transferring from other tertiary institutions Community Development (Qwaqwa Campus only) Construction Economics and Management (Full-time) Construction Management (Compact Learning) Drama and Theatre Arts Fine Arts Forensic Sciences Geology Music Physics with Engineering Sciences Quantity Surveying (Compact Learning)

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# IMPORTANT INFORMATION FOR ALL STUDENTS



**APPLICATION DATES**

- All students: Applications open on 1 July 2023
- International students: Applications close on 31 August 2023

- **Limited space:** Keep in mind that all programmes have limited space available; therefore, you are encouraged to apply as soon as possible to avoid disappointment. When we process your application for admission, we capture your details onto the UFS databases – if your details are not available, or if you have omitted it on your application form, you will not be admitted or be able to register. For this reason, it is very important to complete the application form in full and to stick to the closing dates. Meeting the minimum admission requirements for your chosen/intended programme of study does not guarantee admission, as limited space is available in each programme.
- **National Senior Certificate:** If you already have a National Senior Certificate (NSC), you must include a copy with your application form.
- **Application:** Make sure that you complete the application properly and attach all the required documents. An incomplete application, as well as outstanding documents, will delay your application process. Make sure that you complete the application form thoroughly, e.g., your personal details, school performance levels, the correct name of the school you are currently attending or have attended if you have already matriculated, if you need on-campus residence accommodation and/or financial aid, indicate this in the relevant section.
- **Transferring students:** If you transfer from another tertiary institution, you must include a certificate of conduct and an official study record from the previous tertiary institution with your application.
- **International students:** If you are from another country, you must attach your certified school-leaving certificate and relevant diplomas. Universities South Africa (USAf) Certificate of Exemption is required if you do not have an Endorsed South African Senior Certificate.
- You can apply at the UFS before receiving the exemption certificate from USAf.
- If you are an international student who is currently in Grade 12, the UFS may make a conditional offer based on your final Grade 11 results.
- If you do not have matriculation exemption, the Office for International Affairs will apply for the USAf certificate of exemption. You will have to pay the prescribed fee before the Office for International Affairs attends to the USAf exemption application. You must pay and submit the relevant documentation as soon as you receive the final Grade 12 results.
- Please see the section referring to the application and admission requirements for international students.

You will be **CONDITIONALLY ADMITTED** based on your Grade 11 or equivalent results, subject to you meeting all the minimum requirements for the intended programme of study. Please note that conditional admission is not applicable to all the selection programmes in the Faculty of Health Sciences.

Your **FINAL ADMISSION** to the programme of your choice will depend on your final Grade 12 results. You will be notified of the university's admission decision immediately after your final Grade 12 results have been released by the Department of Education. Therefore, it is your responsibility to ensure that your contact details on your application form are correct.

## THE SOUTH CAMPUS OFFERS THE FOLLOWING PROGRAMMES:

- **Access programmes** to provide a gateway for school leavers to enter higher education
- **Distance-education programmes** for in-service teachers
- **Short learning programmes**

**Access Programmes South Campus**  
T: +27 51 401 9111 (option 2)  
E: advising@ufs.ac.za

**Sub-regions (Motheo, Sasolburg, Welkom, Bethlehem, and Kwetlisoong)**  
T: +27 51 505 1508  
E: advising@ufs.ac.za

*NB: applications for 2024 will open July 2023.*

**Extended Programme: Natural and Agricultural Sciences**  
Pieter Bothma  
E: BothmaPJ@ufs.ac.za

**Extended Programme: Economic and Management Sciences**  
Gomotsegang Madiba  
E: emsextended@ufs.ac.za

**Open Distance and E-Learning (ODEL)**  
Deborah Pietersen  
T: +27 51 505 1394  
E: pietersendm@ufs.ac.za

**Online: Advanced Certificate in Teaching (ACT)**  
Tosca Reid  
T: +27 51 505 1342  
E: ReadILC@ufs.ac.za

**BLENDED: Online Advanced Certificate in Teaching (ACT)**  
Lourette Wilson  
T: +27 51 505 1378  
E: WilsonLA@ufs.ac.za

## ALTERNATIVE ACCESS TO HIGHER EDUCATION STUDIES

### What are the Access Programmes?

We have introduced this programme to assist many deserving students who do not meet our admission requirements. There are various study options:

- Higher Certificate in Economic and Management Sciences (Commerce route)
- Higher Certificate in Economic and Management Sciences (Administration route)
- Higher Certificate in the Humanities (four different options to choose from)
- During your access year, you will get more than just academic information. We address a wider scope of needs to help you prepare for higher-education studies. In the Skills and Competencies in Lifelong Learning course, you will learn skills to help you with problem-solving, self-assertiveness, and other generic competencies. An Academic Literacy course will also improve your academic reading and writing skills.

### Who may participate in the programme?

It is an open facility that welcomes all applicants who could not obtain access to a higher-education institution, including the University of the Free State.

The programmes are presented in the following regions (option availability varies for the different regions):

- Bloemfontein South Campus
- Flavius Mareka TVET College
- Goldfields TVET College at the Moruti House in Welkom
- Maluti TVET College, Bethlehem Campus
- Maluti TVET College (Phuthaditjhaba), Kwelisoong Campus
- Motheo TVET College in Bloemfontein

General minimum admission requirements:

- A National Senior Certificate (NSC) or National Certificate: Vocational (NCV) Level 4, and an AP of 18.
- Four subjects on Level 3 (40%–49%), excluding Life Orientation.
- Language of instruction on Level 3 (40%) for all options.

Do you have an AP of at least 18? In that case, you can get access to Higher Certificate study programmes if you meet the minimum requirements of the Access Programmes (AP). Higher Certificate studies include a Higher Certificate in Economic and Management Sciences and a Higher Certificate in Humanities. This gateway to education provides you with an opportunity to access studies in mainstream programmes after the successful completion of your Higher Certificate.

**Kindly note that 2025 is the last intake for the below Higher Certificate.**

### ENQUIRIES:

**The Programme Director: Ms Gugu Tiroyabone**  
Centre for Teaching and Learning: Access Programme | South Campus  
PO Box 339 | Bloemfontein | 9300.

E: accessinfo@ufs.ac.za | advising@ufs.ac.za | T: +27 51 401 9111 (option 2)



# INTERNATIONAL STUDENTS

## APPLICATION AND ADMISSION REQUIREMENTS FOR INTERNATIONAL STUDENTS

### ENQUIRIES:

Matladi Tsoeu

T: +27 51 402 7207 | E: oiastudentadmin.ac.za



### IMPORTANT STEPS:

#### STEP 1

Submit your online application to the UFS at: <https://apply.ufs.ac.za/Application/Start>. Please make sure that you capture subjects exactly as stated on your school-leaving report – not percentages.

You need to upload copies of the following documents:

- Your passport or South African identity document
- Your final Grade 11 results with the school's stamp
- If available, your final Grade 12 results with the school's stamp
- If available, certified copy of your school-leaving certificate
- If applicable, proof that you are currently enrolled for the Advanced Subsidiary/Advanced level
- If applicable, study record (academic transcript) with a certificate of conduct and/or qualification certificate if you have obtained your degree

#### STEP 2

Your application is submitted. You will receive a student number and acknowledgement of your application. If you have not submitted the required documents, you will be requested to do so to finalise your application.

#### STEP 3

Your application and eligibility for a USAf Certificate of Exemption, if applicable, are evaluated by the university to determine whether you meet the exemption requirements (using a combination of Grade 12 mid-year AS-level and Grade 11 O-level results). Should your evaluation be positive, you will receive a conditional offer to study – SUBJECT TO AVAILABILITY OF SPACE. Selection programmes are excluded. If you have indicated in your application that you require on-campus residence, you will also receive correspondence from Housing and Residence Affairs. Note that qualifying for your programme of choice does not guarantee admission.

#### STEP 4

If you do not yet have a Universities South Africa (USAf) Certificate of Exemption, or are in the process of applying for one, the UFS OIA will assist you. The office can apply to USAf on your behalf. Once you receive a conditional offer to study, please liaise with [oiastudentadmin@ufs.ac.za](mailto:oiastudentadmin@ufs.ac.za) for assistance. You will be responsible for the payment of the USAf fee. Please note that assistance from the OIA is only available if you apply to the UFS. Uncertified copies of the following documents are required:

- proof of payment of the USAf fee made directly to USAf (deposit the amount into the account of the Matriculation Board at:
  - Bank: ABSA,
  - Branch: Sunnyside (630345),
  - Account number: 405 903 6917)
- uncertified senior/school leaving certificate
- uncertified academic records of UFS discretionary year studies
- uncertified copy of South African ID or passport

#### STEP 5

Apply for a police clearance certificate, which must cover either the past 12 months or the entire period since you turned 18, whichever is longer. You need a police clearance certificate from every country where you resided in this period.

#### STEP 6

Following receipt of the conditional offer to study, you will receive a visa (undertaking) letter from the UFS OIA. Please contact [niemannaja@ufs.ac.za](mailto:niemannaja@ufs.ac.za) or [tshabalalal@ufs.ac.za](mailto:tshabalalal@ufs.ac.za) to assist you with this letter.

#### STEP 7

Contact the OIA for individual advice on study visa applications and mandatory South African medical aid. Please contact [niemannaja@ufs.ac.za](mailto:niemannaja@ufs.ac.za) or [tshabalalal@ufs.ac.za](mailto:tshabalalal@ufs.ac.za) for assistance.

#### STEP 8

Obtain mandatory South African medical aid – the OIA (contact details above) can assist you. This is required for you to be able to obtain a study visa.

#### STEP 9

Apply for your study visa. The OIA will assist you.

#### STEP 10

You need to source and secure financial support for your studies.

#### STEP 11

When your final statement of results is available, it must be submitted to the UFS. Your conditional offer will be re-evaluated, and you will receive a final admission outcome.

Take note that meeting the minimum admission requirements for your programme of choice does not guarantee admission.

#### STEP 12

Complete the acceptance process for the offer online within the stipulated timeframe. If you fail to complete the acceptance process for the offer before the deadline, the offer will be withdrawn, and you will lose your space. Note that limited space is available.

#### STEP 13

If you meet the requirements, you will be allowed to register conditionally on condition that you finalise the application for Matriculation Exemption.

#### STEP 14

Pay the prescribed first payment before registration. You can move into the residence on campus where you have been placed, or into off-campus accommodation, and then start your academic activities, including orientation, academic advice, and registration.

*The UFS Office for International Affairs (OIA) can assist with the certification of copies of supporting documents. Please note that documents certified by the South African Police Service are not accepted by USAf.*



# CONVERSION TABLE

The UFS uses a conversion table to help us consider all applications equally. If you are an international and/or home-schooled prospective student, use the conversion table below to calculate your AP (admission point). The table applies to all examination authorities/bodies in South Africa and internationally (upload international results as symbols).

The conversion table below reflects the minimum admission requirements and is a guideline only. Meeting the minimum admission requirements for your chosen/intended programme of study does not guarantee admission, as limited space is available in each programme. Final selection is subject to the availability of space, academic results, and other admission requirements where applicable.

Abbreviations	% awarded by SU	Description
SA NSC		South African National Senior Certificate
HIGCSE/NSSC HL		Higher International General Certificate of Secondary Education / Namibian Senior Secondary Certificate Higher Level
IGCSE/GCSE/NSSC OL/O-Level Gr-11		International General Certificate of Secondary Education / General Certificate of Secondary Education / Namibian Senior Secondary Certificate Ordinary Level Grade 11
IGCSE/GCSE/NSSC OL/O-Level Gr-12		International General Certificate of Secondary Education / General Certificate of Secondary Education / Namibian Senior Secondary Certificate Ordinary Level Grade 12
AS-Level		Advanced Subsidiary Level
A-Level		Advanced Level
IB HL		International Baccalaureate Higher Level
IB SL		International Baccalaureate Standard Level
GERMAN SCHOOL		Abitur
IEB		Independent Examination Board
SACAI		South African Comprehensive Assessment Institute
SC HG		Senior Certificate Higher Grade (completed Grade 12 before 2008)
SC SG		Senior Certificate Standard Grade (completed Grade 12 before 2008)

UFS Formula	HG		SG		NSC / NSS / IEB		NSSC / HIGCSE (HL)		IGCSE / O / GCE		AS	A	IB (SL)	IB (HL)	German	
	Sym	%	Sym	%	Lvl	%	Lvl	%	Sym	%	Sym	Sym	Lvl	Lvl	Lvl	%
10												A		7		
9												B		6		
8	A	80			7	90	1	80			A	C		5	13-15	90 - 100
7	B	70			7	80	2	70			B	D	7	4	11-12	80 - 89
6	C	60	A	80	6	70	3	60	A	80	C	E	6	3	8-10	70 - 79
5	D	50	B	70	5	60			B	70	D		5	2	7-8	60 - 69
4	E	40	C	60	4	50	*4	50	C	60	E		4	1	5-6	50 - 59
3	F	33	D	50	3	40							3		4	40 - 49
2	FF	20	E	40	2	30							2			
1			F	33									1			

UFS Formula	Zambia School Certificate		Zeugnis der allgemeinen Hochschulreife		Malawi MSCE		Angola		Uganda				China		West Africa (WAEC / NECO / WA A-levels)		USA		
	Sym	%	Sym	%	Rating	%	Marks	Sym	Sym	Marks	Marks	Sym	Marks / 100	Marks / 100	Sym	Rating	West Africa O-levels	Sym	%
8			12-15	80					A	80			90	135	A	1,2			
7			10-11	70					B	70			80	120	B	3,4		A	90-100
6	1,2	Dist	8-9	60	1,2	80	18-20	A	C	60	1,2	A	70	105	C	5,6	1,2	B+ / A-	85-89
5	3,4	Merit	6-7	50	3,4	70	14-17	B	D	50	3,4	B	60	90			3,4	B	80-84
4	5,6	Credit	4-5	40	5,6	60	10-13	C	E	40	5,6	C					5,6	C	70-79
3					7,8	50												D	60-69
2																			
1																			

\* Already confirmed by the Matriculation Board and approved by the Access Committee: HIGCSE "4" = IGCSE "C" = 60%

The Conversion Table is subject to change.

## MATRICULATION EXEMPTION

Matriculation exemption is a legal requirement for first-degree study at a South African university. Students who did not pass the South African Senior Certificate with endorsement are required by law to apply for matriculation exemption from the Matriculation Board. Prospective international students will receive advice on the required type of matriculation exemption. The UFS Office for International Affairs is available to apply on behalf of prospective international students for certificates of conditional exemption if the prospective student so requests.

- You can apply to the University of the Free State before receiving the exemption (USAF) certificate.
- For applicants currently in Grade 12, or the final year of school, the university may make conditional offers based on final Grade 11 results.

Registered UFS students on the South Campus who have completed the Higher Certificate and wish to continue with bachelor's degree studies, must also follow these steps to apply for a conditional exemption certificate. Students will need to submit final school-leaving results to receive conditional or full exemption.

For students who prefer to apply to USAf themselves, below is an outline of the process.

Apply to: <https://mb.usaf.ac.za/online-assessment-and-application/> for evaluation

The application will only be finalised by the Matriculation Board on receipt of the final matric certificate.

### FINAL ADMISSION TO DEGREE STUDIES AT THE UFS REQUIRES EITHER

- an endorsed South African Senior Certificate; or
- a Matriculation Exemption Certificate issued by the South African Matriculation Board.

For students who prefer to apply to USAf themselves, below is an outline of the process.

Registered UFS students on the South Campus who have completed the Higher Certificate and wish to continue with bachelor's degree studies, must also follow these steps to apply for a conditional exemption certificate. Students will need to submit final school-leaving results to receive conditional or full exemption.

### PROCESS FOR CONDITIONAL EXEMPTION CERTIFICATE APPLICATIONS

#### Step 1

- Deposit the amount into the account of the Matriculation Board at:
- Bank: ABSA, branch: Sunnyside (630345), account number: 405 903 6917
- Keep proof of payment

FOR ONLINE APPLICATION	FOR OFF-LINE APPLICATION
<b>Step 2</b> Get electronic copies of the following supporting documents: <ul style="list-style-type: none"> <li>proof of payment</li> <li>certified senior/school-leaving certificate</li> <li>certified academic records of UFS discretionary year studies (if applicable)</li> <li>South African ID or passport</li> </ul>	<b>Step 2</b> Get physical copies of the following supporting documents: <ul style="list-style-type: none"> <li>proof of payment</li> <li>certified senior/school-leaving certificate</li> <li>certified academic records of UFS discretionary year studies (if applicable)</li> <li>South African ID or passport</li> </ul>
<b>Step 3</b> Follow the link <a href="http://mb.usaf.ac.za/online-assessment-and-application/">http://mb.usaf.ac.za/online-assessment-and-application/</a> Follow the instructions to complete online application	<b>Step 3</b> Download the application form at <a href="http://mb.usaf.ac.za/online-assessment-and-application/">http://mb.usaf.ac.za/online-assessment-and-application/</a> Email the completed form and supporting documents to: <a href="mailto:fax@universitiessa.ac.za">fax@universitiessa.ac.za</a>

#### Step 4

Courier physical certified copies of the documents to:  
Universities SA (Matriculation Board), PO Box 3854, Pretoria, 0001, South Africa



# ACCEPTING THE OFFER

## OFFER ACCEPTANCE

Accept your offer | Rulebooks | Registration Steps | Online Registration System

Once you have been officially selected or accepted into a programme, you have to accept the offer to study at the UFS. After accepting the offer, you will be able to complete your online registration through our self-service platform.

If you need to reset your password, please contact +27 51 401 9111 (**select option 4**).

For assistance with online registration, you can contact the Student Services Centre at +27 51 401 9111 (**select option 1**).

Please watch the video at: [https://www.ufs.ac.za/videos/librariesprovider43/2021-online-registration/study-offer.mp4?sfvrsn=92706820\\_7](https://www.ufs.ac.za/videos/librariesprovider43/2021-online-registration/study-offer.mp4?sfvrsn=92706820_7)

# FEES AND REGISTRATION

Being proactive about your personal financial management will help you to reduce your stress and plan for your future. Here are some helpful tips for your personal financial management:

### STEP 1

Start by doing an online quotation based on the programme/modules you plan to enrol for. For the estimated costs/quotation, visit <https://quote.ufs.ac.za/ModuleQuote/Create> and follow the links.

### STEP 2

Budget for other expenses such as registration, breakage fee if you are selected to stay in a campus residence, private accommodation if you stay off campus, textbooks, study material, pocket money, food, data, travelling, clothes, and any other expense you might need to consider.

### STEP 3

Have a look at the Student Finance Yearbook for the estimated average cost per year of the most popular academic programmes. You can access the Student Finance Yearbook at <https://www.ufs.ac.za/kovsielife/student-finance>

### STEP 4

If you need financial assistance, apply for funding to help pay your fees early so that you are not stressed, and can secure your financial assistance ahead of registration. Funding takes the form of bursaries, scholarships, and loans. Please contact Financial Aid for more details regarding the various options available.

### STEP 5

Please remember to take note of the payment dates to ensure that your account remains in good standing. There are different dates for South African students and international students.



# FEES

You will be required to pay a pre-registration fee BEFORE you can register as a UFS student. Communication regarding the amount payable and the deadline for payment will be sent to all new students by the Department of Tuition Fees. For further details, please visit the tuition fees website on: <https://www.ufs.ac.za/kovsielife/student-finance>

Students with scholarships must ensure that their sponsors are aware of the UFS regulation pertaining to registration fees and the payment of tuition fees. If you are unsure, please visit the tuition fees website as stated above.

# REGISTRATION

## REGISTRATION PROCESS

Students must report for first-semester registration in January.

<https://www.ufs.ac.za/supportservices/departments/student-academic-services-university-of-the-free-state-ufs-home/registration-information/2022-registration>

<https://www.ufs.ac.za/supportservices/01-registration-information/start-here>

## CHECKLIST FOR REGISTRATION

Students must be in possession of a valid study visa issued for the UFS. A study visa issued for a different university is not acceptable. No international student will be allowed to register without a valid study visa issued for the UFS.

To cancel the block on your student account, please bring the following documents with you when you register:

- Passport
- Study visa – only the actual visa will be accepted – no receipts will be accepted for registration purposes
- Confirmation letter for the FULL year from the medical aid registered in South Africa (no travel insurance, hospital plans, or policies will be accepted)
- Proof of payment of registration deposit (for more information on finances, please consult [www.ufs.ac.za](http://www.ufs.ac.za), then click on fees, for more detailed information.
- Original documentation as submitted with your application
- USAf-verification

# IMMIGRATION

## STUDY VISAS

The university is not permitted to register an international student without producing a VALID study visa, unless the student is studying via distance education from her or his home country. The university must report regularly to the South African Department of Home Affairs on the immigration status of international students. Please note that it can take between six and eight weeks for your study visa application to be processed. Please liaise with the OIA to ascertain changes in immigration requirements during the COVID-19 pandemic.

## STUDY VISA APPLICATION PROCESS – FIRST-TIME APPLICANTS (NEW STUDENTS)

It is your responsibility to obtain a study visa before arriving in South Africa to commence your studies. During the COVID-19 pandemic, beware of embassy closures, and apply for your study visa as early as possible. Please note that your study visa is issued for study at one institution; you would have to apply for a change of conditions should you wish to change institutions.

You are required to apply for a study visa at the South African high commission, embassy, consulate, or trade mission in your country of residence. If there is no South African representative in that country, you must apply at the nearest South African high commission, embassy, consulate, or trade mission.

The following are the current required documents to be submitted to the South African embassy/ consulate in your country to obtain your study visa: <http://www.dha.gov.za/index.php/types-of-temp-res-permits>

- A passport valid for no less than 30 days after intended studies
- Payment of the prescribed administrative fee
- Confirmation and proof of payment for a South African medical aid through a medical scheme registered with the SA Council for Medical Schemes. Coverage must remain valid for the duration of the calendar year
- Letter of offer from the university, stating the duration of the degree
- Undertaking from the university – this letter is issued by the Office for International Affairs
- Medical and radiology report not older than six months
- Yellow-fever vaccination certificate, if relevant
- Relevant certificates if married, widowed, divorced, or separated
- Details regarding arranged accommodation while in South Africa
- Proof of sufficient funds to cover tuition fees and maintenance
- A police clearance certificate for the past 12 months.

You are advised to submit the documentation as soon as possible to the South African high commission, embassy, consulate, or trade mission – DO NOT send the documentation to the university. You should keep a copy of your submission and all receipts safe. Please note that it can take longer than one month to obtain a study visa.

## REFUGEES/ASYLUM SEEKERS

Refugees and asylum seekers do not require study visas but need to submit proof from the medical aid (i.e., confirmation letter) that the medical aid is paid for the full year.

## PASSPORT RENEWALS

Passport renewals can be done at the embassy, high commission, or consulate of your home country in South Africa.

## LOST/STOLEN PASSPORTS

If a passport is stolen or lost, the incident must be reported to the police in order to get an affidavit, and also to Campus Control if the passport was lost/stolen on campus. The OIA will then issue the student with a copy of the passport (the page containing your personal details and passport number) and a copy of the study visa. The student should then proceed to his/her embassy to apply for a new passport. As soon as the passport is available, the student should go to: <http://www.vfsglobal.com/dha/southafrica/> to apply for a replacement study visa.

## DOCUMENTS REQUIRED

- New passport
- Affidavit
- Copy of stolen passport
- Copy of study visa
- Confirmation of registration from faculty

# EXTENSION/RENEWAL OF VISAS

**NB:** Application must be submitted 60 days before expiry of current visa.

Go to the VFS website:

<https://visa.vfsglobal.com/zaf/en/dha/apply-visa>

**NB:** please remember to keep copies of all documentation that you submit.

## STEP-BY-STEP GUIDE TO RENEW YOUR VISA

Let us walk you through the process:

### STEP 1

#### Identify visa type

Choose the right visa for your trip.

### STEP 2

#### Begin your application

Get started with your visa application.

### STEP 3

#### Pay your fees

Find out the amount you need to pay.

### STEP 4

#### Book an appointment

Choose a visa application centre and make an appointment.

### STEP 5

#### Visit a visa application centre

Attend your scheduled appointment.

### STEP 6

#### Track your application

Stay informed about the progress of your application.

### STEP 7

#### Collect your visa

Please take your passport to the VFS global centre and collect your visa.

## CHANGING CONDITIONS OF A STUDY VISA

A change of conditions usually applies to learners and students studying at South African high schools, colleges, and other academic institutions; their visas would therefore be endorsed with a condition to study at institutions in any of the categories above. In order to register at the University of the Free State, the visa will need to be issued in the name of the university.

Application for change of the conditions of a study visa constitutes a new application for a study visa. Though the applicant will need to complete a separate form, the requirements are the same as for the initial application for a study visa.

Refer to the following website:

<https://visa.vfsglobal.com/zaf/en/dha>

## ENDORSEMENT OF A RELATIVE VISA

Please be informed that, with effect from 1 May 2015, a holder of a valid temporary residence visa issued for the categories mentioned below will be allowed to register and undertake part-time studies at institutions of higher learning, as defined by the regulations of the Immigration Act, 2002 (Act No. 13 of 2002), during the validity period of their respective visas.

The holder of a relative visa is still required to get their visa endorsed for part-time studies. The requirements are listed below:

BI1739 – Application for the endorsement of a relative visa

- There is no cost for the endorsement of the visa
- Letter of acceptance/firm offer letter from the university
- Original passport and work permit
- Proof of medical aid
- Proof of finance
- Confirmation of employment letter or contract

## WORK PERMITS

### FINAL-YEAR STUDENTS – AS PART OF STUDIES (PRACTICALS – MEDICINE, PHYSIOTHERAPY, NURSES, ETC)

- Apply for a waiver of the requirements of the general work permit (<https://visa.vfsglobal.com/one-pager/dha/southafrica/english/index.html#trv-waiver>) The application must list all that needs to be waived – i.e., advertisement, job offer, etc.

#### What is a waiver by the Department of Home Affairs?

A waiver application is a formal written request to the DHA to set aside certain prescribed requirements for a visa in any given category. This means that companies and/or individuals may, for a good reason, be exempted from certain prescribed requirements.

#### How to apply?

To apply for a waiver, the applicant will need to submit relevant supporting documentation for the required visa application and motivate why they need a waiver of the prescribed requirement(s).

- As soon as feedback and approval are received – apply for a general work permit.

# HEALTH AND WELLNESS

## SOUTH AFRICAN MEDICAL AID

In terms of the Immigration Act 13 of 2002 as amended and its regulations, any prospective student in the Republic of South Africa must provide proof of medical cover with a medical scheme registered in terms of the Medical Schemes Act 131 of 1998. Although you might be able to secure a study visa with other types of medical products, whether South African or otherwise, the University of the Free State only accepts South African medical-aid products. To comply with the regulations, the university requires a membership certificate as proof of full medical-aid cover with a South African-registered medical-aid scheme for the full calendar year, until 31 December of that year.

To avoid unnecessary complications, please make the necessary financial arrangements with the medical-aid provider prior to your entry into South Africa. Should you rely on sponsorship, please ensure that you advise your sponsor of this requirement as soon as you get sponsorship or acceptance. The required medical-aid cover fee must be paid directly to the medical-aid company, separate from the tuition fees. Students will not be allowed to register unless they can show a membership certificate as proof of a valid and comprehensive medical-aid cover for the duration of the academic year (until 31 December); without a clearance certificate, students cannot register at the institution.

Students who are members or dependents of a South African-based parent/guardian/spousal/work medical aid, are required to present a recent membership certificate for the annual registration. The membership certificate must reflect active membership for the current year.

For more information about medical-aid providers in South Africa, please contact:

**JOSEPH BROWN** (healthcare consultant)  
www.simekahealth.co.za | info@simekahealth.co.za  
T: +27 51 400 3801 | C: +27 82 453 7939 or +27 86 012 2340



## COMPCARE WELLNESS MEDICAL SCHEME

<http://www.studentplan.co.za> | +27 860 112 4636

Affordable medical cover for students from only R472 per month\*.

If you are an international student and need medical cover to register at a South African university, this is the plan for you!

## MOMENTUM MEDICAL SCHEME

Nikita Balram | E: [Nikita.Balram@momentum.co.za](mailto:Nikita.Balram@momentum.co.za)

The above medical-aid service providers have confirmed that cancellation of coverage will not be refunded without written communication from the OIA confirming the student's deregistration/completion status. If you wish to use another SA medical-aid product, please ensure that the certificate/letter confirming membership is for the current academic year.

Apply online at: <https://client.momentum.co.za/for/you/products/health/mmsa-student-application> or contact Nikita directly.

Before you start the process, please have the following handy:

- Proof of studies, letter of undertaking or provisional acceptance document from a South African institution
- Copy of your passport
- Proof of payment if payment is via bank deposit

### Momentum Medical Aid - Ingwe Option

Get affordable medical aid cover with the Ingwe Option. It's great if you're a first-time earner or a student needing affordable medical aid cover in South Africa. Even though it's an entry-level medical aid plan, you get hospital cover, day-to-day, and chronic illness benefits when you use the network providers.

## STUDENT HEALTH AND WELLNESS BLOEMFONTEIN CAMPUS

The Health and Wellness Centre comprises the following divisions:

### Health

- Medical Practice
- Sports and Exercise Medicine Clinic
- HIV/AIDS

The Health and Wellness Centre provides for your medical needs. A strict ethical code of confidentiality is maintained.

Services are available to UFS students and staff, as well as to the public.

### Consultation

Consultation is available on an appointment basis and medical-aid tariffs apply.

### Primary healthcare

Primary healthcare services are rendered by professional nurses for students without medical aid. Consultation is available on an appointment basis and an admin fee applies.

### Preventative care

We are also involved in preventative care programmes, such as:

- student wellness workshops (e.g., healthy behaviour);
- awareness campaigns (breast cancer);
- vaccinations (e.g., hepatitis, flu); and
- travel medicine clinic (e.g., yellow fever).

### Office hours

08:00–16:30 (Mondays to Fridays).

## QWAQWA CAMPUS CLINIC

Students and staff can make use of the following services available on campus:

### Minor ailments

- Respiratory conditions, e.g., flu
- Ear, nose, and throat conditions
- Eye conditions
- Skin conditions
- Sexually transmitted infections

### Chronic medication

- Antiretroviral (ART) medication
- Pre-exposure prophylaxis (PrEP)

### Screenings

- Blood pressure
- Weight and body mass index
- Blood glucose
- Blood cholesterol

### Women's health: Contraceptives

- Oral
- Emergency pill (morning after)
- Injection
- Female condoms

### Contact

Sister Mathapelo Moloi  
T: +27 58 718 5210/5228 | E: [moloiMA@ufs.ac.za](mailto:moloiMA@ufs.ac.za)

### Clinic staff

- Moloi MA (Chief Officer)
- Modise NL (Senior Officer)
- Mokheithi TF (Assistant Officer)

## ACCOMMODATION

A variety of accommodation options are offered by the university, i.e., on-campus and off-campus accommodation situated in the surrounding residential areas. On-campus accommodation is not guaranteed when an applicant is accepted as a student. The application form for campus accommodation is attached to the application form for admission. Please ensure that the form is completed correctly to avoid delays.

Our residences are very popular, with a waiting list for applicants. Therefore, you should indicate on the application form for studies in 2024 if you want to secure a place in one of the on-campus residences.

For more information, please consult the UFS website and navigate as follows: **In your browser, enter <https://www.ufs.ac.za/residences/housing-and-residence-affairs/information/junior-accommodation/application-forms>**

### PLACEMENT POLICY

Visit [https://www.ufs.ac.za/docs/librariesprovider32/housing-and-residence-affairs-documents/2020/junior/placement-policy--junior-residences.pdf?sfvrsn=c2286d20\\_4](https://www.ufs.ac.za/docs/librariesprovider32/housing-and-residence-affairs-documents/2020/junior/placement-policy--junior-residences.pdf?sfvrsn=c2286d20_4)

It is very important to take note of the following academic requirements for junior residences on the:

#### BLOEMFONTEIN CAMPUS:

Meeting the minimum admission requirements for your chosen/intended programme of study does not guarantee placement in a residence on campus, as limited space is available in each residence.

- A minimum Grade 12 AP of 30 is required for admission to a residence.
- Your academic merit is determined based on the most recent admission point as calculated by the university (whether Grade 11 or Grade 12 results).
- If you were admitted to a residence based on the Grade 11 AP, but the final Grade 12 AP is less than 30, your admission to a residence will be cancelled.
- If your current AP (Grade 11 final results or Grade 12 June results) is less than 30, you can still apply for residence accommodation. You will qualify for admission to a residence (subject to availability) if your final Grade 12 AP is 30 or more.
- If you are currently in the University Access Programme (UAP), you will qualify for admission to a residence if you pass all your modules.
- If you were registered at the UFS or another tertiary institution for the second or subsequent years, you must have passed at least 120 credits to qualify for admission to a residence. Current first-year students will qualify for admission to a residence based on their Grade 12 AP.

#### SOUTH CAMPUS:

Admission to a full-time programme on the South Campus: If you were provisionally admitted to a residence on the Bloemfontein Campus prior to your final Grade 12 results becoming available and your final results indicate that your studies encompass an extended curriculum programme on the South Campus, such provisional admission shall automatically be transferred to a residence on the South Campus.

Your admission is in all cases subject to you meeting the conditions pertaining to the aforementioned admission.

#### VERY IMPORTANT:

As a prospective student, you must keep in mind that placement in a residence does not mean that you have been selected for a particular field of study. In order to be considered for placement in a residence, you must have received either a conditional admission offer for a programme of study or a final and firm offer for admission.

The final Grade 12 marks will eventually determine whether you qualify for admission to an undergraduate programme of study and residence accommodation. You will only be allowed to occupy the residence in which you have been placed once you register as a student.



#### All residences have access control

Visit for more information: <https://www.ufs.ac.za/residences>

Some residences have communal kitchens, although students could also make use of two dining halls offering three meals per day on a meal-account payment system, or a variety of cafeterias.

#### Advantages of living on campus

- No travel expenses / you do not need to have a car or commute by bus or taxi to campus.
- You do not have to buy furniture.
- There are always other people around, so you can interact with different students.
- You are within walking distance of shopping malls.

#### ACCREDITED OFF-CAMPUS ACCOMMODATION

The safety and living conditions of our students are of great importance. Student accommodation is a significant aspect of the success of the UFS; consequently, good quality accommodation is important for each individual student to be successful in their studies. The accreditation process entails a list of primary requirements, drafted with the cognisance of the Mangaung Metropolitan Municipality in terms of off-campus accommodation to which private providers must adhere in order to be accredited by the university. The requirements are in line with the Policy on the Minimum Norms and Standards for Student Housing at Public Universities (Government Gazette 39238, dated 29 September 2015).

- For the complete list of accredited student accommodation, visit <https://www.ufs.ac.za/residences> and follow the link to off-campus accommodation.
- A list of accredited service providers with contact details is available.

#### ENQUIRIES:

**Dineo Kotelo:**  
+27 51 401 9166 | [KoteloDO@ufs.ac.za](mailto:KoteloDO@ufs.ac.za)

## PROTECTION SERVICES

#### RENDERING OF SERVICE

Service is rendered on a 24-hour basis. All incidents or requests can be reported to the duty room.

#### INVESTIGATION OF CRIME

All incidents of crime, whether it concerns private or university property, must be reported. Cases are investigated internally and are reported to the SA Police Service on behalf of the plaintiff.

#### CERTIFICATION OF DOCUMENTS

Copies of documents can be certified at the duty room. This service is available 24/7 from Monday to Monday. The original document must be available.

#### AFFIDAVITS

This service is available from Monday to Friday between 10:00 and 10:30.

#### TRAFFIC RULES

The normal traffic rules also apply on the university grounds and offenders will be fined.

## IMPORTANT CONTACT DETAILS

### BLOEMFONTEIN CAMPUS

#### PROTECTION SERVICES DUTY ROOM

+27 51 401 2634 or +27 51 401 2911

#### EMERGENCY SERVICES

+27 51 401 2603 (office hours)  
0800 051 051 (ER 24)

#### CALL CENTRE

+27 51 401 9111

#### VISITORS CENTRE FRONT DESK

T: +27 51 401 7766 | E: visitorscentre@ufs.ac.za

#### STUDENT INFORMATION DESK

+27 51 401 9666 | E: studentadmin@ufs.ac.za

#### APPLICATIONS

##### Matladi Tsoeu

T: +27 51 402 7207 | E: oiastudentadmin@ufs.ac.za

### QWAQWA CAMPUS

T: +27 58 718 5001

#### FOR MORE INFORMATION

##### Eunice Lebona

Student Academic Services

T: +27 51 718 5010 | E: lebonaGE@ufs.ac.za

### SOUTH CAMPUS

#### FOR MORE INFORMATION

##### Lydia Moilwa

T: +27 51 505 1201 | E: accessinfo@ufs.ac.za

#### DISTANCE EDUCATION PROGRAMMES

##### Lebohang Seseane

T: +27 51 505 1452 | E: Tsekeletsal@ufs.ac.za

### HOW FAR IS BLOEMFONTEIN FROM:

**Phuthaditjhaba:** 326,9 km | **Cape Town:** 1 024 km | **Durban:** 640 km | **George:** 779 km | **Grahamstown:** 557 km | **Pretoria:** 482 km  
**Johannesburg:** 426 km | **Kimberley:** 175 km | **Maseru:** 141 km | **Port Elizabeth:** 649 km | **Upington:** 549 km



## PUBLIC TRANSPORT

#### EXECUTIVE SHUTTLES

##### Cobus Schieke

C: 082 568 6288 | E: cschieke@lantic.net

#### INTERCAPE

Toll-free: +27 86 128 7287

E: info@intercape.co.za | www.intercape.co.za

#### TRANSLUX

T: +27 51 444 4000 | Toll-free: +27 86 158 9282

E: info@intercape.co.za | www.intercape.co.za

### TRAVEL BY PLANE

#### SA AIRLINK

www.flyairlink.com

## FAQs & ANSWERS

### ON REGISTRATION OF AN INTERNATIONAL STUDENT

#### I have refugee and/or asylum seeker status in South Africa. What should I do to have it reflected on the system?

A student's fee status is based on their citizenship/residence at the point of registration. If a student presents original certified documented proof of alternate citizenship or residency before 31 July, the residency and associated fee status will be amended for that academic year. The following documents will be accepted as proof:

- A South African identity card/book
- A refugee or asylum seeker permit issued by the South African Department of Home Affairs

Only certified copies of the original document can be accepted. Documents can be certified at a police station, or by a notary public.

Changes in citizenship status submitted before 31 July will be used to recalculate your tuition fee liability for the current academic year. Citizenship/residency status changes presented after 31 July will only be applied to the fee status for the following academic year.

Your fee liability for the current academic year will only be adjusted once your residency status has been evaluated and changed in the student records and administration system (PeopleSoft).

To notify us of a change in your residency status, please submit a certified copy of your permanent residence permit to [niemannaja@ufs.ac.za](mailto:niemannaja@ufs.ac.za)

#### I have received permanent residency status in South Africa. What should I do to have it updated on the system?

A student's fee status is based on their citizenship/residence at the point of registration. If a student presents original certified documented proof of alternate citizenship or residency before 31 July, the residency and associated fee status will be amended for that academic year. The following documents will be accepted as proof:

- A South African identity card/book
- A permanent residence permit issued by the South African Department of Home Affairs

Only certified copies of the original document can be accepted. Documents can be certified by a commissioner of oaths, at a police station, or by a notary public.

Changes in citizenship status submitted before 31 July will be used to recalculate your tuition fee liability for the current academic year. Citizenship/residency status changes presented after 31 July will only be applied to the fee status for the following academic year.

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To notify us of a change in your residency status, please submit a certified copy of your permanent residence permit to [niemannaja@ufs.ac.za](mailto:niemannaja@ufs.ac.za)

#### Why do I have to submit my documentation before registration at the UFS?

The administrative process is to verify and capture immigration documentation and proof of initial fee payments for international students and researchers prior to their registration at the UFS. The Immigration Act requires all institutions of higher learning in South Africa to keep a record

of international students registered at their institution. A report on international student registration is submitted annually by the UFS to the South African Department of Home Affairs.

The UFS is required to complete this process to comply with government regulations to ensure that each international student has valid immigration documents for the duration of their registration.

#### What documents do I need to register as a full-time student?

Immigration documents if you are studying in person and have a visa endorsed for study at the UFS.

- Certified copy of passport bio page
- Certified copy of relevant visa endorsed for the UFS (i.e. study visa, endorsed for study at the UFS or visitors' visa endorsed for research)
- Medical aid confirmation from a registered South African medical aid scheme, valid for the full duration of the visa and NOTE:

All immigration documents to be certified by a commissioner of oaths or a notary. The certification stamp must include the name of the commissioner of oaths, their designation and signature, the date, and wording along the lines of 'the following documentation is a true and accurate reflection of the original'. The certification stamp cannot be more than six months old at the time that the documents are submitted for preregistration.

For those who hold refugee, asylum seeker, permanent residence status or citizenship for South Africa, we will only accept certified copies of these documents; no passport bio page and proof of medical aid is required; however, if it is submitted the information will be captured.

#### What documents do I need to register as a part time/online/distance student?

- Certified copy of passport bio page
- Confirmation letter or email from faculty/department that you will be doing your studies part time/online/distance and will not be in South Africa on a full-time basis during your studies. ([niemannaja@ufs.ac.za](mailto:niemannaja@ufs.ac.za) / [tshalalal@ufs.ac.za](mailto:tshalalal@ufs.ac.za))

#### Why do I need South African medical aid?

The South African Immigration Act requires that all international students purchase medical aid cover from a medical aid scheme registered with the South African Council of Medical Aid Schemes before applying for a study visa. The cover must be for one year (renewable annually) or for the full duration of the study programme and intended stay in South Africa if this is shorter than one year.

As part of registration, the International Office is required to confirm that you meet the visa conditions for entry to South Africa and registration as a student at the UFS.

You will not be permitted to register unless you have the correct medical aid cover.

#### I have accepted the offer made to me and need to apply for a study visa; what should I do?

As soon as you have been accepted/conditionally accepted as a student at the UFS, you will have to contact the Office for International Affairs at the UFS to request an undertaking letter to assist you in applying for a study visa. You can contact [tshalalal@ufs.ac.za](mailto:tshalalal@ufs.ac.za) or [niemannaja@ufs.ac.za](mailto:niemannaja@ufs.ac.za).



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