



UNIVERSITY OF TM
KWAZULU-NATAL

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APPLICATION FOR EXCHANGE, STUDY ABROAD, INTERNATIONAL SCHOOL AND SHORT-TERM PROGRAMMES

Completed applications should be forwarded to one of the following addresses:

For exchange and study
abroad participants
Student Exchange/Study Abroad Coordinator
Room 411,
Rick Turner Students' Union Building
University of KwaZulu-Natal
Durban 4041
South Africa
Tel: +27 (0)31 260 2870
Fax: +27 (0)31 260 2967
Email: ukznsep@ukzn.ac.za/
ukznsap@ukzn.ac.za

The International School and
Short Term Programmes Coordinator
Room 412,
Rick Turner Students' Union Building
University of KwaZulu-Natal
Durban 4041
South Africa
Tel: +27 (0)31 260 2677
Fax: +27 (0)31 260 2967
Email: dace@ukzn.ac.za

FOR OFFICE USE ONLY:

NAME: _____

STUDENT NO:

PROGRAMME: _____

Please read notes before completing attached application form
This form is applicable to:

1. **Exchange applicants:** International students who study for a semester at the University of KwaZulu-Natal and pay fees to their home institution according to the terms and conditions governed by an exchange agreement.
2. **Study Abroad applicants:** Fee paying international students pursuing one or more modules for credit (non-degree) purposes for one or two semesters.
3. **International School applicants:** International students who study for credit (non-degree) purposes for a five-week period during June/July.
4. **Short-term applicants:** International students/and visitors who participate in short-term (non-degree) academic activities for various periods of time.

Closing dates

Semester 1 (February – June) is 30 September of the previous year.

Semester 2 (August – November) is 30 April of the current year.

International School (June – August) is 31 March for early registration, or 30 April for late registration for the current year.

Short-term programmes applicants: (No closing date) It depends on the scholars who want to visit.

Application Fees

Student Exchanges:

Application fees for exchange students are incorporated in exchange agreements and individual applicants are not required to pay application fees.

Study Abroad:

Currently the fee is \$146.

International School:

Application fee is \$146.

Application fees can be paid to:

Name: UKZN Main

Acc. No: 05 308 0998

Branch Code: 045426

Reference: F001 11402 with applicant's full name

Bank: Standard Bank

Branch: Westville

Type of account: Business Current Account

Swift code: SBZAJJ

Please state your name and surname on the deposit slip and attach proof of payment to your application form.

Short-term programmes:

Application fee is not applicable. The cost of the programme is individually determined.

PLEASE NOTE THAT FEES ARE SUBJECT TO INCREASE ON A YEARLY BASIS.
CURRENT FEES ARE AVAILABLE ON THE WEBSITE: www.ukzn.ac.za

English Language Proficiency

The University of KwaZulu-Natal is an English speaking institution; therefore applications are required to satisfy the English language requirements. If you are not from an English speaking country, you will need to submit proof of English Proficiency as per the requirements:

- An overall band score of 7.0 on the International English Language Testing System (IELTS) for Postgraduate studies and 6.0 for Undergraduate studies; or
- a test score of 550 on the paper version of the Test of English as a Foreign Language (TOEFL) or a score of at least 80 on the IBT (electronic) version of the test.

For further information refer to the relevant section of the Undergraduate Prospectus.

Study Visa Requirements

All students planning on studying in South Africa for a semester or year are required to obtain a study visa before leaving their country. The South African consulate issues the visa. To apply for a study visa, you will need a valid passport, a letter of acceptance from the University, letter from the University in support of visa application, proof of health insurance, a deposit for repatriation, a return air ticket and money for the cost of a study visa.

For detailed information on study visas please refer to the Undergraduate Prospectus for more information.

International School and short-term programme participants need to obtain an endorsed visitor's visa before leaving their country. To obtain the endorsed visitors' visa, you will need an acceptance letter from the University of KwaZulu-Natal, proof of health insurance, and money for the cost of the whole programme. Some nation's citizens do not require a visa to enter South Africa for a period less than 90 days. You will need to present the letter of acceptance from the institution/university, at the port of entry.

Health Care Insurance

(Applicable to Study Abroad and Exchange Applicants only)

All international students need to comply with the visa regulations as determined by the Immigration Act, Act 13 of 2002.

Regulation 10(1) (i) determines the following:

**An applicant for a study visa is required to provide:

(i)*proof of medical cover with a medical scheme registered in terms of the Medical Schemes Act, 1998 Act 131 of 1998, recognised in the Republic*

Our institution's interpretation of the requirements in this regard is that appropriate medical cover via a registered South African medical scheme is required. This minimum basic cover as prescribed in the Medical Schemes Act, which can be obtained through very affordable medical scheme products, specifically suited to the needs of international students, is the best way to minimise the risk for the university or students to be liable for general medical costs.

UKZN in accordance with the spirit of the Immigration Act will only accept **South African registered medical schemes** for registration purposes. UKZN is allowing the use of the following service providers:

Compcare: Website: www.studentplan.co.za

Momentum Health: Website: www.ingwehealth.co.za

Accommodation

Study Abroad and Exchange applicants:

Application for on-campus residence accommodation should be made on the application form. Please indicate clearly which centre you are applying for. Please note that on-campus accommodation is limited.

International School applicants:

International School participants are guaranteed accommodation.

Tuition Fees

Refer to the UKZN website for up-to-date fees.

Student Exchanges:

Tuition fees are governed by student exchange agreements. Please consult with your International Programme Co-ordinator at your home institution for details.

Study abroad:

Once your application has been accepted you will be issued with a student number. Use this in all correspondence and payments to the University.

Tuition fees can be deposited into the following bank account:

Name of account: UKZN Foreign Deposit

Bank: Standard Bank

Type of account: Business Current Account

Account number: 05 308 2826

Branch: Westville

Branch code: 045426

Reference: Student Number

Swift code: SBZAZAJJ

Please quote student no., name and surname on the deposit slip. Please fax or email details to:

Fees/debtors: Fax: +27 (0)31 260 3099

Email addresses: dlaminig2@ukzn.ac.za

pillaya@ukzn.ac.za

poswa@ukzn.ac.za

International School

The programme fee cost is \$3 400.

This cost covers tuition fee, entry fees to game sites, and accommodation fee with linen, crockery and cutlery. It also covers fees for transport fee from airport pick-ups to university residences and to programme sites for practical purposes. The fee does not cover meals. After admission a deposit of \$250 must be paid (31 March for early applications or 1 May for late applications).

The programme fee can be paid to:

Name of account: UKZN Foreign Deposit

Bank: Standard Bank

Type of account: Business Current Account

Account number: 05 308 2826

Branch: Westville

Branch code: 045426

Reference: Student name and M125-11602

Swift code: SBZAZAJJ

Please quote name and surname on the deposit slip. Please fax or email details to:

Att: International School Coordinator

Tel: +27 (0)31 260 2677

Fax: +27 (0)31 260 2967

Email: dace@ukzn.ac.za

Course Selection Procedure

Exchange and Study Abroad Applicants:

The application form asks you to pre-select courses. You are required to confirm course offerings before making your choice. To assist students in choosing courses the information provided below will help to understand how the module is structured, and help you choose courses available in the semester in which you wish to enrol.

Explanation of codes

In the handbook each module is identified by name and by a nine-character code, e.g. **POLS101 H1**. This is made up as follows:

- The first four letters identify the discipline or area of specialisation (**POLS** = Political Science).
- The following numeral indicates the module's level (**1** = first level/year, **2** = second level/year etc). In this case it is a first level/year module.
- The next two characters (letters and/or numbers) identify the individual module, since disciplines may offer more than one module at the same level. In this case the identifier is **01**.
- The next character is used to indicate the campus on which the module is offered (H = Howard College, P = Pietermaritzburg, W = Westville). In this case the **H** indicates that the module is offered on the Howard College campus.
- The final character indicates when the module is offered (1 = first semester, 2 = second semester, B = both semesters, C = either first or second semester, V = vacation, Y = entire year). In case of the above the module is offered in the first semester.
- The abbreviations on the right of the page, following the module name (e.g. **30 L-10T-0P-0S-90H-24R 0F 0G 6A-13W-16C**) provide the following information:

30 L = 30 Lectures

10 T = 10 Tutorials

0 P = no Practicals

0 S = no Seminars

90 H = 90 Self Study hours, resource based learning and work on assignments

24 R = 24 Hours of Revision

0 F = no Field placements/Internships

0 G = no Problem based groups

6 A = 6 Assessment items (tests, assignments, etc.)

13 W = 13 Weeks

16 C = 16 Credits

International School and Short Term Programmes:

The International School offers four courses in Durban. Students may take a maximum of two courses. To access full information on courses offered and their accreditation, please visit our website:

<http://ukzninternational.ukzn.ac.za/International-students/international-school.aspx>

CHECKLISTS

Exchange and study abroad applicants:

1. Have you indicated your campus of choice? eg. **Edgewood, Howard College, Pietermaritzburg or Westville?**
2. Have you enclosed the proof of application fee (Study Abroad/candidates only)?
3. Have you enclosed the following:
 - Two letters of reference
 - Letter of motivation
 - Academic record; (Please note that this is a critical indicator when reviewing your course selection)
4. Enclose your proof of English Proficiency (where applicable).
5. Have you checked whether your course/modules are offered in the relevant semester?
6. Have you read and understood the medical insurance requirements?

International school and short-term programmes:

1. Have you indicated your campus of choice? eg. **Edgewood, Howard College, Pietermaritzburg or Westville?**
(Not applicable to International School)
2. Have you enclosed the proof of payment of the application fee?
3. Have you enclosed the following:
 - Personal letter of motivation (for those applying for service learning course)
 - Two letters of reference (for those applying for the service learning course)
 - Academic record.



(Tick the applicable programme)

- Student Exchange
- Study Abroad
- International School
- Short Term Programmes

APPLICATION FOR ADMISSION

FOR OFFICE USE ONLY:

Student no:

App Fee Pd: R _____ Date: _____

Receipt No: _____

Into ITS By: _____ On: _____

1. PROPOSED ACADEMIC PROGRAMME

Year of entry: 2 0 Entry Term: Semester: 1 2 International School

Campus: Edgewood Howard College Pietermaritzburg Westville

OFFICE USE ONLY

Name of Module	Course Code	Course Name	Programme Name

2. PERSONAL DETAILS

Title: Mr Mrs Miss Ms Other _____

Surname: _____

First Names: _____

Maiden Name: _____

Date of Birth: DAY MONTH YEAR

Marital Status: Married Single Divorced Widowed Separated

Race: African Coloured Indian White Other Specify _____

Gender: Male Female

Home Language: _____ Nationality: _____

Religion (optional): _____ Country of Permanent Residence: _____

3. POST-SCHOOL ACTIVITIES

Present activity (Please tick)

*University student	01	<input type="checkbox"/>
Teacher's Training College	02	<input type="checkbox"/>
Technikon Student	03	<input type="checkbox"/>
College of Nursing student	04	<input type="checkbox"/>

Technical College student	05	<input type="checkbox"/>
Labour Force (Employed)	07	<input type="checkbox"/>
Standard 10 pupil/Grade 12 learner	08	<input type="checkbox"/>
OTHER (_____)	10	<input type="checkbox"/>

* If university student, please state name of the last institution in section 6 on page 3 and submit academic record and certificate of good conduct:

4. ADDRESS AND CONTACT DETAILS

Postal Address: _____

Town/City: _____

Country: _____ Postal Code: _____

Physical address: _____

Town/City: _____

Country: _____ Postal Code: _____

Telephone Numbers:

Cell phone: _____

Work: Dial code: _____ No: _____

Home: Dial code: _____ No: _____

Email address: _____

Work/Home Fax: _____

Next of kin information or guardian/parent if under 21:

Name: _____

Address: _____

Postal Code: _____

Telephone Numbers:

Work: Dial code: _____ No: _____

Home: Dial code: _____ No: _____

Cell phone: _____

Email: _____

Relationship:

Father	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Spouse	<input type="checkbox"/>
Brother	<input type="checkbox"/>	G/Parent	<input type="checkbox"/>	Sister	<input type="checkbox"/>
Child	<input type="checkbox"/>	Guardian	<input type="checkbox"/>	Other	<input type="checkbox"/>

5. HIGH SCHOOL DETAILS

Year of last school leaving certificate (equivalent to Grade 12):

Name of school certificate: _____ Examination No: _____

Type of Matriculation Exemption already held: (Please tick one)

01	Full Exemption	07	Other Senior Certificate	<input type="checkbox"/>
03	Ordinary Conditional	08	NTC3/N3/NSC	<input type="checkbox"/>
04	Mature Age Exemption	09	Standard 10 Practical	<input type="checkbox"/>
05	Foreign Exemption	10	Other	<input type="checkbox"/>
06	Immigrants Exemption	11	Discretionary Provision (Senate exemption)	<input type="checkbox"/>

NOTE: The code structure has been set up by ITS in terms of government reporting requirements.

	SCHOOL NAME	YEAR		Examination Authority	Grades/Forms Passed
		From	To		
1					
2					

6. PREVIOUS/CURRENT STUDIES

Name of Institution: _____

Tel: _____

Contact Person: _____

Fax: _____

Name: _____

Email: _____

Contact Address: _____

Postal Code: _____

Name of Degree: _____

Level of Study at Home Institution: _____

Majors: _____

- Student number(s) at previous institution: _____
- Have you ever been refused entry to, expelled or excluded from another institution? YES NO
If "Yes" provide the details: _____
- Have you ever been refused entry to, expelled or excluded from a residence of any institution? YES NO
If "Yes" provide the details: _____
- Do you owe fees to another institution? YES NO
If "Yes" provide the details: _____

7. MEDICAL INFORMATION

The University is sensitive to the needs of students with disability, and will attempt to provide support where possible.

Do you have any disability, physical or otherwise, that might require assistance? YES NO

If "Yes", please indicate:

Persons with a Visual Impairment

Blind

Partially sighted

Persons with a Hearing Impairment

Partially deaf

Mild to moderately deaf

Persons with a Physical Impairment

Uses a wheelchair

Uses crutches/callipers

Persons with paraplegia/quadruplegia/
hemiplegia/post-polio paralysis

Other (please specify)

Persons with Diabetes

Persons with Epilepsy

Persons with Cerebral Palsy

Persons with Intellectual/Psychiatric/
Psychological Impairment

Persons with Medical/Chronic Ailments
that require support (Please specify)

Other (Please specify)

COMPULSORY HEALTH INSURANCE

I _____ (name) confirm that I will/have applied for medical cover with a medical scheme registered in terms of the Medical Schemes Act, 1998 Act 131 of 1998.

8. RESIDENCE APPLICATION

YES NO

9. GENERAL INFORMATION

Do you wish your name/address to be kept confidential between yourself and the University? YES NO

Note: Disclosure of information is subject to the Promotion of Access to Information Act and other relevant laws.

Did any of your immediate family study at this University? YES NO

If yes, state relationship to you: _____

10. DECLARATION AND UNDERSTANDING

(To be completed with the assistance of Parent/Guardian if under 18)

If my application is successful and I accept the offer of a place to study at the University of KwaZulu-Natal,

1. I undertake

- 1.1 To comply with the procedures, rules and regulations of the University of KwaZulu-Natal.
- 1.2 To inform the Registrar immediately, in writing, if I change my address or if I intend cancelling my provisional acceptance.
- 1.3 To acquaint myself with all the rules and general regulations that relate to the degree for which I am applying.
- 1.4 To make alternate arrangement for accommodation should the University accept me for the programme and cannot offer me accommodation.

2. I/We hereby accept liability for the payment of all tuition fees or other fees which may be charged by the University as a result of my/his/her studies at the University, if the application is successful.

3. I am aware that my enrolment is valid only if it complies with the regulations of the programme concerned, notwithstanding the acceptance of this application by the University.

4. I/We accept the responsibility of submitting all documents required by the University before the stipulated due dates.

5. I declare

- 5.1 That I conclude this agreement with the knowledge and consent of my parent/guardian/employer.
- 5.2 That all particulars given by me on this form are true and correct and I fully understand the contents of this application.

Signature of Student

Date

Signature of Parent/Guardian

Date

SURETYSHIP (To be completed where applicant is a minor)

I, the undersigned lawful parent/guardian of the applicant, do hereby bind myself to the University of KwaZulu-Natal as surety in solidum and co-principal debtor with the above-named applicant for the due payment of all fees and other charges due and payable to the University of KwaZulu-Natal in terms of the relevant applicable annual schedule of fees. The surety will operate as a continuing covering suretyship. I agree that I will not be released from liability under this suretyship in any circumstances whatever, except with the University of KwaZulu-Natal's written consent and in particular, I shall not be released by reason of the fact that the aggregate amount owed to you by the applicant may fluctuate and may at times be nil.

Please print full name of Surety/Parent/Guardian: _____

Identity no.: _____

Address: _____

Which will be my domicilium citandi et executandi (permanent residential address) for all purposes under this document which means that I will accept service of all notices, documents and legal proceedings against me. In the event of my changing this address I agree to inform the Student Debtors Section of the Finance Department of the University of KwaZulu-Natal of any change in my address.

Signature parent/guardian

Date

11. SERVICE LEARNING CANDIDATES

INTERNATIONAL SCHOOL APPLICANTS ONLY

Service Learning Candidates

If you are planning to sign up for the Service Learning course, please submit a **resume/CV** and complete the following questions in addition to the general application form (attach an additional sheet if required).

1. Describe in general the kind of fieldwork you would like to undertake (emphasising the **type** of work, rather than organisation).

2. Summarise your qualifying background and/or previous experience relevant to your fieldwork request.

3. Describe the strengths that you will bring to the service-learning context.

4. What career-directed benefit do you hope to derive from this placement?

5. What specific skill/knowledge do you hope to derive from this service learning experience?

Submission of application for service learning course:

Applicants are required to submit the following documents:

- Official Academic Record
- 2 Letters of Reference
- 1 Personal Letter of Motivation
- Resume/CV

www.ukzn.ac.za

April 2014