



## Information sheet

<b>Location</b>	
<p>International Students Division          Client Service Centre          Office Block          University of Pretoria          Lynnwood Road          Pretoria 0002          Tel: +27 (0) 12 420 3111          Fax: +27 (0) 420 2605          Email: <a href="mailto:isd@up.ac.za">isd@up.ac.za</a>          Web: <a href="http://www.up.ac.za">www.up.ac.za</a></p>	
<b>Contact details – Staff</b>	
<p>Manager: International Students Division (ISD)</p>	<p>Ms Wiida le Roux          Tel: +27 (0) 12 420 5107          Email: <a href="mailto:wiida.leroux@up.ac.za">wiida.leroux@up.ac.za</a></p>
<p>International and Postgraduate Specialist Consultant:          Europe, Eastern Europe, Scandinavia and the Baltic countries</p>	<p>Ms Mahlogonolo Mphahlele          Tel: +27 (0) 12 420 4225          Email: <a href="mailto:mahlogonolo.mphahlele@up.ac.za">mahlogonolo.mphahlele@up.ac.za</a></p>
<p>International and Postgraduate Specialist Consultant:          North and South America, Australasia and Africa</p>	<p>Mr Smart Maqubela          Tel: +27 (0) 12 420 6610          Email: <a href="mailto:smart.maqubela@up.ac.za">smart.maqubela@up.ac.za</a></p>
<p>Immigration Control Consultant</p>	<p>Ms Jenny Lambinon          Tel: +27 (0) 12 420 4024          Email: <a href="mailto:jenny.lambinon@up.ac.za">jenny.lambinon@up.ac.za</a></p>

<b>Academic year</b>	
The academic year comprises two semesters. Semester 1: January to June Semester 2: July to December	
<b>Closing dates for applications of incoming exchange/study-abroad or elective students</b>	
Semester 1: 30 September for January the following year Semester 2: 31 March for the second semester in the current year	
<b>Academic requirements</b>	
<b>Language requirements</b>	All students, except those who can prove upon application that they have completed their previous studies through the medium of English, will have to write the Test of English as a Foreign Language (TOEFL). Minimum marks required are: Writing: 22 Speaking: 23 Reading: 21 Listening: 27 <b>Total: 83</b>
<b>English language course</b>	An English language course can be taken. Enquire at <a href="mailto:patrick.lenahan@up.ac.za">patrick.lenahan@up.ac.za</a>
<b>Areas and subjects available to exchange students</b>	All courses, except selection courses, can be negotiated between students and faculty.
<b>Courses at master's level</b>	Courses can be taken on master's level, depending on each faculty's requirements
<b>Choosing modules at UP</b>	Each prospective exchange student must negotiate his/her own subjects/modules with the relevant academic department. A list of subjects/modules offered at the University of Pretoria (UP) is available at <a href="http://www.up.ac.za">http://www.up.ac.za</a> .
On the top menu of the Home page, click on Study at UP.	Study at UP
On the drop-down menu, select either Undergraduate or Postgraduate.	Undergraduate/ Postgraduate
On the left-hand menu, expand Study information.	Study information +
Click on Yearbook information.	Yearbook information
Select your relevant yearbook and choose your subjects/modules. Please note that you may <b>not</b> choose year subjects/modules. Only semester subjects/modules will be taken into account for academic credits.	
<b>Credits and grading</b>	Each student will carry a normal study load per semester. Credits obtained will depend on the number of modules prescribed for a specific degree programme.
<b>Grading of credits</b>	Grading values are given in percentages. The minimum pass for each module taken is 50%.

<b>Accommodation</b>	
<b>Formal UP accommodation</b>	The ISD will assist students in obtaining accommodation on campus. However, accommodation will be allocated on a first come, first served basis and is not guaranteed.
	Accommodation is situated in Hatfield and the surrounding areas.
	Exchange students must apply for accommodation via the ISD when applying to study at UP.
	Accommodation is currently R4 030, 00 per month and is for the student's own account.
<b>Alternative accommodation</b>	Private accommodation companies on campus will assist students in finding accommodation, should formal accommodation not be available.
<b>Immigration</b>	
<b>Study visa</b>	As soon as they have been admitted, students must apply for study visas at the South African High Commission in their home countries or nearest neighbouring country.
<b>Compulsory medical cover</b>	Students must join Momentum Health (Ingwe option) in order for them to be registered. Health insurance or foreign medical cover will not be accepted. Students can apply online at <a href="http://www.ingwehealth.co.za">www.ingwehealth.co.za</a> . Medical cover must be paid in advance for the full period for which the study visa is issued. No exceptions will be made.
<b>General information</b>	
<b>Special orientation programme</b>	The ISD hosts a special orientation programme for all newcomers to UP. It is compulsory for all exchange and study abroad students to attend this programme.
<b>Estimated living costs</b>	It is advised that students prepare to spend at least R3 000, 00 (ZAR) per month for the duration of their stay.
<b>Leisure time</b>	South Africa offers a range of activities that people from abroad will enjoy. ISD staff members can assist you in organising field trips, etc.