Welcome to the University of Cape Town!
We hope you enjoy your stay.

This guide will provide you with important information that you need to know prior to your arrival at the university. Please read through it carefully! If you have any questions that you feel have not been answered in this book, kindly contact a member of our team.

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CONTENTS

Brief History            3
Preparing for Adventure          3
  ▪ Confirming Acceptance          4
  ▪ Study Visas            4
  ▪ Code of Conduct            5
  ▪ Money Matters           7
  ▪ Insurance            9
  ▪ Securing Accommodation         9
  ▪ Booking your flight        11
  ▪ What Should I Pack?        13
Finding Your Feet         14
  ▪ On arrival        14
  ▪ Moving in      15
  ▪ Registering with your Consulate/Embassy 15
  ▪ ‘Culture Shock’ 15
  ▪ Health    16
  ▪ Safety       16
  ▪ Transport     17
Orientation Week        18
  ▪ The “Green Shirts”      18
  ▪ Exploring Your New Home 18
  ▪ Pre-registration         19
  ▪ Registration        20
The UCT Way           21
  ▪ Academic Advice        21
  ▪ The System        23
  ▪ Academic Conversions  24
  ▪ UCT Examinations        25
  ▪ SHAWCO and Community Service  27
Frequently Asked Questions                  27
BRIEF HISTORY

The University of Cape Town (UCT) is South Africa’s oldest university, founded in 1829 as the South African College. Its campus is located in one of the most beautiful spots on the Cape Peninsula – on the slopes of Table Mountain. This vantage point offers panoramic views and easy access to the city of Cape Town itself.

Our comprehensive UCT website should be useful to you – take the time to orient yourself at www.uct.ac.za.

To learn more about what Cape Town has to offer, go to www.capetown.travel.

UCT is a university that prides itself not only on its undergraduate education, but also on its graduate programmes and the excellent research carried out by its faculties. During the period of Apartheid UCT was designated as a ‘whites only’ institution. However, today’s campus has been transformed to reflect the diversity of the entire South African population in terms of students, academic and administrative staff.

UCT currently consists of over 70 departments located in 6 faculties. The University offers programmes in the major disciplines leading to undergraduate, graduate and doctoral degrees. UCT had an enrolment of over 26 500 students in 2014, from over 107 countries. Together we are a dynamic, international community committed to being a world-class African university.

PREPARING FOR ADVENTURE

Ok, so we all know that the admin behind any trip isn’t the most interesting, but it is incredibly important... and you’ll feel a whole lot more confident because you’ll know exactly what you need to get sorted (logistically and academically) before you arrive at UCT. So we encourage you to read through each section carefully.
Confirming Acceptance

If you have decided to accept this study offer, you will be required to submit a signed and completed copy of the ‘Declaration to Accept Offer’. This form was emailed to you together with your letter of acceptance. Kindly return the completed form to the Admissions Office by email to admissions@uct.ac.za by no later than 25 November 2015.

Study Visas

All students planning on studying in South Africa are required to obtain a study visa before leaving their home country. The South African Consulate or Embassy is the only place that issues this study visa, and it is essential that you submit your application as early as possible. The South African visa regulations do not allow international students to travel to South Africa on a visitor’s or tourist visa and change to a study visa from within South Africa. This means that you must travel to South Africa with your valid study visa in your passport, and it must be endorsed for study at UCT. The recommended arrival dates are 28-29 January 2016, for first semester 2016.

To apply for a study visa, you will need:

- a valid passport (which should be valid for a period exceeding the length of your proposed study abroad);
- a letter of acceptance from UCT to the issuing authorities;
- a recent, original police clearance certificate and/or FBI clearance certificate, issued by the police or security authority in each country where you have lived for 12 months or longer after the age of 18 years;
- Proof of medical cover for the period of study with a medical scheme registered in terms of the Medical Schemes Act, 1998. For more information on the health insurance requirement, refer to the following inks at http://www.iapo.uct.ac.za/sites/default/files/image_tool/images/27/ABSA_Health_Medical_Aid_CoverGuide_2015.pdf and http://www.iapo.uct.ac.za/iapo/app/studperm/hlthins
- For a full list of registered medical schemes in the Republic of South Africa which are accepted for the visa application, see https://www.medicalschemes.com/MedicalSchemes.aspx
- proof of sufficient funds to cover all your costs in Cape Town (living costs and fees);
- a medical report;
- a radiological report; and
- money for the cost of a study visa or proof of payment for the visa application

We recommend that you contact the nearest South African Consulate or Embassy in your home country to verify the requirements and cost of the study visa, as requirements may vary from one consulate to another or change altogether. We also suggest that you confirm that you can receive your passport by express mail (e.g. Federal Express or Postal Service express mail) and if necessary, provide the South African Consulate with a pre-paid mailer; this will speed up the process of getting your passport back and, if for some reason it should be lost, allow the mail to be traced.
For more information on the study visa requirements for the South African Consulate or Embassy in your home country, please visit the following link: http://www.dfa.gov.za/webmissions/index.html

**IMPORTANT:** When you receive your passport back from the consulate, please check that your study visa has been printed correctly. It must include the following:

- Your full name, spelt according to the spelling on your passport photo page.
- It must specifically state for study at the University of Cape Town.
- The expiry date must be for after the end of your semester of study at UCT.
- The South African Coat of Arms will also be printed on the permit/visa.

**Code of Conduct**

Semester Study Abroad (SSA) Students are subject to all the standard UCT rules regarding student conduct on campus (For more information, see Handbook 3, download at: http://www.uct.ac.za/apply/handbooks/).

**POLICY ON EXAMINATIONS**

Semester Study abroad and exchange students must write their examinations in accordance with the general rules applying for examinations (as indicated in Handbook 3) for all UCT students. This means that:

- **Exams must be written on the scheduled date and time in the venue listed on the exam schedule.** Students may not write exams earlier or later than the published dates and must not arrange travel, internship/programmes or other plans that conflict with the examination period until the exam schedule is known. **No one should plan to leave Cape Town prior to the end of the semester/end of the examination period.** Students’ who have comfortably passed all their examinations without any concern about the potential for a supplementary exam for a close failing mark or a query about any result, could depart by the earliest departure date of **11 June 2016**, for first semester 2016.

- **Should illness prevent the writing of an exam, students must apply for a deferment on medical grounds according to standard procedures.** Students must make themselves available for examination by checking the deferred examination date before their departure; please note that deferred exams are normally written at UCT in January of the following year.

- **Should a supplementary exam be awarded on the grounds of a close failing mark, students wishing to take this exam must present themselves at UCT on the prescribed date for the exam; exams cannot be sent to the home country.** Please note that a supplementary exam could be scheduled during the month after the examination period, therefore students who have borderline results should first check their results and the supplementary examination date before departing from Cape Town on the earliest departure date.

Kindly contact the SSA team at the International Academic Programmes Office (IAPO) if you have any queries about the policy on examinations.

In addition, Semester Study Abroad students are subject to the following rules regarding:

**POLICY ON ALCOHOL AND ALCOHOL ABUSE**

Students are subject to the laws of South Africa: **NO** person under the age of 18 may purchase or consume an
alcoholic beverage.

- Alcohol abuse by students is taken very seriously by IAPO. Consumption of alcohol which causes a student to miss a class or not participate fully in an academic activity is considered abuse of alcohol. Consumption of alcohol which leads to any of the following is viewed most seriously.
  - loss of consciousness or vomiting
  - destruction of property or abusive behaviour
  - endangerment of self or of others
  - incarceration
  - admission to a hospital or emergency room following alcohol abuse
  - treatment for alcohol poisoning

- Students found to have been abusing alcohol and experiencing any of the above listed effects will be required, at the least, to attend a psychological assessment (at his/her own cost) and comply with any follow-up regime prescribed by the psychologist/psychiatrist; at worst, such a student will be expelled from the semester study abroad programme:

POLICY ON DRUG USE

IAPO cannot assist students arrested for the use or possession of illegal drugs. Students caught using drugs, apprehended buying drugs or otherwise engaging in illegal drug-related activity will be expelled from the programme without further warning.

POLICY ON CONDUCT IN UCT-OWNED STUDENT RESIDENCES

Students will be subject to the rules of that residence, available from the residence warden, and the published UCT disciplinary processes shall be applied in cases of infringement of these rules.

POLICY ON CONDUCT IN PRIVATELY-OWNED ACCOMMODATION

Students living in privately-owned off-campus accommodation will be subject to the IAPO code of conduct published below:

**General House Rules**

- No student shall enter the room of another student without his/her permission.
- A student shall not sub-let any part of a student housing unit for financial considerations or otherwise.
- A student shall not have an overnight visitor in his/her room or in any other part of the house without the consent of the landlord.
- A student shall ensure that his/her visitors comply with the domestic rules and shall be responsible for the behaviour of such visitors.
- A student shall not keep, without the prior permission of the landlord, a pet of any kind in the house or its immediate precincts.
- A student shall not leave litter in any part of the building, its garden, or immediate precincts.
- A student shall not act abusively in any manner towards members of the household, neighbours, or the landlord.
- A student shall not create an environment that is intimidating, hostile or demeaning, specifically in relation to
race, gender, beliefs, or sexual orientation.

IF ANY STUDENT FEELS THREATENED OR INTIMIDATED IN ANY WAY, PLEASE CONTACT IAPO FOR ADVICE ON HOW TO PROCEED.

▪ Noise
  ▪ A student shall not make such noise that disturbs another person, be it a fellow housemate or a neighbour.
  ▪ Music and/or loud conversations should be toned down after 10pm on weekdays and 12am midnight on weekends, out of consideration for neighbours and fellow housemates.

▪ Parties
  ▪ A student shall not organise or help to organise any gathering, function or party in any student house for financial benefit.
  ▪ Parties MAY NOT be held at the houses.
  ▪ No drugs will be allowed on the premises at all. Any student found using or in possession of drugs will be handed over to the police.

PLEASE BE AWARE THAT MARIJUANA IS AN ILLEGAL DRUG IN THIS COUNTRY!

Money Matters

▪ Tuition fee
According to the centrally-billed agreement with your home university or sending institution, you do not need to pay tuition fees to UCT. Your university/ partner institution will make sure that this is paid on your behalf and we have a list of all centrally billed students at pre-registration, therefore you will not be required to provide any proof of payment during pre-registration.

Please note: Even if a third party is making the payment on your behalf, it is still your name or student number that should appear as the reference.

Please scan and email your proof of fee payment to Simbulele Kotyi on simbulele.kotyi@uct.ac.za. If you are unable to scan and email, please fax your proof of payment, marked ‘Attention: Simbulele Kotyi’ to +2721-650-5667.

You will also need to bring original proof of payment with you to UCT upon pre-registration (please see page 19 for more details).
### Bringing Cash

We suggest that you have the local currency (South African Rand - ZAR) on you when you arrive in South Africa as you may not be able to cash traveller’s cheques immediately or have access to a bank. ZAR1000.00 should be enough cash to keep you going until you are able to visit a bank. Travellers cheques are always a safe way to carry larger sums of money however, should you choose to bring your credit card with you please **remember to notify your bank of your travel plans**. We have had students in the past who have forgotten to do this and the bank has frozen their account because they think the card has been stolen. If you have an account at home which is linked to the CIRRUS system you will be able to withdraw cash at South African auto-tellers (ATMs) bearing the CIRRUS signs.

### Opening a South African Bank Account

Many students decide to open a bank account while in South Africa so that they are more easily able to pay for their accommodation and other expenses without paying massive bank charges for international wire transfers. Once you have arrived and registered at UCT, you will be able to open a student account at any of the South African banks. Please visit one of the local branches, taking your passport and student card (you may also need a letter from IAPO), and speak to one of their consultants.

### Western Union service

Should you need an urgent money transfer, consider using Western Union. ABSA bank offers this service at selected branches. Visit Absa’s selected Western Union branches where the service is available. The following link will help you find a branch closest to you:

http://www.absa.co.za/Absacoza/Individual/Banking/International-Banking/Send-%26-receive-cash/Western-Union

- Bring your Money Transfer Control Number, answer to the test question, the amount of money you expect to receive, the sender’s first and last name and the country from where the money was sent.
- Visa
- Passport
- Proof of residence (speak with your SSA Officer at IAPO for a letter)
Insurance

- UCT does not provide any health or personal insurance cover on your behalf.
- There is no personal insurance cover provided for you by living in IAPO-arranged housing.
- **Ensure your cover is sufficient for the whole period that you will be in South Africa.** According to the South African Immigration regulations, you are required to have health insurance cover until 30 June 2016.

You should obtain medical insurance while in your home country, prior to your departure. For more information on the study visa medical requirements and the medical aid cover in South Africa, kindly refer to the following links: [http://www.iapo.uct.ac.za/iapo/app/studperm/healthins](http://www.iapo.uct.ac.za/iapo/app/studperm/healthins) and [http://www.iapo.uct.ac.za/sites/default/files/image_tool/images/27/ABSA_Health_Medical_Aid_CoverGuide_2015.pdf](http://www.iapo.uct.ac.za/sites/default/files/image_tool/images/27/ABSA_Health_Medical_Aid_CoverGuide_2015.pdf)

It is expected that you produce a copy of your medical aid cover during pre-registration at UCT (please see page 19 for more information on pre-registration).

Personal Effects

- You need to make a decision, prior to leaving your home country, about the level of cover appropriate for the possessions you will bring with you on your semester abroad. Electronic equipment (such as laptops, iPods and digital cameras) is highly sought-after by petty thieves and therefore, should be considered “at risk”. However, through exercising caution and due diligence during your stay, your possessions should remain secure.
- You should also consider luggage insurance, in the event that any of your belongings are lost in transit.

Medical Matters

**Please note:** It is vital that you carry a copy of your medical insurance card (or other proof of cover) with you at all times during your stay in South Africa. In the event of a medical emergency, it is essential that you are able to provide proof of medical cover in order to receive suitable treatment from a medical facility.

Cape Town has a Mediterranean climate and therefore does not pose any threats of tropical diseases. However, if you are planning to explore Africa more widely, you should seek advice from a medical practitioner prior to travelling.

Securing Accommodation

The University of Cape Town has limited on-campus housing space for SSA students and it is for this reason that the International Academic Programmes Office (IAPO) has sought out excellent, secure, suitably furnished private accommodation within walking distance of the campus for our study abroad students.

Visit our website for detailed information about the housing on offer at [http://www.iapo.uct.ac.za/iapo/app/acc#Housing for SSA Students](http://www.iapo.uct.ac.za/iapo/app/acc#Housing for SSA Students) and the [housing application form](http://www.iapo.uct.ac.za/iapo/app/acc#Housing for SSA Students).
The houses vary in size, some housing only three, four or five students, while others are much larger – housing eight or ten students, and one or two that house as many as eighteen or twenty. Room price is dependent on a variety of factors, which may include the actual size of the room, the area the property is in, and whether the room has any “special features” such as an en-suite bathroom or a balcony.

Should you have any queries with regards to housing, please contact Mr Jody Felton at jody.felton@uct.ac.za

Please note: If you use IAPO-secured housing, you are committed to a semester lease period. You will not be permitted to make alternative housing arrangements once you have already confirmed the take up of the IAPO-secured accommodation. If you do this you will be liable for the full rent for the semester regardless of whether or not you are taking up the accommodation.

- Landlords will request that you sign a lease for the time you are residing in their house.
- You are required to pay a ZAR 3000.00 housing deposit. This is used to secure your room prior to your arrival in Cape Town. This will be deducted from your full rent figure, which is due on arrival in the house.
- The balance of the rent owed should be paid to the landlord on arrival. Please be prepared to have this money ready within the first few days of your arrival.
- Once in the accommodation, a refundable damages deposit of ZAR 2000.00 (over and above the rental amount) must be paid to the landlord on arrival. This amount will be refunded at the end of the semester provided there are no damages or costs incurred. If any money needs to be deducted, the remaining balance will be refunded.

Housing Application

There are two steps to completing the housing application – until both are completed your application will not be finalised.

Step 1: Complete and submit the Housing Choice Form.

Step 2: When you have been allocated a room, the ZAR3000.00 housing deposit must be paid to the landlord in order to secure this room (all bank charges to be carried by the student). Information on your landlord’s banking details will be given to you by the housing administrator at this stage. Your full name must be entered as the reference (so that we can cross reference the payment against your name once the money enters the account.

Please note: Even if a third party is making the payment on your behalf, it is still your name or student number that should appear as the reference.

Please scan and email your proof of deposit payment to Jody Felton on jody.felton@uct.ac.za. If you are unable to scan and email, please fax the proof of payment, marked for ‘Attention: Jody Felton’ on +2721-650-5667.

Housing Options

All IAPO-arranged accommodation is fully furnished: including basic bedroom furnishings (bed, desk, chair, cupboard); bedding and bed linen (pillow, duvet, blanket); kitchen equipment i.e. cutlery, crockery and cooking utensils; fridge, stove, and a furnished communal living area. Most houses have laundry facilities and those that don’t are located close to a laundromat. All houses are secured with burglar bars and security gates. Electricity, water and cleaning services are included in the rental amount. Some accommodation has a pay-as-you-go
electricity system – in those cases electricity will not be included in the rent but will be an extra expense. All accommodation has wireless internet; you will be required to pay for the internet time you use. IAPO-arranged housing does not include the following: electricity (where there is a pay-as-you-go meter), internet usage, meals, telephone calls and television rental. Students will need to pay for these separately.

All IAPO-secured accommodation is located along Main road within the Rondebosch to Observatory precinct. Accommodation is priced in two categories according to the distance from campus and the facilities that they offer. Category 1 rooms are generally smaller than category 2; which also usually offer private bathrooms. Most of the rooms are single sleepers but there are some double sleeper rooms for couples or for students who would like to share. These rooms are more affordable (per person price) than single sleeper rooms. The accommodation is situated within walking distance from campus. In addition, the university offers a shuttle service for students and staff, to transfer them between the university residences and the four campuses. Public transport in the form of mini-bus taxis is also available along Main road.

To view maps of all campuses, please follow this link: https://www.uct.ac.za/contact/campus/

In addition, please see the map on page 12 for more information on the areas in which category 1 and 2 housing is situated.

Please note: for late housing applications – you will automatically be placed into a double sleeper rooms.

Booking Your Flight

Remember:

- Not to arrive too early – that is, the recommended arrival date for IAPO is 28-29 January 2016.
- Not to arrive too late – that is, after the beginning of orientation, the 31 January 2016.
- NB: Not to leave prior to the end of the exam period – that is, 11 June 2016.

We advise students to arrive on either 28-29 January 2016. Students arriving on these dates will be met at the airport and transferred to their accommodation. If you decide to arrive earlier or later than these dates, you will need to find your own transport from the airport to your accommodation. Should you be arriving late, please ensure that you have been in contact with IAPO and your landlord about your late arrival.

Remember not to pack valuables (e.g. camera, laptop) in your hold luggage – rather put them in your carry-on bag.

Once you have confirmed your flight reservation, kindly complete and submit the Flight Arrival Details form. These details will be automatically sent to Jody Felton who will ensure that you are collected from the airport and transferred to your accommodation.

Please note: We require confirmed flight details by no later than the 11th January 2016 in order to allow us sufficient time to make transfer arrangements from the airport to your accommodation.
Area A – Rondebosch: approximately 2 Km from Rondebosch Station to Upper Campus

Area B – Rosebank: approximately 2 Km from Rosebank Station to Upper Campus

Area C – Mowbray: approximately 3 Km from Mowbray Station to Upper Campus

Area D – Observatory: approximately 4.5 Km from Observatory Station to Upper Campus

Each area has two options to choose from:

Category 1: rent range ZAR15 500 – ZAR17 999 pp/semester

Category 2: rent range ZAR18 000 – ZAR21 900 + pp/semester
What Should I Pack?

The climate in South Africa is generally milder than in some parts of the USA and Europe, and the temperatures do not reach the extremes that they do there. Keep in mind, however, that the seasons are reversed and that you will be arriving to the opposite season. In January, it will be summer in Cape Town and can get quite hot; temperatures vary between 15°C and 43°C (59°F and 110°F). In Cape Town summer time is very casual, with students wearing shorts and T-shirts to lectures. You will need beachwear for your leisure time. Don’t forget to bring or buy an excellent sunscreen with a high protection factor, as the sun is fierce. Cape Town has a Mediterranean climate, with dry summers and wet winters. Besides informal and casual clothing for classes, you’ll want to bring at least one dressier outfit suitable for special events.

In addition to clothing items, some other items which you may wish to consider packing in:

- Medication, if you take a prescription drug on a regular basis – remember to keep the prescription and to retain original packaging
- Sleeping bag (should you be interested in going camping)
- Raincoat with hood
- Shoes for hiking or all-day walks
- Laptop – If you are bringing a laptop, please make sure that the computer can operate on 240 volts or that you have the necessary transformer for the current. You will also need to purchase an adapter plug once in South Africa that enables you to plug your computer into an outlet. (The transformer may be hard to find in South Africa, but the adapter plug is easy to obtain in Cape Town.) **If you are bringing a lap-top or other electronic equipment please ensure that it is adequately insured against loss or theft and be vigilant in protecting your property at all times. We advise that you carry all electrical items in your on-board luggage.**
- Camera
- Other electronic equipment – similar to a laptop, if you intend to bring electronic equipment (eg. hairdryer) please make sure that it can operate on 240 volts. Alternatively, consider purchasing what you need in South Africa. In South Africa, we use 2 and 3 pin plugs (the pins are rounded in shape) – don’t forget to bring adapter plugs if you are bringing appliances from home.
- Perhaps buy a mobile phone on arrival – most students make use of pre-paid cellular phones during their stay at UCT.

FINDING YOUR FEET

Despite the excitement of flying into a new and unknown place to experience life as a student of UCT and a local of Cape Town, we know it can be a little nerve-wracking not really knowing what lies on the other side. Here’s a little information on what to expect when you finally land! Bear in mind that you will receive an arrival pack when you get here that gives you more detailed information about orientation, UCT and Cape Town.
On Arrival
You will either fly directly to Cape Town International Airport or you may enter South Africa through
Johannesburg International Airport and transfer on a
national/domestic flight to Cape Town. Whenever
possible we recommend that students fly directly to Cape
Town as this reduces inconvenience and exhaustion. We
strongly urge you to try to arrive in Cape Town on the
recommended dates and during the day.

NB: When you enter South Africa, please check that the
entry stamp in your passport corresponds with your study visa dates and purpose of stay. If you have a
query, check it with the Home Affairs official at the entry point. It is easier to query this immediately at the
port of entry than follow up about a discrepancy at a later date with the Department of Home Affairs in
Pretoria.

Students arriving on the recommended dates (28-29 January 2016) will have an airport transfer
arranged for them by IAPO. You will be met by an orientation leader (OL – see the section entitled ‘The
“Green Shirts”’) as you come into the arrivals hall. They will be wearing lime green t-shirts and holding
identifying boards which read “IAPO SSA STUDENTS”. Please identify yourself and they will arrange for
you to get onto the shuttle. From the airport you will be taken to vacation accommodation (on-campus
university residence hall) where all our new semester study abroad (SSA) students will be staying for the
first couple of nights before orientation starts. The OLs will be staying in vacation accommodation with
you and will be available to answer any and all questions, as well as show you around campus and the
surrounding areas – they are friendly faces on your arrival in a new place. They will also help you to
move into your semester housing and show you how to get from home to campus so that you don’t get
lost on the first day of the orientation programme.

We recommend that you RELAX for the first day or two – don’t be tempted to rush out and explore
while you are still jet-lagged, as the Orientation programme can be quite physically demanding and
you’ll be glad to have some energy to enjoy it. If you do plan to venture out, please read the sections
below on SAFETY and TRANSPORT, and chat to the OLs, before doing so. Do not hesitate to contact your
OLs or the IAPO office should you have any queries.

Moving In
On the Saturday morning (30 January 2016) before orientation starts, you will need to be packed and
ready to leave vacation accommodation for your semester housing. There will be an OL checking you
out of vacation accommodation, so please ensure that you sign out and return your room key. This day
can be somewhat crazy and there is some waiting involved, so we would appreciate your patience as
we try to ensure a smooth transition to your new home. To help speed up the process we would need
you to be packed, ready and waiting in the foyer of your vacation accommodation, in order to be transported to your semester housing. Please ensure that you’re ready in good time so that you’re not left behind!

The OL allocated to your semester housing will assist with your move, help with your baggage and provide directions to orientate you to the area. When you arrive at your house you will be met by your landlord. S/he will show you to your room, have a brief meeting with you about basic house rules, sign your lease agreement, and give you the final dates for your rent payment and payment details.

**Registering with your Consulate/Embassy**

All international students must register with their consulate or embassy when they arrive in Cape Town. Often this can be done online. Please consult an SSA Officer at IAPO once you have arrived and they will be able to provide you with more information.

**‘Culture Shock’**

We know you’re all wildly excited to be coming to Cape Town and trust that you are ready for your big African Adventure. Before you get started on it, we would like to make you aware that you may experience some form of “culture shock” during your time here. There are a number of stages that students may go through during their time abroad.

Firstly, there is the “Excitement Stage”, where everything is new, wonderful – nothing could be better! You love everything about your new environment, you never want to leave and nothing could ever go wrong. These feelings may last as long as the first month away, or only a few days.

The second stage is “Culture Shock”. This is when you begin to feel like you don’t belong – things are just too different from what you’re used to. This stage can result in homesickness and a desire to escape and return to what you know. If you are feeling like this at all it is important that you connect with IAPO (please see page 1 for contact details). We are able to help and support you through this phase.

The final stage we like to call the “It’s Okay stage”. This is when you accept that it is very different and you realise that you chose UCT, Cape Town and South Africa because you wanted a different experience. You will make adjustments and change your expectations and stop comparing everything (either completely positively or entirely negatively) with home. It is at this stage that you find the level ground and say, “It’s Okay!”

Not all students do experience this – some are lucky enough to stay on the high of the first stage, some get stuck in the second phase for a long time and others seem to slip straight into the third phase. We’d like you to be aware of the difficulties that you may encounter, in terms of living and studying in a foreign country, and also to be aware of your study abroad friends and roommates who may be struggling even if you are not.
Health
South Africa has a modern, excellent health system and you will find facilities and services comparable to what is available to you at home. UCT maintains an on-campus health service for registered students (Student Wellness Centre). There is no fee for visits to nurse-practitioners, but students are charged for appointments with doctors and other specialists. It is also possible to fill prescriptions (written by South African doctors) in one of the nearby pharmacies. We recommend however, that if at all possible you bring a semester’s supply of any prescription medicines you regularly take, as ingredients in medications sometimes vary from one country to another (remember to keep them in their original containers). We also ask that you declare any known illnesses/allergies, in confidence, to the SSA staff so that we have access to special needs information should an emergency arise. This information will not prejudice the selection procedure in any way.

A SPECIAL NOTE ABOUT HIV/AIDS
As in much of sub-Saharan Africa, the incidence of HIV/AIDS is very high in South Africa. Recent estimates are that perhaps 25% of men and women are HIV-positive and in some urban areas the rate of infection is likely to be even higher. Moreover, men and women in their 20s have a high incidence of being infected. The two most common ways in which HIV is transmitted is through sexual intercourse and exposure to contaminated blood supplies. Although the latter is less likely to be a concern in South Africa where medical facilities in most urban areas are of a high standard, transmission through sexual intercourse remains a risk. Remember too that women are especially easily infected and that there is no cure for AIDS. It is for this reason that we strongly support safe sex.

Safety
Like any big city throughout the world, Cape Town has its share of crime, particularly in the form of petty theft. Unfortunately, it is also a society where firearms and other weapons are as prevalent as in many other countries. During our orientation week we will offer detailed advice on how to stay safe on and off campus, and in broader Cape Town. Our safety advice will include talks and resources from the UCT Campus Protection Services and the South African Police Service. We urge you to listen carefully, read all the materials and heed to our recommendations. Above all, personal vigilance is essential to remaining safe in South Africa. It is your responsibility to use the information that we provide, and learn what actions and areas are safe and what may put you at risk. If you are unsure about an area, situation or activity, please consult a trustworthy source (be that an SSA Officer at IAPO, orientation leader or other university staff) to evaluate the level of safety and potential risk.

We will retain copies of your medical insurance details on file, should the need arise to consult these during an emergency. It is your responsibility to keep IAPO, your family and friends at home, and your home institution informed of your address and contact details throughout your stay. We also ask that
you record your travel plans with us prior to departure (especially since many students spend some
time travelling through Southern Africa during their SSA experience).

Some important suggestions to maintain safety:

- Keep valuables securely locked away.
- Do not carry large sums of money or wear expensive jewellery when walking in and about Cape
  Town.
- Be very cautious when using expensive items such as a smart phone, camera and iPods when
  taking public transport and walking around the City.
- Unless you have an immediate need for it (e.g. for cashing travellers cheques) we urge that you
  DO NOT carry your passport with you on a daily basis; a photocopy of the front page should be
  adequate.
- We strongly advise that you DO NOT walk alone at night. Make sure that you are accompanied by
  at least one other person. If you need to get back to your accommodation, make suitable
  arrangements with a reliable and trustworthy transport service. Also, DO NOT explore any
  unfamiliar areas of town on your own.
- Report any harassment or threatening situation that you may experience to the appropriate
  authorities, including IAPO.
- Make sure you know where you can reach someone in case of an emergency. IAPO issues all
  study abroad students, on arrival, with an emergency contact card and members of IAPO staff
  are contactable 24 hours a day should the need arise.

Transport

Cape Town offers many forms of transportation including trains, buses, mini bus taxis and taxi cabs.
Taxi cabs tend to be the most expensive option but guarantee your transfer from one destination to
the next. Many Capetonians make use of trains, buses and mini bus taxis for their daily commute.
These public transport services operate most frequently between the following times (07h30-18h00,
Monday to Friday). We recommend that you do not make use of these services outside of the regular
commuter times. You should also exercise extreme caution when using underground passageways
(subways) to cross the railway tracks as you run the risk of placing yourself in a vulnerable situation
where you could be targeted for theft. Instead, we advise that you make use of the above-ground
railway pedestrian bridges. Once you arrive in Cape Town, the orientation leaders will be able to give
you the numbers of safe and reliable metered cab companies. Should you need to find your own
transport on arrival at Cape Town International Airport, there are metered taxi cabs lined up outside
the arrival terminal – you will be able to take any one of these; please ensure that you have the
address to which you wish to be transferred on hand.
ORIENTATION WEEK

O-week will run from **Sunday 31st January to Friday 5th February 2016**. We have arranged this week especially to introduce ourselves, our university and our city to YOU. This week is packed with activities such as the peninsula and campus tour; talks on safety, clubs & societies, settling into UCT; and pre-registration & registration. This week is invaluable in setting you up for a memorable semester abroad experience. In addition, it is a fun and informative way of getting started and making friends. **All the information** provided during the orientation programme is crucial, especially because part of the programme will involve registering for courses. It is therefore **compulsory that you attend O-week** to ensure that you obtain the necessary information that you need for your stay at UCT, and for a successful registration.

**The ‘Green Shirts’**

These are your orientation leaders, also known as ‘OLs’. They are the crazy people who have been chosen to help us run O-week and make you feel at home, and are easily identifiable as they wear lime green t-shirts and have a name-tag round their necks. They are all students currently studying at UCT, but from different study streams, backgrounds, languages, cultures and countries. In fact, they’re as diverse a group as you are! The OL’s will facilitate orientation programme – providing a friendly, warm and fun atmosphere. They will also assist you with finding your way around campus and your accommodation. They are a useful resource for you to find out ‘what UCT is about’. They will also teach you some of the local lingo, and introduce you to music by fantastic South African artist.

**Exploring Your New Home**

IAPO offers a wonderful, varied orientation programme that will introduce you to all aspects of life in Cape Town ranging from academic concerns, to health & safety, and ‘things to do in Cape Town’. We also include tours of the natural splendours of the Cape and an opportunity to see community service projects in action. We understand that it’s exciting to be in a new city and that you would want to go out partying and see as much of Cape Town as you can, but please attend O-week and ensure that you are seated for the first talk of the day **before** it starts. **For the information talks please make sure that you have a notepad and pen with you, as well as this arrival book, each day.** Our first day of O-week is a tour
around the Cape Peninsula on Sunday 31st January 2016. The tour goes through Cape Town’s historic centre and then travels along our beautiful coastline, stopping for photos near Camps Bay, before dropping through the Constantia Valley – known for its very old, very good wine estates – and then on to Ocean View, where we have lunch and the community provides entertainment. We then head into Cape Point Nature Reserve for a brief but beautiful hike before returning to the UCT campus. Weather in Cape Town can change quickly and dramatically, so we advise you to bring a warm top with you on the tour (as Cape Point can be very windy), sunscreen (our sun is vicious here), a hat, water, and comfortable, lace-up shoes or sneakers (please not sandals or slops) and/or a waterproof jacket, if necessary.

Our Welcome Function on Monday 1st February 2016 includes an interesting talk from a UCT VIP, followed by a drumming workshop and finger foods to the beat of local music... so bring tough hands and your dancing shoes!

**Pre-registration**

This is a visa clearance process that **all** international students at UCT need to go through. It allows IAPO to capture your details on our system and to ensure that it is legal for you to be studying at UCT. It is extremely important that this process is completed properly for each and every international student. **If you do not successfully pre-register, you will not be permitted to enrol for your classes at UCT!**

You need to bring the following with you to pre-registration:

- Passport
- Proof of medical insurance: medical insurance card or letter with your details and period of insurance cover
- 1 photocopy of your passport photo page
- proof of fees payment (if you received an invoice, check with your SSA Officer, if necessary)
- pen
- address of your residence in Cape Town
- your South African mobile number
- contact details for next of kin and home school

**Please note:** It will not be possible for you to print or make copies at IAPO. Please make sure that you bring the necessary documents with you to pre-registration.

**Registration**

Semester Study Abroad students are enrolled into one of five academic Faculties, depending on their course selection. Registration into all UCT Faculties will take place on **Friday, 5th February 2016**. The Faculties are as follows: Commerce, Engineering and
In order to register for your courses, you need to have successfully completed the pre-registration process. In addition, you need to be pre-approved for classes before you can enrol for them at UCT. Our SSA Officers are currently seeking pre-approval for the courses which you have selected upon application to the SSA Programme at UCT. Once we have received feedback from our academic course approvers, we will communicate this to you in due course.

Should you be unsuccessful for your course selection, or should you wish to add/drop courses, there will be an opportunity for you to make these changes during registration, by using the ‘change of curriculum’ form.

The UCT registration process will be explained in depth during the orientation week (O-week), which will run from **31 January – 5 February 2016**. Please ensure that you attend the information session so that you can get all the information that you need and have all your registration related questions answered.

We would like to warn you that the systems which are in place at UCT may differ from your home university and what you are familiar with. It is our aim that you experience a smooth pre-registration and registration process. We ask that you keep an open mind and please be patient as we do our best to ensure that you are successfully enrolled at UCT – and we sincerely empathise with how frustrating and tedious this process can feel at times. Should you have any questions or concerns, please do not hesitate to contact our staff and speak with one of the OL’s.

**Graduate students**

If you wish to register for any post graduate courses at UCT or to be registered as a postgraduate SSA student, you will need to provide your SSA Officer with an **original or certified copy of your degree certificate**, prior to pre-registration.
THE UCT WAY

Academic Advice
Every SSA student who is here has had their application dealt with by our team of SSA officers, whether you have come through a programme or not. Below is a list of the institutions and programmes that each administrator works with, contact your specific officer with any academic queries you may have. Students whose school or programme name does NOT appear on this list are classified as “Individual Applicants” and must contact Erin Pienaar.

<table>
<thead>
<tr>
<th>PARTNER</th>
<th>ADMINISTRATOR</th>
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<tbody>
<tr>
<td>ALBANY</td>
<td>Melissa Abrahams</td>
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<tr>
<td>ALBION</td>
<td>Melissa Abrahams</td>
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<tr>
<td>AMSTERDAM</td>
<td>Loren Joseph</td>
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<tr>
<td>ARCADIA</td>
<td>Erin Pienaar</td>
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<td>AUP</td>
<td>Loren Joseph</td>
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<td>BASEL UNIVERSITY</td>
<td>Loren Joseph</td>
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<td>BENTLEY</td>
<td>Loren Joseph</td>
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<td>BERGEN</td>
<td>Melissa Abrahams</td>
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<td>BERGEN SIU</td>
<td>Loren Joseph</td>
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<td>BIRMINGHAM SOUTHERN</td>
<td>Melissa Abrahams</td>
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<td>BOSTON</td>
<td>Melissa Abrahams</td>
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<td>BRYN MAWR</td>
<td>Loren Joseph</td>
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<td>CALIFORNIA</td>
<td>Melissa Abrahams</td>
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<td>CIEE</td>
<td>Loren Joseph</td>
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<td>DUKE</td>
<td>Melissa Abrahams</td>
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<td>EASTERN ILLINOIS</td>
<td>Melissa Abrahams</td>
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<tr>
<td>EMORY</td>
<td>Melissa Abrahams</td>
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<td>ENSC</td>
<td>Loren Joseph</td>
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<td>GROUP ES CLERMONT</td>
<td>Melissa Abrahams</td>
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<td>Melissa Abrahams</td>
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<td>INDIVIDUAL APPLICANTS</td>
<td>Erin Pienaar</td>
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<tr>
<td>INSA-RENNES</td>
<td>Loren Joseph</td>
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<td>ISA</td>
<td>Melissa Abrahms</td>
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<tr>
<td>LINZ</td>
<td>Melissa Abrahams</td>
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<tr>
<td>MACALESTER</td>
<td>Melissa Abrahams</td>
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<tr>
<td>MICHIGAN</td>
<td>Melissa Abrahams</td>
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<tr>
<td>MUNICH</td>
<td>Erin Pienaar</td>
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<tr>
<td>NORTH CAROLINA STATE UNIVERSITY</td>
<td>Loren Joseph</td>
</tr>
<tr>
<td>NTNU</td>
<td>Erin Pienaar</td>
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</table>
Gail Symington is an academic advisor to Semester Study Abroad students. Her function is to assist students with any academic matters. In such a capacity she:
1. advises students on subject choice where necessary;
2. explains the UCT grading system;
3. signs forms to add or drop courses; and
4. helps students with any other academic problem which they might encounter.

Gail will be available to answer queries once you have arrived in Cape Town. She will also be presenting a talk during O-week – so please ensure that you do not miss it!
For course selection, visit the following website: [http://www.uct.ac.za/apply/handbooks/](http://www.uct.ac.za/apply/handbooks/) to view the Faculty Handbooks showing the courses which are available in the various departments OR visit the departmental websites to find more information about their course offerings.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Department Name</th>
<th>Website Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGI</td>
<td>African Gender Institute</td>
<td><a href="http://agi.ac.za/">http://agi.ac.za/</a></td>
</tr>
<tr>
<td>BAL</td>
<td>Dance</td>
<td><a href="http://www.dance.uct.ac.za/">http://www.dance.uct.ac.za/</a></td>
</tr>
<tr>
<td>BIO</td>
<td>Biological Sciences</td>
<td><a href="http://www.biologicalsciences.uct.ac.za/">http://www.biologicalsciences.uct.ac.za/</a></td>
</tr>
<tr>
<td>CAS</td>
<td>Centre for African Studies</td>
<td><a href="http://www.africanstudies.uct.ac.za/">http://www.africanstudies.uct.ac.za/</a></td>
</tr>
<tr>
<td>BUS</td>
<td>School of Management Studies</td>
<td><a href="http://www.commerce.uct.ac.za/managementstudies/">http://www.commerce.uct.ac.za/managementstudies/</a></td>
</tr>
<tr>
<td>CRJ</td>
<td>Institute of Criminology</td>
<td><a href="http://www.criminology.uct.ac.za/">http://www.criminology.uct.ac.za/</a></td>
</tr>
<tr>
<td>ERT</td>
<td>Earth and Environmental Sciences</td>
<td><a href="http://www.egs.uct.ac.za/undergrad.html">http://www.egs.uct.ac.za/undergrad.html</a></td>
</tr>
<tr>
<td>HST</td>
<td>Historical Studies</td>
<td><a href="http://www.historicalstudies.uct.ac.za/">http://www.historicalstudies.uct.ac.za/</a></td>
</tr>
<tr>
<td>POL</td>
<td>Political Studies</td>
<td><a href="http://www.politics.uct.ac.za/">http://www.politics.uct.ac.za/</a></td>
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<tr>
<td>SAN</td>
<td>Social Anthropology</td>
<td><a href="http://www.socanth.uct.ac.za/">http://www.socanth.uct.ac.za/</a></td>
</tr>
<tr>
<td>SEA</td>
<td>Oceanography</td>
<td><a href="http://www.sea.uct.ac.za/">http://www.sea.uct.ac.za/</a></td>
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<tr>
<td>SOC</td>
<td>Sociology</td>
<td><a href="http://www.sociology.uct.ac.za/">http://www.sociology.uct.ac.za/</a></td>
</tr>
<tr>
<td>SWK</td>
<td>Social Development</td>
<td><a href="http://www.humanities.uct.ac.za/hum/departments/social_development">http://www.humanities.uct.ac.za/hum/departments/social_development</a></td>
</tr>
<tr>
<td>ZOO</td>
<td>Zoology</td>
<td><a href="http://www.zoology.uct.ac.za/">http://www.zoology.uct.ac.za/</a></td>
</tr>
</tbody>
</table>

**The System**

You need to be aware that courses are coded to reflect the year of study as well as the semester of offer; in general you learn the following from the course code:

Example of a course code: **ELL2014F**

- **ELL** = department code = English Department
- **2*** = 2000-level course = second year level – usually requires some experience
- **F** = first semester = February - June

When considering alternative / additional courses bear in mind that you may need to have passed courses in the same, or a similar, discipline to be admitted to senior courses (2000-, 3000-level) in that discipline. Also note the semester of offer of a course and select courses that will be offered during your planned period at UCT.

- **F** = first semester
- **S** = second semester
- **W** = whole year
You may need to seek academic advice regarding course choices both before arriving at UCT and once you are here. We urge you to stay in regular contact with your home institution and your centralized programme regarding your course selection.

**Lecture Periods**

Each period starts on the hour and runs for 45 minutes, which allows students to get from one class to the other - although if you’re unlucky enough to have classes on opposite sides of campus this can be a challenge! The lecture period and corresponding times are as follows:

1. 8am
2. 9am
3. 10am
4. 11am
5. 12pm
6. meridian 1pm (classes not usually placed in this period unless oversubscribed)
7. 2pm
8. 3pm
9. 4pm
10. 5pm
11. 6pm

**Academic Conversions**

As a guideline for SSA undergraduate students, between 72 and 90 national qualification framework (NQF) credits for a semester is considered to be a full academic load and is equivalent to that of a full degree student for a semester. The undergraduate courses at the University of Cape Town are offered as first, second and third year courses (1000, 2000, 3000 codes). In general, a South African bachelor’s degree is of three years duration. Fourth year courses (4000 codes) form part of the single year Honours degree or a professional bachelors’ degree, which are required for admission to Masters-level studies. Some fourth year level courses may be open to senior SSA students, if students meet the pre-requisites. Bear in mind that transfer of credit is always at the discretion of your home institution or centralised programme. Transcripts and handbooks show the credit value for each course.

One NQF credit represents roughly 10 notional hours of work.

**Grading**

UCT does not use a US grade point average system. Grades are awarded at the end of the semester for individual courses and are usually based on the final examination as well as continuous assessment through the semester (assignments, tutorials and tests). Grades are classified as first, upper second, lower second and third, similar to the British system.
Once you have completed the programme your transcript will be sent to your home address and, if requested, may also be sent to your centralised programme or home institution.

<table>
<thead>
<tr>
<th>UCT GRADES</th>
<th>APPROXIMATE US GRADE EQUIVALENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>75 – 100% First Class</td>
<td>A</td>
</tr>
<tr>
<td>70 – 74% Second Class (Division One)</td>
<td>B +</td>
</tr>
<tr>
<td>60 – 69% Second Class (Division Two)</td>
<td>B</td>
</tr>
<tr>
<td>50 – 59% Third Class</td>
<td>C</td>
</tr>
<tr>
<td>0 – 49% Fail</td>
<td>F</td>
</tr>
<tr>
<td>DPR: Duly Performed certificate refused ie. Not permitted to write examination</td>
<td>F</td>
</tr>
<tr>
<td>AB: Absent from examination</td>
<td>F</td>
</tr>
<tr>
<td>INC: Incomplete</td>
<td>Incomplete</td>
</tr>
</tbody>
</table>

**UCT Examinations**

Undergraduate courses at the University of Cape Town are usually assessed through a combination of essays, assignments, tests, class participation/presentation and examinations. Exams usually count for a significant proportion of the final course result. Please note that our examination system may differ from that used at your home institution. **Examination timetables are set centrally by the University and are not flexible. All students take the course examination at the same time in a predetermined venue on the UCT campus.** Examination timetables are published by the Faculty Offices and a copy is available at IAPO. You should arrange your travel plans bearing in mind that the last day of term could well be the last day of your examinations – don’t make any plans that conflict with the examination period. If you need to make plans for an internship programme or you have any queries regarding suitable dates to depart, please contact your SSA Officer at IAPO as early as possible; contact details are listed on page 1.

**Supplementary Examination System**

We would like to draw your attention to the following UCT rule, G22.1, regarding the supplementary examination system at UCT:

**G22.1 Where supplementary examinations are allowed in the rules for a degree, diploma or certificate:**

(a) a supplementary examination shall be the re-assessment of a candidate who has failed the course, but who is allowed to present himself or herself for re-examination without having to repeat the course;
(b) the form of supplementary examination shall be as decided by Senate in each case, or in respect of a given course; and
(c) Senate may take into account the results of the candidate's original examination in the subject, as well as class work which did not form part of the examination, in deciding the result of a candidate who has taken a supplementary examination.
(d) A supplementary examination may not be deferred for any reason.
(e) A student who is writing a deferred examination is not eligible for a supplementary exam.

**NOTE: Each student is responsible for establishing whether he or she has been awarded a**
supplementary examination for any courses failed; and, if so, for confirming the dates, time and venue of the examination.

For more information on the rules pertaining to Supplementary Examinations can be found here.

Permission to write exams: Duly Performed Certificate “DP Certificates”

One has to have permission to write exams at UCT. Requirements are set by every department and usually involve a certain percentage of class attendance, assignment/essay submissions and having written class tests. Once all the requirements for the particular course have been fulfilled, you are granted a DP certificate and given permission to write the final examination for your end of semester assessment. For students who do not qualify for a DP certificate, their names will be placed on a DPR list (duly performed certificate – refused) and signposted on the relevant noticeboards in the department from which their course is being offered. If your name is on this DPR list, it means that you will not be allowed to write the final examination.

Missing an exam owing to illness or injury

If you are unable to write an examination for a valid reason owing to illness/injury, or must leave the venue during the examination because you have become ill, you must report to the Student Wellness Centre immediately for assessment. You should not see another doctor for this purpose. You will then need to apply for a deferred examination. You should contact Sharon Turner at IAPO as soon as possible so that we can advise you about the application process.

Extra time for tests and exams

Students with chronic illnesses, physical disabilities or Specific Learning Disabilities can apply for time concessions and other accommodations in tests and examinations. Students in the USA are frequently granted time and a half, and even double time, to complete timed examinations. Please note that a maximum of time and a quarter is permitted at UCT i.e. 15 minutes for every hour. If you qualify for extended time at your home institution please bring proof of this from your Registrar’s Office. This document is usually known as your accommodations letter and lists the range of accommodations for which you qualify. In the case of a Specific Learning Disability an assessment report from a psychologist is also required. The same report that you submitted when you applied for extended time at your home university is accepted at UCT. In the case of a chronic illness or a physical condition, bring supporting medical documents. For further information please consult the UCT Disability Service website http://uct.ac.za/services/disability/international_students/

Students are advised to register with the Disability Service as soon as possible, preferably during the week of Orientation, because getting approval for the various accommodations can take some weeks. You need to visit the Disability Service in person and make application yourself. This cannot be done on your behalf by your home institution, or programme provider.

To register with the Disability Services Unit

Registration deadlines: First semester registration deadline: 20 March
Second semester registration deadline: 20 August
Deadline for submission of supporting documentation
Submission deadlines:  
First semester documentation submission deadline: 23 April
Second semester documentation submission deadline: 24 September

Late withdrawal from courses

It will not be possible for you to withdraw from a course in the few weeks prior to the examination period. Please pay careful attention to the important ‘change of curriculum’ dates shared with you during the orientation period and signposted on Faculty Office noticeboards so that you withdraw from a course in good time.

If you have not withdrawn from a course and do not write the exam you will either FAIL the course or be marked ABSENT (which translates as a FAIL grade on your transcript).

IMPORTANT NOTE: PLEASE ENSURE THAT YOU DO NOT MAKE PLANS TO LEAVE UCT BEFORE THE END OF THE EXAMINATION PERIOD (11 JUNE 2016). EXAM DATES CANNOT BE CHANGED TO ACCOMMODATE TRAVEL OR INTERNSHIP PLANS.

SHAWCO and Community Service

The opportunity to offer service to the disadvantaged communities of Cape Town is a highlight of many students’ study abroad experience. South Africa has inherited a fractured, complex social and political system where resources are not adequate to meet the needs of the people. The legacy of Apartheid is still with us and through community service we can attempt to redress some of the injustices of the past by contributing to the future of communities in need. IAPO has offered study abroad students the opportunity to volunteer for community service through SHAWCO for several years. During O-week students are taken on a tour of the various community service sites, are welcomed by the communities who benefit from the work done there and given first-hand knowledge of the difference their contribution could make. Volunteers are enlisted at the end of the day. A student may choose to volunteer for as many or as few hours per week as fits well with the academic programme selected. SHAWCO is UCT’s oldest and largest volunteer project, and this tour is always very interesting as many of our students get involved with their projects. For more information about SHAWCO, visit their website http://www.shawco.org/

FREQUENTLY ASKED QUESTIONS

Q: How do I confirm my attendance?

The Declaration form must be completed and signed and emailed back to the Admissions Office. Write to admissions@uct.ac.za or email one of the UCT SSA Officers to confirm your acceptance before 25 November 2016.
Q: When will I receive my visa/offer letter?

Your visa support letter is your acceptance letter, which you should have received by email within one month after the application deadline.

Q: How do I get a study visa/study permit?

All students need a valid study visa in order to study at UCT. Upon receiving your acceptance letter/visa letter please visit the nearest South African Embassy or Consulate in your home country to apply for your study permit. The study visa application takes 6-12 weeks to process. Please contact the South African Embassy/Consulate to find out more about the requirements or speak to your international advisor: http://www.dfa.gov.za/webmissions/index.html

Q: Where can I get academic advice?

If you need academic advice please email a SSA Officer at IAPO, their email addresses are listed on page 1.

Q: What is pre-registration and what do I need to pre-register?

The Immigration Act requires all institutions of higher learning in South Africa to report on and keep an accurate record of international students registered for studies at their institution. UCT is therefore obligated to comply with government regulations and ensure that international students are in possession of valid documents for registration at UCT. The pre-registration process is therefore a visa clearance process whereby staff at the international office can validate that the international students are legally permitted to study at UCT.

It is extremely important that this process is completed properly for each and every international student. If you do not successfully pre-register, you will not be permitted to register into a Faculty and enrol for classes at UCT!

You need to bring the following with you to pre-registration:

- Passport
- Proof of medical insurance: medical insurance card or letter with your details and period of insurance cover
- 1 photocopy of your passport photo page
- proof of fees payment (if you received an invoice, check with your SSA Officer, if necessary)
- pen
- address of your residence in Cape Town
- your South African mobile number
- contact details for next of kin and home school

Q: How do I select courses?

Courses may be selected across five Faculties at UCT. They are: Commerce, Engineering and the Built Environment, Humanities, Law and Science. The Faculty handbooks are available to provide more information on the course offerings. Please note: “W” courses are not open to study abroad students but certain “H” courses are open. Please read the requirements in the faculty handbook about these courses and consult your Faculty advisor at your home university. Should you need any further information, please email the appropriate SSA Officers working with your home university (contact details are available on pages 21-22). If you are applying for the first semester (spring) you will need to select the course codes ending with an “F” e.g. ECO1010F. It is also important to list your courses from your first choice to your last choice. The SSA Officers will seek approval from the relevant
academic approvers, for the courses which you selected upon application to the SSA Programme at UCT.

Q: How will I know which courses I am pre-approved for?

Individual applicants should contact Ms Erin Pienaar for feedback on the approval status of their course selection. Students applying through programmes (CIEE, IES, ISA, Arcadia) and partner universities should contact the relevant SSA Officer listed for their partner (see pages 21-22) for feedback on the approval status for their course selection. Students are advised not to email UCT departments directly for course approval as this causes confusion in the application process.

Q: What do I do if I want to add or drop a course?

During registration, on the 5th February 2016, you will have an opportunity to finalise your course selection. You will also be given an opportunity to add/drop courses during the first week of the first semester (12-19 February 2016). The process to add/drop courses will be explained during orientation week (O-week). Please avail yourself for this important talk and follow the instructions given to you. If you are still unsure after the process, please ask for advice from one of the SSA Officers or an orientation leader.

Q: I am going to arrive late! Who do I inform and how do I pay late registration fees?

Please contact the relevant UCT SSA Officer who works with your university or programme, as soon as possible. Contact details are available on page 21-22. They will inform the relevant Faculty or department where you are taking your courses, to obtain permission for your late arrival. They will also advise you on any late registration fees owing, depending on whether you are coming through a partner university or programme provider (such as CIEE, IES, Arcadia etc.).

Q: How will I deal with “culture shock”? Are there any support services available?

During orientation there will be a “culture shock” session that will specifically address this issue. In addition, the IAPO office is open Monday-Thursday from 8:30am-4:30pm and from 8:30am-4:00pm on a Friday. Our staff members are here to support you. IAPO staff will also be on call in the event of an emergency after hours, the emergency phone number is: +27 (0) 763462397. Please also refer to the lime green emergency card which you will receive during O-week for more contact details which you may need in the event of an emergency. In addition, UCT has a Wellness Centre with experienced staff who offer support and counselling services to students.

Q: I’ve heard that the crime rate is quite high and there are a lot of muggings, help!

South Africa has crime just like any other country in the world. During orientation students will have an opportunity to be informed about how to stay safe on and off campus. These talks are given by a South African Police Captain and a UCT Campus Security Officer. In addition, we will provide students with information booklets and important emergency numbers, to help them stay safe on campus. We urge students to attend these talks and to familiarise themselves with the information provided. It is also important for students to have the emergency contact details readily available - we will provide you with an emergency card, containing relevant emergency contact details, which we suggest that you carry on you at all times. Please note: while UCT will take every measure to inform and equip students on how to stay safe, it is the students’ responsibility to exercise personal vigilance and to
make wise decisions to ensure their safety. Emergency phone number for IAPO assistance after hours: +27 (0) 763462397

Q: I just arrived and need to use the internet. Where can I go?

Upon arriving you may visit the International Academic Programmes Office (IAPO). We have two locations. Our main office is situated at: Level 3, Masingene Building, Cross Campus Road, Middle Campus, Rondebosch (grid reference K3&4 on the map) and our Mobility Centre is situated at Ivan Toms Building, Matopo Road, Mowbray (grid reference L11 on the map). Please see map for details: http://www.uct.ac.za/images/uct.ac.za/contact/campusmaps/big/uctmiddlelowercampus.jpg

Our colleagues at reception will direct you to the computer bar. Please note during the first two weeks these computers may not be available for long durations as many students will be using the computers. Please only use this service to send a quick email as other students will be waiting in line to use the internet.

There are various internet cafés on Rondebosch Main Road and some coffee shops with wireless internet access.

Q: Do I need to inform the study abroad team of anything?

Please inform the relevant UCT SSA Officer working with your home university or programme of any concerns which you may have - including late arrivals, fee queries, examination dates, or any emergencies. It is important to keep UCT informed so that you can receive the correct information about which processes to follow – especially in the event of an emergency situation.

Q: I have a disability, who do I inform?

It is important that you inform us of your disability when applying to the SSA Programme at UCT so that we can provide you with appropriate advice to ensure a comfortable stay, should you participate in the programme.

Once we have given you a study offer, and you have confirmed your acceptance, you can contact the UCT Disability Services to make suitable arrangements for your needs, prior to arrival.

The last date to register with the disability service unit is 23rd April 2016 for first semester and 24th September 2016 for second semester.

Q: I want to open a bank account. What do I do?

Please visit the relevant UCT SSA Officer for your home university or programme, and they will assist you with a letter to support your bank application. Please note: given the pressures experienced during orientation and registration – during which the IAPO team prioritises getting each international student pre-registered and enrolled into the UCT system - it is preferable to consult the SSA Officers with your bank letter requests after the registration period has concluded.

Q: I want to buy a car. What do you recommend?

We do not advise or make any recommendations with regards to buying a car in South Africa. We have offered some brief advice about taking public transport (please see page 17 of this booklet for more information). The student would need to exercise their own discretion with regards to if and where they purchase a car. We do however recommend that if you intend on driving in South Africa that you take at least one driving lesson while you are here so that you can familiarise yourself with driving a car with gears, with the driver’s seat on the right hand side of the car, and driving on the left hand side of the road.
Q: What support services do you offer to students?

UCT has a Student Wellness Centre that offers a range of support services including clinical consultations, psychological support, medical advice for travel purposes, advice with existing medical conditions and to maintain reproductive health, exam support, and many other services.

The IAPO is also available to offer students advice and appropriate referrals. Our team will be here to assist you upon arrival, and a member of staff will be on call at all times in the event of an emergency (Emergency phone number for IAPO assistance after hours: +27 (0) 763462397).

We will provide you with a lime green emergency card containing all the relevant emergency contact details. We strongly advise that you carry this card on you at all times, so that it is readily available should you need to call for help in the event of any emergency.

Q: Who are the orientation leaders and how will I identify them?

The Orientation Leaders- also known as OL’s are registered UCT students who we employ to assist us in giving you the best orientation and registration experience during orientation week (O-week). They will be wearing lime green t-shirts throughout O-week so that you can easily identify them. Printed on the back of their t-shirt is the current year and semester for which they are assisting us. Should you, for whatever reason, have any uncertainty about whether they are currently registered UCT student – you are welcome to ask them to produce their student card as a form of identification or address your concerns with the SSA staff at IAPO.

More information about the OL’s and the support that they provide can be found on pages 17-18.

Q: How will I find my way to UCT on the first day of orientation?

Orientation starts at 8:00am on Sunday 31st January 2016. The orientation programme will kick off with a dynamic peninsula tour of Cape Town. We will depart from the Bremner Building at Lower Campus in buses and students are to meet at this meeting point at 7:45am sharp! Please see this link for a map, referring to grid reference L2&3

http://www.uct.ac.za/images/uct.ac.za/contact/campusmaps/big/uctmiddlelowercampus.jpg

The OL’s with the lime green t-shirts (see page 17-18 for more information on the OL’s) are here to assist you in finding the Bremner Building from your student housing. For those of you who will not be staying in student housing (and have made arrangements for private accommodation), please follow the above link to direct you to the Bremner Building. Should you need any further directions, please contact the UCT SSA Officer working with your home university or programme and they will direct you.

Q: What is the application process for staying on for another semester at UCT?

Prior to your arrival you can indicate on your application form that you are interested in staying for two semesters at UCT. In addition to this, you will also need to contact the relevant SSA Officer working with your home university or programme, to inform them of your interest to stay for another semester. Should you decide to stay for another semester only once you are here, you would need to consult your home university as soon as possible in order for them to grant permission for your extended stay.

It is important that you alert the SSA team as early as possible, especially in the event that you will need to renew your study visa. It is advisable that you make application to renew your study visa at least 90 days before the expiry date of your current study visa - being used for the semester in which you are currently enrolled. Therefore, you would need to contact your home university and your relevant SSA Officer at UCT prior to this 90 day period, so that they can advise you accordingly and that you can make your application to renew your study visa in good time.

You will also need to complete a brief UCT Form (an internal course request form) and take this to the respective Heads of Department in order to pre-approve your course selection for the following
semester. Once you have obtained their signatures you need to return this form to your SSA Officer as soon as possible, so that they can process your application for the next semester.

You need not attend the second orientation but you **do need to pre-register and register in the relevant Faculty** on the scheduled registration date. This includes showing proof of a valid (extended) study visa, valid medical insurance cover for the next semester, and proof of payment of tuition fees (unless UCT has an agreement with your home school). This information is essential for pre-registration with IAPO. **Unless you successfully pre-register, you will not be permitted to register for an additional semester at UCT.**