



UNIVERSITY OF CAPE TOWN

Guidelines for International Postgraduate Applicants

INTERNATIONAL ACADEMIC
PROGRAMMES OFFICE



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

If you have any concerns or queries that aren't addressed, please contact Carol Ojwang (Manager: International Full Degree Students)

Tel +27 (0)21 650 2822, Fax +27 (0)21 650 5667 or Email carol.ojwang@uct.ac.za

THE INTERNATIONAL ACADEMIC PROGRAMMES OFFICE

The International Academic Programmes Office (IAPO) is the first port of call for all international students and will gladly assist you or help you find appropriate assistance. We aim to give all students a multicultural experience and contribute to meeting UCT's goal of ensuring that all our graduates are able to compete globally.

In addition to looking after the special needs of international students, IAPO leads the development of internationalisation at UCT by acting as the central coordinator and facilitator of all internationally-related initiatives and activities. IAPO is also UCT's organisational structure mandated to develop and implement its policy on internationalisation.

IAPO has a wide range of responsibilities:

- Provides a central contact point for all international students, staff and visitors
- Advises all international students on a variety of issues that may affect them during their stay at UCT and in Cape Town
- Assists with renewing study permits
- Facilitates pre-registration of all international students at UCT
- Administers international term fees
- Liaises with the UCT Student Clubs and Societies
- Produces information booklets and pamphlets specifically for international students
- Facilitates and manages international, inter-institutional agreements
- Provides a resource centre on international universities and education opportunities
- Manages the University Science, Humanities, and Engineering Partnerships in Africa (USHEPiA) Programme and other collaborative programmes in Africa
- Runs a dynamic Semester Study Abroad Programme
- Promotes interaction between international and local students

IAPO's services to international postgraduate students include:

- Advice on international postgraduate student application procedures
- Postgraduate student orientation
- International student pre-registration
- Advice on immigration issues
- Developing opportunities for interaction amongst international and local postgraduate students
- Assistance with placement
- General counselling and advice

POSTGRADUATE STUDIES AT UCT

The University of Cape Town is South Africa's oldest university, and has established a tradition of academic excellence which is recognised worldwide. As one of Africa's leading research universities, UCT is committed to building on its international reputation by offering exciting opportunities for postgraduate research and learning with a wide range of postgraduate degrees in all disciplines. Particular emphasis is placed on postgraduate students and 30% of our 21 000 students are enrolled in postgraduate programmes (18% Masters and Doctoral).

The University employs 4,300 people, 56% of whom are administrative and support staff and 44% academic and research staff. 60% of UCT academic staff hold doctorates.

UCT has six faculties (Commerce, Engineering & the Built Environment, Law, Health Sciences, Humanities and Science) incorporating over 100 academic departments and research units.

Masters degrees are offered by dissertation or taught courses and a minor dissertation. Doctoral degrees are research degrees only. Graduate diplomas and one year of Honours study normally follow a three-year Bachelor's degree. A full listing of postgraduate programmes can be found under each faculty on the UCT website <http://www.uct.ac.za>

Each faculty publishes its own handbook, which lists its rules for degrees, descriptions of its programmes, and entrance requirements. A handbook may be requested directly from the faculty concerned.

The University is spread over four campuses around Cape Town. The Groote Schuur Campus, situated on the lower slopes of Devil's Peak in Rondebosch, is the main campus and accommodates the major sector of the University. The Health Sciences Campus is located nearby in Observatory, next to Groote Schuur Hospital. The Hiddingh Campus in Gardens near the city centre houses the Michaelis School of Fine Art and the Drama School, and the Graduate School of Business is located at the Breakwater Campus near the V&A Waterfront.

APPLICATION PROCEDURES

MASTERS AND PHD APPLICANTS

Application deadlines

Selection for most postgraduate courses at UCT takes place in November and early December each year. Applicants for taught degree programmes (Honours, diplomas, coursework Masters) must submit their applications by 30 September of the year preceding the intended year of registration.

Masters by thesis only (research) or PhD applicants intending may submit their application at any time of the year, in agreement with a supervisor.

Certain individual programmes have other deadlines. If in any doubt about course commencement and application closing dates, please contact the relevant UCT faculty or department directly.

Before submitting an application to the University, you are advised to access the UCT website to confirm that the course you intend to take is offered by the University and if intending to register for a research programme, to confirm with the relevant faculty that a supervisor will be available for your area of research.

If you wish to apply for a place in a UCT residence, an option provided on UCT application Form 1, you must submit your application before 30 October of the year preceding the intended year of study, regardless of later closing dates for your study programme.

If you intend to apply for an international postgraduate scholarship, note that the closing date for submission of applications is 31 July each year for funding in the subsequent year. (See page 13 for more details.)

Application forms

UCT application forms may be downloaded from the UCT website:

www.uct.ac.za/apply/applications/forms/ or obtained from UCT's Admissions Office.

Physical address:

Admissions Office, Level 3, Kramer Law Building, Middle Campus, Rondebosch

Postal address:

Admissions Office, University of Cape Town, Private Bag X3, Rondebosch 7701, South Africa

Tel: (+27 (0)21) 650 2128 • Fax: (+27 (0)21) 650 3736 • Email: admissions@uct.ac.za

Completed applications must be returned to the Admissions Office together with all necessary attachments, as **hard copy via post or courier – faxed documents are not accepted.**

Your application will be reviewed by both the Admissions Office and your prospective faculty. Once the application is processed, you will receive an acknowledgement of receipt from the Admissions Office. Further correspondence will emanate from your prospective faculty or department.

Departmental application forms

Some departments at UCT have supplementary departmental application forms but applicants are still required to submit the official UCT application form. Please contact your department directly or access your departmental webpage via UCT's website to find out if there is an additional application form to be completed. Ensure that you liaise directly with your intended faculty on the status of your application thereafter.

Application fee

An application fee is payable with your application. The current fee payable can be obtained from <http://www.uct.ac.za/apply/fees/structure/> or requested from the Admissions Office by emailing admissions@uct.ac.za. DO NOT PAY THIS FEE INTO THE UNIVERSITY'S BANK ACCOUNT. From outside the Rand currency area, a bank draft made to 'University of Cape Town' should be sent with your application. From South Africa, cheques drawn on local banks or postal orders made out to 'University of Cape Town' may be sent. Do not send cash in the post. Cash payments may only be made at the cash office (Receipts Cashier), Kramer Law Building, 09h00 to 15h30 Monday to Friday. Proof of payment of the application fee needs to be attached to your application before it can be processed.

Degrees and academic transcripts

Certified copies of original academic transcripts covering all periods of registration at every university that you have attended must be attached to an application. Any documentation not in English must be translated and sworn to by an authorised translator.

Statement of research interest

Research Masters and Doctoral degree applicants must attach a statement indicating their proposed area of specialisation for research to their application. Please confirm with your faculty the length of statement required. You will also be required to make contact with your prospective department to ensure the availability of a supervisor in your field.

Programme-specific requirements

The criteria for admission to Postgraduate Diplomas and Honours, Masters and Doctoral degrees varies from one programme to another. Prospective applicants are advised to consult the faculty concerned directly in order to determine the requirements for admission, before submitting an application. Some departments have special requirements like the GMAT test for the MBA or a portfolio of creative work for the MA in Creative Writing. Further information on specific requirements can be found in UCT handbooks obtainable from the relevant faculties, or from UCT's website.

Language requirements

The medium of instruction and examination at UCT is English. International applicants for whom English is a second language are required to submit one of the following: a recent score (obtained within 3 - 5 years before application for admission) of at least 570 (paper-based test) on the Test of English as a Foreign Language (TOEFL); or a recent overall band score of 7.0 (with no individual element of the test scoring below 6.0) on the International English Language Testing System (IELTS). Information on TOEFL is available from toefl@ets.org or <http://www.toefl.org>. Information on the IELTS is available through the British Council at the British Embassy or Consulate in your country. You may also access the IELTS website on <http://www.ielts.org>

Assessment of qualifications

The assessment of applications and selection for admission to postgraduate programmes is done by faculties / departments and based on the information supplied in your application. To allow time for the assessment of your qualifications and for obtaining a study permit, applicants for coursework programmes beginning in January or February are required to submit an application before 30 September of the preceding year.

Applicants who hold a four-year or Honours Bachelors degree with the required specialisation would normally be considered as having an adequate background to be accepted into a Masters programme. However, this decision rests with the faculty and is only determined after the applicant's qualifications have been assessed. Please note that IAPO neither processes nor evaluates international applications and qualifications.

Offer of study

All applications will be acknowledged by UCT's Admission Office and sent to the relevant faculty for evaluation. Successful applicants will be sent an offer of admission letter with details of acceptance procedures. Please ensure that you confirm acceptance of the offer with your department as soon as possible.

INTERNATIONAL AFFILIATES

International Affiliates are usually postgraduates or researchers who do not take UCT courses, but wish to be affiliated to UCT whilst pursuing their own research towards studies at their own university. International Affiliates must first make contact with a specific department to obtain an assurance of the necessary resources to accommodate them in the host department.

Affiliate status generally entitles a student to a physical space in a department, library use and limited access to academic advice as negotiated with each department. A visitor's visa is sufficient for entry into the country. Please be sure to ascertain exactly what your host

department can and is willing to offer you. Note that a host department may not offer you employment.

An affiliate may not take part in any taught classes; this includes auditing classes. You will therefore not be registered for UCT courses. As an affiliate you may however be invited to attend departmental staff seminars at the discretion of the host department.

Procedures

The person seeking to be an affiliate must send a request to the head of the academic department with which he / she wishes to be affiliated asking them if they are prepared to host you in their department.

1. Ask if the department has the desire, resources and space to welcome you.
2. If accepted, ask the head of department to email or write you a letter of invitation.
3. Ensure that the length of your affiliation and the facilities available to you (as agreed upon by you and the department) are clearly stated in this letter of invitation.
4. Complete the affiliates form which is available on UCT's website or may be requested from UCT's Admissions Office via post. Please note that IAPO does not arrange accommodation for international affiliates. You will be required to make your own accommodation arrangements (see pages 16 and 19 for options).
5. Send the completed application form together with a copy of your letter of acceptance from the department to IAPO. If IAPO does not receive a letter of invitation we cannot process your application.
6. Application forms will be processed by IAPO through the Admissions Office and the relevant faculty.
7. Once your application has been processed, you will receive an invoice detailing the cost fee of your affiliation. Note that this fee is payable before registration.
8. As international affiliates do not attend courses they are required to apply for a visitor's visa endorsed for research at UCT. Upon receipt of completed forms above, IAPO will issue a letter addressed to the visa issuing authorities in your country, so that you may apply for a visitor's visa. Please make sure that the visa is endorsed for research at UCT.
9. Payment should then be made to UCT (see page 12 for details).
10. On arrival at UCT the International Affiliate must first report to IAPO to activate the registration process.

There are no application deadlines for this category of student and a commencement date is to be agreed upon with your prospective academic host at UCT. However, please note that the university vacations fall over December and January at year-end and approximately three weeks at mid-year during June and July. Be aware that a visa can take up to 2 months to obtain.

POSTDOCTORAL FELLOWS

Postdoctoral Fellows are research fellows and not students. However, for administrative purposes and to access UCT facilities such as libraries and computer centres, they are required to submit an application to UCT and thereafter issued with a student number and a student card.

Upon arrival at UCT, Fellows should proceed to the Postgraduate Funding Office for registration. See IAPO's pre-registration requirements on page 16. Postdoctoral fellows do not pay fees but, in addition to the other pre-registration requirements, they should present a copy of the offer of fellowship instead.

For further information on postdoctoral fellows application and registration procedures, contact UCT's Postgraduate Centre and Funding Office, Tel: +27 (0)21 650 5075, email pgfunding@uct.ac.za, or access <http://www.pgfo.uct.ac.za>

ADDITIONAL ACADEMIC INFORMATION

Academic calendar

UCT's academic year is divided into two semesters: February to June and July to December. Examinations are written in June and November, and graduation ceremonies are held in June and December. A detailed academic calendar is published on UCT's website under "Calendar".

Supervision of study (research programmes)

Once students have decided on the broad research area they wish to pursue, it is necessary to identify a supervisor. Student-supervisor relationships are normally established through one of four processes:

- The prospective student directly approaches a staff member;
- The prospective student approaches the head of department who will suggest a supervisor;
- The prospective student approaches the head of a research unit working in the broad field of interest who will suggest a supervisor;
- A staff member (usually with access to research funding) will approach the student, in order to encourage the student to undertake research in the staff member's area of research interest.

Prospective students are also advised to access UCT's Research web page to identify and assess the University's research foci (www.research.uct.ac.za). Contact details are provided for the heads of various research projects and team leaders of the research groupings, and

they can be contacted directly for further information regarding postgraduate studies with the groups. Note that not all departments and available research opportunities at UCT are represented on this website.

In the final instance, the Department allocates supervisors to students. For guidelines for the appointment of supervisors for doctoral candidates access: http://www.uct.ac.za/uct/policies/supervisors_doc_candidates.pdf

Leave of absence

The University Senate may grant leave of absence to a student for a specified period. An application for leave of absence must be put in writing to the dean of the faculty concerned. A student who is granted leave of absence will not be excused from written work, tests, examinations or completing the requirements of the course unless Senate specifically excuses a student from one or more of these requirements at the time leave of absence is granted.

Withdrawal from studies

Should you decide to withdraw from your studies this must be put in writing to the Registrar of the university. Notice of intention to discontinue studies must also be put in writing to the UCT fees office. Failure to do so will render you liable for full fees. Fee reduction is dependent upon the date of withdrawal.

Deferral of studies

If you received an offer of admission to study at UCT and confirmed acceptance of the offer, then subsequently decide to defer your studies to the next academic year, the Admissions Office must be informed of this in writing. The onus is also on every student to ensure that they inform the relevant UCT department of their change of plan, and check that arrangements such as availability of a supervisor will still stand.

FUNDING YOUR STUDIES

Tuition fees

UCT charges students from the SADC member countries local fees, i.e. the same as South African students. The SADC countries are Angola, Botswana, Democratic Republic of Congo, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Seychelles, South Africa, Swaziland, Tanzania, Zambia, and Zimbabwe. Rwandan students and official Refugees (once they have their ID Refugees Book) are also charged local fees. Students who are nationals or permanent residents of South Africa, or an accredited diplomatic representative of a foreign government in South Africa or his/her dependant are also liable for local fees upon proof of their status. Students from SADC countries and non-South African students who do not have permanent residence but pay local fees, must pay the minimum initial payment for academic and residence fees prior to registration.

Non-SADC students/all other students who do not fall into the abovementioned categories pay an international term fee which is charged in addition to the individual course fees (in South African Rands). Both the international term fee plus the individual course-based fees must be paid prior to registration. Accounts are managed and sent out by IAPO, except for MBA studies which are billed directly by the Graduate School of Business.

International non-SADC students who intend to study for a full degree/diploma should consult the faculty section of the UCT fees booklet for the costs per course. The total amount calculated from the courses selected must be added to the international term fee. 100% of the international term fees plus course-based fees are to be paid prior to registration. In addition, the minimum initial residence payment is required before registration.

For a full listing of fees applicable please access: <http://www.uct.ac.za/apply/fees/>

You may also contact UCT Fees Office directly:

Email: fnd-fees@uct.ac.za • Tel: + 27 21 650 9111 • Fax: +27 (0)21 650 4768

Payment of fees

Where payment of fees is being made from outside the Rand currency area, payment must be made by telegraphic transfer (direct deposit or Internet transfer) into the University's bank account (details below). Allow 7 working days for such foreign payments to reach the UCT bank account.

Account name: University of Cape Town

Bank Name: Standard Bank of South Africa

Bank Address: Riverside Centre, Main Road, Rondebosch, 7700, South Africa

Account No: 270689982
Branch Code: Rondebosch Branch, 025009
Swift Code: SBZAZAJJ

Important: Please fax or post a legible copy of the official bank transfer advice so that we can trace your payment on our bank statement. (Fax: +27 21 650 5667)

International postgraduate academic scholarships

UCT offers scholarships to international applicants via the faculty concerned. These scholarships reduce the international term fee either entirely or partially and are awarded at the discretion of the Faculty Dean, based on academic merit, financial need and faculty requirements. International terms of payment will still apply. Please contact your faculty office for more information on these scholarships. International postgraduate academic scholarships are only available to Masters and PhD students.

Postgraduate Funding Office

UCT's Postgraduate Centre and Funding Office (PFO) offers a limited number of scholarships for international postgraduate students taking Honours, Masters and PhD programmes. While the University undertakes to assist as many students as possible, the scholarships are not guaranteed. The closing date for submission of applications is 31 July each year for funding in the subsequent year. Please note that the international postgraduate scholarships are not full cost scholarships, therefore you would still have to ensure that you come to South Africa with enough money to cover your tuition, accommodation and general living costs. Funding is also available for refugee students (postgraduate) and is awarded on a yearly basis. The country of origin is irrelevant, but proof of refugee status is required. Students interested in the International and Refugee Students Scholarships can download the application requirements and forms via <http://www.uct.ac.za/apply/funding/postgraduate/awards/international>

IMMIGRATION MATTERS

Study permits

Under the provisions of the Immigration Act 2002 (No. 13 of 2002), an international student may not enter, or reside in South Africa, to take up degree studies without a valid study permit. A study permit application should be submitted as soon as possible as the process takes 4 – 6 weeks. The application is to be submitted to the nearest South African Embassy or Consulate.

Once granted, it is essential that a student confirms that he / she has been issued with the correct visa valid for studies at UCT BEFORE proceeding to South Africa. IAPO will not pre-register any student with an invalid study visa.

To apply for a study permit you will need:

1. An official letter confirming provisional acceptance and the duration of the course from the relevant institution
2. In the case of a person under the age of 21 years:
 - (i) the particulars of the person in the Republic who will act as that learner's guardian and a confirmatory letter from that intended guardian; and
 - (ii) proof of consent for the intended stay from both parents or from the custodian parent, along with proof of sole custody in the latter case
3. A police clearance certificate less than 6 months old
4. Medical and radiological reports
5. Documents relating to marital status if applicable
6. A yellow fever vaccination certificate if that person travelled or intends travelling from or through a yellow fever endemic area
7. In the case of a foreign state accepting responsibility for the applicant in terms of a bilateral agreement, a written undertaking in respect of the departure of the applicant
8. Proof of medical cover with a medical scheme registered in terms of the Medical Schemes Act, 1998 (Act No. 131 of 1998), or other medical insurance cover recognised in the Republic (access www.medicalschemes.com for a list of medical schemes recognised in South Africa)
9. Proof of sufficient financial means
10. Payment of a deposit, which will be refunded to the depositor after the final departure of the applicant or after a permit has been issued to the applicant. The payment of the deposit must be in the form of a bank guaranteed cheque or credit card at places where

such facilities exist. In the case of students from Africa, the payment of the deposit may not be required, provided that the government of the relevant African country submits a written undertaking to pay all costs relating to the deportation of the student, should this become necessary. Contact the relevant Government department in your country for more information.

11. Other requirements as may be prescribed by the Consulate/Embassy.

We recommend that you contact the nearest South African Consulate/Embassy before sending in your application, in order to find out exactly what documents are needed, because requirements may change.

Health insurance

The South African Immigration regulations make it a requirement that international students studying in South Africa must have:

“Proof of medical cover with a medical scheme registered in terms of the medical schemes Act, 1998 (Act no. 131 of 1998) or other medical insurance cover recognised in the Republic.”

Proof of health insurance cover is therefore a requirement for your study permit application. Proof of medical insurance is also a condition for pre-registration and registration. Most international students at UCT choose the INGWE or Protea Health insurance options. Application forms for these providers are available at the IAPO Offices or on the following websites <http://www.ingwehealth.co.za> and <http://www.proteamas.co.za>. Students are not limited to these providers and may choose any provider recognized in South Africa. Should you have an alternative provider from your home country, please ensure that your provider of choice is recognized in South Africa. A list of the registered medical insurance schemes in South Africa can be found on <http://www.medicalschemes.com>. The onus is on every student to keep their medical insurance valid for the academic year. Please ensure that the provider that you choose provides repatriation cover.

Part-time work during studies

The Immigration Act of 2002 allows international students to work for a maximum of 20 hours per week during the academic term and full time during academic vacations. In order for international students to work in South Africa they need to obtain a “permission to work” letter from IAPO. For IAPO to issue you with the letter you will need to present (i) a copy of your offer of employment from your prospective employer stipulating that you will not work more than 20 hours per week during term time, (ii) a copy of your study visa valid for studies at UCT and (iii) proof of registration.

WHAT TO DO UPON ARRIVAL IN CAPE TOWN

1. Arrange / confirm accommodation

In case you did not make accommodation arrangements before leaving your home country, it is essential that you secure accommodation on arrival BEFORE proceeding to UCT. The guest houses listed below offer reasonably-priced temporary accommodation while you look for more permanent accommodation after you arrive:

Ivydene, Glebe Road, Rondebosch 7700 • Tel: +27 (0)21 685 1747

Email: ivydene@mweb.co.za • www.ivydene.homestead.com

The Green Elephant, 57 Milton Road, Observatory 7935 • Tel: + 27 21 448 6359

Email: greenelephant@iafrica.com • www.hostels.co.za

The Lodge , 36 Milton Road, Observatory 7935 • Tel: +27 (0)21 448 6536

Email: thelodge@mweb.co.za • www.thelodgeobs.co.za

Carmichael House, 11 Wolmunster Road, Rosebank 7700 • Tel: + 27 21 689 8350

Email: info@carmichael.co.za • www.carmichaelhouse.co.za

2. Clearance / pre-registration with IAPO

All international students (including affiliates and postdoctoral fellows) are required to go through a clearance / pre-registration process with IAPO BEFORE faculty registration. International students cannot register with their faculties without clearance from IAPO. For pre-registration, you need to produce your passport with your valid UCT study permit, proof of medical insurance/aid and proof of payment of your fees.

International student's pre-registration usually takes place at the IAPO Office or an arranged venue. We encourage you to complete the process as early as possible. Academic registration dates are set per faculty. Please contact your respective faculty directly for more information regarding your registration date/s. In case you have opted to pay your fees in Cape Town, this must be done before pre-registration with IAPO.

3. Register with your faculty

Details of registration dates and venues will be available from your faculty during orientation. Note: you can only register with your faculty once you've obtained clearance from IAPO.

4. Attend orientation

During the first week of February, IAPO runs an orientation programme for new international full degree students. The orientation sessions are a great way to meet other international and local students and familiarise yourself with UCT, Cape Town and South Africa in general. IAPO's orientation programme comprises information sessions on immigration regulations,

South Africa in context, culture shock, safety and UCT student services. The programme also involves a number of social events including a tour around the Cape Peninsula and a welcome reception for new students. During orientation, IAPO is assisted by orientation leaders who are UCT students as well. Remember to look out for IAPO's friendly orientation leaders in blue T-shirts should you require some assistance. Details of IAPO's full degree students' orientation programme can be found on the IAPO website in early January every year. <http://www.uct.ac.za/about/iapo/overview/welcome/>

Alongside IAPO's orientation programme each faculty at UCT runs an orientation programme. You are strongly advised to attend the IAPO orientation as it will assist with easing your transition to UCT.

5. Obtain a student card

The card centre is in the basement of the Leslie Social Sciences Building (next to Campus Protection Services), located on University Avenue South, Upper Campus. The centre is open from Monday to Friday 08h30 to 16h00. You must produce proof of registration in order to be issued with a student card. You will be given a document confirming proof of registration after academic registration with your faculty. The primary purpose of the card is to serve as a means of identification throughout your studies. The card is also used as a library, UCT residence and computer lab access card. A student card will also facilitate your opening a bank account.

6. Activate your email account

Once you have registered and have a student card, this will give you access to the University's computing facilities where you can activate your email account.

7. Open a bank account

It is advisable to open a bank account during your studies. There are a few banks on UCT's Upper Campus but you would need to go to the main branches situated at Rondebosch Main Road to open an account. The following banks are located on the Main Road: Standard Bank, ABSA, First National Bank (FNB) and Nedbank. You will need your UCT student card, passport, proof of accommodation (in the form of a lease or letter from UCT student housing if applicable) and a minimum of about R70 to open the account.

8. Register with your embassy

Some countries require their nationals to register with their embassies upon arrival in a different country. Should this be a requirement for your country, IAPO can assist you in forwarding your details to the Embassy or Consulate. Your details must be submitted to IAPO before the last working day of February in the current academic year if you would like IAPO to do this on your behalf. It is recommended that you register with your embassy as it will enable the embassy to communicate with you or locate you in the event of an emergency.

SUPPORT STRUCTURES FOR POSTGRADUATE STUDENTS

All international postgraduate students can access various support services at UCT. The International Academic Programmes Office provides specialist guidance on immigration issues, cultural integration and other related international student matters. Other services are offered through the Department of Student Affairs and individual faculties.

Orientation

The Student Orientation and Advocacy Centre (SOAC) is the centre from which university-wide orientation activities for undergraduate and postgraduate students are developed, organised and co-ordinated. SOAC deals with students' needs and queries ranging from giving directions in the navigation of the campus (e.g. finding offices, buildings, people, venues etc.) to curriculum advice and referrals to other Department of Student Affairs (DSA) services. SOAC is located in the Otto Beit Building on UCT's Upper Campus.

The International Academic Programmes Office also holds an orientation programme each year in February to help new international students become acquainted with UCT, the city of Cape Town and South Africa in general. Certain faculties/departments offer a graduate orientation programme/day. Please contact your faculty directly for confirmation on whether they have a graduate orientation programme. The University also hosts a campus-wide welcome function for all new postgraduate students.

Student housing

UCT's residence system comprises undergraduate first tier residences (catering), second tier residences (catering and self-catering) and third tier self-catering accommodation (usually allocated to senior and postgraduate students). Unfortunately, places in UCT residences are very limited, but if you wish to apply for a place in a UCT residence, you need to complete the Student Housing section on the main UCT application form (which allows you to request a residence of your choice). This form must be received by the Admissions Office no later than 30 October of the year before you intend to register for study at UCT.

Student Admissions and Advocacy Services (SAAS) will get in touch with you regarding the outcome of your application. Their contact details are Tel: +27 (0)21 650-1045/1040, Fax: +27 (0)21 650-4014, or email: res@uct.ac.za

If you are offered a place in a UCT residence and then decide to defer your studies to the next academic year, and still want to be considered for residence, SAAS must be informed of this in writing.

IAPO does not allocate on- or off-campus housing for students, but before or on your arrival in Cape Town will willingly advise on off-campus accommodation. It is important to ensure that you have somewhere to stay on arrival, even if you book into temporary accommodation while you secure something more permanent (see page 16 for some temporary accommodation options).

UCT has an off-campus accommodation bureau which helps students find accommodation outside the UCT residence system. The bureau does not own or control these places, but only advertises them for students' convenience, compiling a wide variety of short- and long-term accommodation offered by the general public into a list that is updated weekly. Details of accommodation vacancies and tariffs can be viewed at www.cal.uct.ac.za. You may also contact the bureau for more information via email at caloca@protem.uct.ac.za.

To assist you further, IAPO's website provides links to housing options managed by real estate agents. Access <http://www.uct.ac.za/apply/intlapplicants/degree/services/offcampus/> for more information.

UCT Writing Centre

The Writing Centre is a project within the Language Development Group (LDG) which focuses on research-driven developmental work, particularly through curriculum involvement. The Centre provides a walk-in, one-on-one consultancy service for both undergraduate and postgraduate students from all faculties and all academic levels. For more information contact them at Tel: +27 (0)21 650 5021, Fax: +27 (0)21 650 5045 or Email: garend@ched.uct.ac.za

Postgraduate Students' Association (PGSA)

The Postgraduate Students Association (PGSA) is an academic association of all postgraduate students at the UCT. It aims to foster an active, vibrant and diverse postgraduate culture which contributes towards the development of the University of Cape Town as a world-class research-driven institution. Contact the PGSA via email at gradcentre@uct.ac.za

Postgraduate Centre

UCT's Postgraduate Centre is located on the upper level of the Otto Beit Building on the Upper Campus, adjacent to the Postgraduate Funding Office. The services offered by the Postgraduate Centre are intended to promote the interests of postgraduate students and postdoctoral research fellows in synergy with faculty and departmental facilities and services. A private, peaceful space has been created that can be used as a forum for large or small discussions, to accommodate and encourage inter-departmental and inter-faculty communication and association, or just to relax, read or use the internet stations.

UCT Board for Graduate Studies

UCT Board for Graduate Studies is charged with improving the postgraduate educational experience within the University at large. The Board is chaired by UCT's Deputy Vice-Chancellor for Research and all faculties are represented on this body by both staff and student representatives.

Postgraduate Student Councils

Most faculties have postgraduate student associations or student councils and we encourage you to join them during your stay in Cape Town. By joining these societies/associations you will have the opportunity to meet and interact with both local and international students. You will also have the opportunity to entrust your postgraduate representative to convey your issues at structures where your sector is represented.

All Africa House – Postgraduate Student Seminar Series

All Africa House which is situated on UCT's Middle Campus hosts postgraduate student seminars regularly. The AAH Seminars provide a unique platform for postgraduate students to meet and share experiences, knowledge and engage in intellectual discussion. Contact the All Africa House supervisor on +27 (0)21 650 4152 for further information on the seminars.

IAPO Programmes

Throughout the year IAPO collaborates with the Student Representative Council, International Student Societies and different departments in the university in organising a variety of programmes that promote and contribute to intellectual debate at UCT. Celebrations and debates that bring local and international students together are arranged to mark certain days such as Africa Day in May and African Universities Day in November.

SOME FREQUENTLY ASKED QUESTIONS

How do I apply for a postgraduate programme at UCT?

All applicants must complete UCT application Form 1, the University's primary application form. The application form, along with the Directions for Applicants booklet, can be obtained from the following sources:

1. The Admissions Office
University of Cape Town, Private Bag X3, Rondebosch 7701, South Africa
Physical address:
Third Floor, Kramer Building, Middle Campus, University of Cape Town, Rondebosch
Tel: +27 (0)21 650 2128 • Fax: +27 (0)21 650 5189 • Email: admissions@uct.ac.za
2. The University website: <http://www.uct.ac.za/apply/applications/forms/>
(download as a PDF document)
3. For MBA applicants:
The Graduate School of Business, University of Cape Town, Private Bag X3, Rondebosch 7701, South Africa
Physical address:
Breakwater Campus, Portswood Road, Green Point, Cape Town
Tel: +27 (0)21 406 1338/9 or 406 1175 • Fax: +27 (0)21 406 15693
Email: info@gsb.uct.ac.za

In addition to Form 1, departmental application forms may also have to be submitted. Faculties and departments will correspond with applicants on necessary requirements, and more information may also be found on departmental websites.

How do I pay UCT's application fee?

UCT's current application fee can be found on this web page: <http://www.uct.ac.za/apply/fees/structure/>. It can be paid by cheque, postal order or bank draft made to the University of Cape Town. Proof of payment of the application fee should be attached to your application to the University.

To what address should I send my completed application form?

Your UCT application form together with the application fee and any additional documents should be sent by post to: The Admissions Office, University of Cape Town, Private Bag X3, Rondebosch 7701, South Africa

They may also be couriered directly to the Admissions Office's physical address (see page 21).

Application forms, together with supporting documentation, **should not be faxed** under any circumstances. Once the application is processed, applicants will receive an acknowledgement of receipt from the Admissions Office. Further correspondence will emanate from the faculty or department. Please note that IAPO does NOT process applications.

When is the application deadline?

UCT's application date for international applicants is 30 September of the year preceding intended registration. However, the application date for taught programmes varies from programme to programme. Please see UCT's directions for applicants at <http://www.uct.ac.za/downloads/uct.ac.za/apply/forms/directions.pdf> for the closing dates of various programmes.

How can I check the status of my application and who should I contact if I have any queries regarding applying to UCT?

You will be able to check on the status of your application by accessing <http://www.uct.ac.za/apply/applications/postgraduates/status/> on the UCT website. Any queries relating to applications can be directed to your prospective faculty office. In addition, UCT's online postgraduate prospectus contains contact details of UCT staff members you can contact if you have specific queries relating to a specific programme.

Am I required to verify my qualifications with the South African Qualifications Authority (SAQA) before submitting my application to UCT?

Your prospective faculty will let you know whether they require your qualifications to be verified by SAQA. More on SAQA can be found on <http://www.saqa.org.za>

When does the academic year commence at UCT?

UCT's academic year usually begins from late January to mid- February, depending on each faculty's schedule. Very few programmes commence mid-year. If in doubt about the commencement date of your programme, contact your prospective faculty.

Throughout my undergraduate degree, I acquired credits for courses through three different colleges. Should I submit my application with transcripts from each of these or just the final outcome from my last university?

All transcripts from any college / university you have previously attended must be attached to your application to UCT.

What postgraduate programmes does UCT offer?

UCT offers a wide range of postgraduate programmes. Details on the programmes can be found in UCT's online postgraduate prospectus at <http://www.uct.ac.za/apply/student/postgradpros/>

What tuition fee am I liable for as an international student at UCT? Whom can I contact at UCT regarding fees?

As a non-Southern African Development Community (SADC) student you will pay an international term fee in addition to individual course fees. You can request a proforma invoice on your estimated fees from the International Office's Finance section. In order to obtain the invoice please provide the relevant course codes. These can be obtained from your prospective faculty. Without the course codes we cannot generate the proforma invoice. Please ensure that you find out this information from your prospective faculty beforehand. SADC students should contact the general UCT fees office regarding their fee liability.

Email: fnd-fees@uct.ac.za

General Enquiries +27 (0)21 650-9111

Accounts and Fees +27 (0)21 650-1704

Fax: +27 (0)21 650-4768

Website: <http://www.uct.ac.za/apply/fees>

Do I need to obtain medical cover to study at UCT? Should I obtain South African medical insurance or from an international health provider?

Proof of medical insurance is a requirement for a study permit application; therefore you would need to apply for it prior to submitting your permit application. You can only submit your permit application once you have been accepted to the University. The medical insurance must be one that is recognised in South Africa. A list of the schemes recognised in South Africa can be found on <http://www.medicalschemes.com>

What are my accommodation options and am I guaranteed a place in a UCT residence?

UCT has over 21,000 students, but unfortunately can only offer residence accommodation to 4,500 students (including new and returning students). This means that there is heavy demand for accommodation and finding a place is not guaranteed. Residence allocation is managed by UCT's Student Admissions and Advocacy Services (SAAS). The UCT Application Form 1 contains a section for applying for a place in residence, which must be submitted before the end of October of the year preceding study. If you have applied for a place in residence and are still unsure whether your application is successful or not, contact SAAS directly (contact details on page 27). Note that IAPO does not deal with accommodation allocation procedures and therefore cannot answer queries in this regard.

For both temporary and more long-term off-campus accommodation options, consult UCT's off-campus accommodation bureau website at www.cal.uct.ac.za, or email them at caloca@protem.uct.ac.za.

I am currently employed in South Africa and hold a work permit. Can I register for studies at UCT?

Work permit holders can register for studies at UCT. Anyone on a work permit who has received an offer to study at UCT must approach the Department of Home Affairs to obtain an endorsement to study at UCT, prior to commencing studies.

Before submitting an application to UCT, do I need to contact a supervisor/faculty member and request an informal approval that they would be supervising my Masters/PhD degree?

Yes – if you intend to study for a research degree at UCT is advisable to do this beforehand to confirm that there is an academic to supervise your intended research project.

Is there a website where I can view the various faculty members and research them individually in order to approach one to be my supervisor?

Yes - <http://www.uct.ac.za> and click on faculties and departments menus
or: <http://www.uct.ac.za/about/management/hods/>

Is the Masters degree offered at UCT an internationally recognised degree?

Yes – all UCT degrees are internationally recognised.

A STEP-BY-STEP GUIDE TO GETTING TO UCT

Below is a list of key steps in the process of coming to study at UCT, in the order in which you should proceed, as well as some general advice and guidelines. This is intended only as a quick reference – much of what is listed here is dealt with in more detail in other sections of this booklet, so please refer back if necessary.

APPLYING TO COME TO UCT AND SOUTH AFRICA

- Establish whether the course you intend to apply for is offered at UCT. Access the UCT website <http://www.uct.ac.za> and look under the relevant faculty and its departments for a list of all the courses on offer.
- If you intend to undertake a research programme, establish if a suitable supervisor will be available.
- Complete UCT application Form 1 one and attach necessary documentation before mailing it to UCT. Contact your prospective department or access their website to check if you also need to submit a departmental application form.
- If or when you receive a letter of offer from UCT, ensure that you have formally accepted your academic offer from UCT and that it has been received.
- Arrange suitable health insurance cover, and ensure your documentation of sufficient financial means is in order; you must provide proof of both to obtain a study permit.
- Apply for a study permit at your nearest South African Embassy or Consulate, ensuring it is valid for studies at UCT. Only once the permit has been issued should you begin to make arrangements to travel to Cape Town.
- Ensure that your passport is valid for the duration of your studies at UCT. You will need it to open a bank account in South Africa, and it is the recognised form of identification for international students.

MAKING PREPARATIONS FOR YOUR DEPARTURE TO CAPE TOWN

- It is important to arrange at least temporary accommodation before leaving for Cape Town (see page 16).
- If you have been offered a place in a UCT residence, inform UCT's Student Admissions and Advocacy Services office of your arrival date and times.
- Pack a good mix of winter and summer clothes. Cape Town has a mediterranean climate with winter rainfall. Average minimum and maximum summer temperatures are 15 – 27°C (although it can get hotter), and 8 – 18°C in winter.

- Pack bed linen and towels and other items that you will need; these can also be purchased once in Cape Town.
- Pack some cultural garments if possible. Some university functions request that you represent your own culture and people.
- Check that you are carrying your UCT letter of acceptance, proof of payment of your fees (including receipts of any payments made to the University) and proof of sufficient funds to sustain yourself in South Africa.
- Carry any necessary medical records/medication/prescriptions.
- Carry some SA currency for immediate use for taxis etc. Money can be changed at forex bureaus at the Cape Town International Airport and various banks/bureaus in the city; remember to have your passport handy.
- Keep this booklet handy and bring it with you as it contains important information that will assist you in settling at UCT.
- It is advisable to photocopy all your essential documents, retain a set of copies for yourself, storing it in a safe place separately from the originals, and to leave another set of copies with a family member or friend.

The information in this booklet was sourced from:

<http://www.uct.ac.za> • <http://www.studysa.co.za>

UCT General Rules and Policies – Handbook 3

UCT Faculty of Engineering & the Built Environment:
Research Based Education for Masters and PhD Students – A Handbook

CONTACT DETAILS FOR FURTHER INFORMATION

For further information please access UCT's website: <http://www.uct.ac.za>

You could also write, or contact us via telephone, fax or email. All correspondence mailed to us should have the name of the designated office or department first, followed by the University's postal address:

University of Cape Town, Private Bag X3, Rondebosch 7701, South Africa

International Academic Programmes Office

Tel: +27 (0)21 650-2822
 Fax: +27 (0)21 650-5667
 Email: carol.ojwang@uct.ac.za
 Email: int-iapo@uct.ac.za

Admissions Office

Tel: +27 (0)21 650-4555
 Fax: +27 (0)21 650-3736
 Email: admissions@uct.ac.za

Postgraduate Centre and Funding Office

Tel: +27 (0)21 650-5065
 Fax: +27 (0)21 650-4352
 Email: gradcentre@uct.ac.za

Student Fees Office

Tel: +27 (0)21 650-9111/1704
 Fax: +27 (0)21 650-4768
 Email: fnd-fees@uct.ac.za

Student Admissions and Advocacy Services (Student Housing)

Tel: +27 (0)21 650-1045/1040
 Fax: +27 (0)21 650-4014
 Email: res@uct.ac.za

NB: WHEN PHONING FROM OUTSIDE SA, THE (0) IN THE DIALLING CODE IS OMITTED. WITHIN SA, THE DIALLING CODE FOR CAPE TOWN IS 021 FOLLOWED BY A 7-DIGIT NUMBER

FACULTY OFFICES

Commerce

Tel: +27 (0)21 650-2696
 Fax: +27 (0)21 650-4369
 Email: com-faculty@uct.ac.za

Graduate School of Business

Tel: +27 (0)21 406 1338/9 or 406 1175
 Fax: +27 (0)21 406 15693
 Email: info@gsb.uct.ac.za

Engineering & the Built Environment

Tel: +27 (0)21 650-2699
 Fax: +27 (0)21 650-3782
 Email: ebe-faculty@uct.ac.za

Health Sciences

Tel: +27 (0)21 406-6634
 Fax: +27 (0)21 404-7652

Graduate School in Humanities

Tel: +27 (0)21 650-2691
 Fax: +27 (0)21 650-5751
 Email: hum-postgrad@uct.ac.za

Law

Tel: +27 (0)21 650-3086
 Fax: +27 (0)21 650-5608
 Email: law-studies@uct.ac.za

Science

Tel: +27 (0)21 650-2712/3023
 Fax: +27 (0)21 650-2710
 Email: sci-science@uct.ac.za