



University of Fort Hare
Together in Excellence

OFFICE OF INTERNATIONAL AFFAIRS AND PARTNERSHIPS INTERNATIONAL STUDENTS' SERVICES UNIT



2024 PRE - REGISTRATION PROCEDURE AND PROCESS

WHAT IS PRE-REGISTRATION?

The Immigration Act 13 of 2002 compels all South African institutions of higher learning to accurately report and preserve a record of all international students registered for studies at their institutions. As a result, the University of Fort Hare is required to follow government laws to verify that international students have appropriate registration documentation. Before registering at the University of Fort Hare, all full-time undergraduate, full-time postgraduate, occasional, semester study's abroad, modular, affiliated students, and postdoctoral fellows must pre-register with the Office of International Affairs and Partnerships (OIAP).

PRE - REGISTRATION STEPS FOR INTERNATIONAL STUDENTS

Please see the steps below for your guidance.

Step 1: An admission letter with fully admission status or an online admission status (the status should clearly indicate that you are fully admitted to proceed with step 2)

Step 2: Payment of registration fee (banking details and the registration amount should be obtained from the finance department) visit the university website for more information www.ufh.ac.za

Step 3: Submission of the immigration documents to the Office of International Affairs and Partnerships (OIAP)

The following documents are required by the Office of International Affairs and Partnerships for international students to be cleared for immigration:

Full time 1st entering international students (undergraduate and post-graduate)

- Certified copy of valid passport
- Certified copy valid study visa (valid for studies at UFH)
- Admission letter or an online admission status
- Proof of valid medical cover recognized in South Africa in terms of the South African Medical Aid Schemes Act (the medical aid should cover the period of 12 months, starting January 2024 and ending 31st December 2024)
- HESA/USAf evaluation certificate (undergraduate)
- Both HESA/USAf & SAQA evaluation certificates (post-graduate)
- Proof of sufficient financial means (a sworn affidavit from parents or legal guardians from the South African Police Services or a Public Notary or an official letter from a sponsorship or bursary)

Returning international students (undergraduate and postgraduate)

- Certified copy of valid passport
- Certified copy valid study visa (valid for studies at UFH)
- Proof of valid medical cover recognized in South Africa in terms of the South African Medical Aid Schemes Act (the medical aid should cover the period of 12 months, starting January 2024 and ending 31st December 2024)
- Proof of account for the previous year (the statement should have a negative balance)



NB: All documents should be certified by the South African Police Services or a Public Notary. In a case where a student is under the care of legal guardianship an official court-ordered guardianship document demonstrating who is responsible for the student together with certified ID copies legal guardians.

Post-Doctoral Fellowship

- Certified copies of the award letter
- Certified copies of valid passport
- Certified copies of valid visitor's visa
- Proof of valid medical cover recognized in South Africa in terms of the South African Medical Aid Schemes Act (the medical aid should cover the period of 12 months, starting January 2024 and ending 31st December 2024)

NB: All Post-docs should send all their immigration documents to the Postgraduate Office for the attention of Ms Solani Babalwa, Email: bsolani@ufh.ac.za Tel: +27 (0) 40 602 2297.

1ST time entering or part-time postgraduate international students

- Certified copy of valid passport
- Declaration form confirming part-time studies (Out of sight registration form)

NB: for a student to be registered as part-time the ITS status of registration should clearly indicate if not the student will be treated as full-time in terms of immigration compliance and the full -time requirements will apply. Furthermore, the form should be signed by the main Supervisor and the Head of the Department. It is the responsibility of the student to ensure that the form is signed by all the parties before it reaches the OIAP for verification and clearance.

Step 4: Lifting of immigration block Once all the relevant documents have been verified and captured onto the system, OIAP Officials will lift the immigration block on the system.

Step 5: Proceeding with registration If the student meets other university registration requirements.

OFFICE OF INTERNATIONAL AFFAIRS AND PARTNERSHIPS (OIAP) IMMIGRATION ENQUIRIES

Alice & Bisho Campus
Ms Mercy Khumalo
Email: ImmigrationCompliance.Alice@ufh.ac.za
Tel: +27 (0) 40 602 2221

East London Campus
Mr Bulumko Mapukata
Email: ImmigrationCompliance.EL@ufh.ac.za
Tel: +27 (0) 43 704 7666

STUDENT ADMINISTRATION

Alice Campus
Ms Zukiswa Aaron
Email: ZAaron@ufh.ac.za
Tel: +27 (0) 40 602 2011

East London Campus
Ms Bulelwa Mgciza
Email: BMgiza@ufh.ac.za
Tel: +27 (0) 40 602 2011

HOUSING

Ms Nontombi Mahala
Email: nmahala@ufh.ac.za
Tel: +27 (0) 43 602 2040

East London Campus
Mr Luvo Mvunyiswa
Email: LMvunyiswa@ufh.ac.za
Tel: +27 (0) 43 704 7426

FINANCE

Alice Campus
Ms Nomzamo Mxotwa
Email: NMxotwa@ufh.ac.za
Tel: +27(0) 43 602 2011

East London Campus
Ms Busiswa Mlahlwa
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IMMIGRATION DOCUMENTS**