

REGISTRATION OF NEW FIRST-YEAR STUDENTS OF THE FACULTY OF MEDICINE AND HEALTH SCIENCES IN 2023

Registration details for new first-year students of the Faculty of Medicine and Health Sciences, i.e., students who are registering as a first year of a undergraduate programme **and also those students who completed another degree(s) (such as a BSc degree)** are provided below.

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1. E-REGISTRATION

All students will be able to register via the internet by signing on to the student portal at my.sun.ac.za

The system for self-registration will be accessible from 25 January to 06 February 2023.

2. REGISTRATION DURING THE WELCOMING PROGRAMME

All new first-year students for the BSc in Dietetics, BSc in Physiotherapy, B in Nursing and MBChB programmes who **cannot self-register** will register on Friday 03 February 2023 in the computer user area (GERGA), Education Building, Tygerberg Campus (see item 3).

The steps for registration can be found on the second last page.

- **Please keep your password, student number and proof of payment (see item 4)/proof of bursary/loan at hand, as well as proof of registration if you have already registered online.**

New first-year students for the B of Occupational Therapy, and Speech-Language and Hearing Therapy programmes who cannot self-register will register at the Stellenbosch Campus on Friday, 3 February 2023 between 14:00 and 16:00 with Mr J Coetzer in room 3020, Administration Block A.

Only students who have written the National Senior Certificate (NSC) and IEB (Independent Examinations Board) examinations may register electronically. Students who have written the examinations of other schools (e.g., the School of Tomorrow) and cannot register by themselves, can register the afternoon of 3 February with the Faculty Officer, Ms. V Joseph, room 1058, Tygerberg Campus, or with Mr J Coetzer, in the case of first years at the Stellenbosch Campus, room 3020, Administration Block A.

3. DATE AND TIME OF REGISTRATION AND TAKING OF PHOTOS FOR STUDENT CARDS

FRIDAY, 3 FEBRUARY 2023

| RESIDENCES | TIME |
|---|---------------|
| Francie van Zijl | 09:00 – 09:30 |
| Enkanyini and Meerhoff | 09:30 – 10:00 |
| Hippokrates | 10:00 – 10:30 |
| Osler (Private Students Ward) (i.e., commuter students who do not live in residences) | 10:30 – 11:15 |

Please contact Mrs M Jantjies at 021 938 9204 or Ms. V Joseph at 021 938 9235 for any enquiries.

4. STUDENT FEES AND ACCOUNT ENQUIRIES

All Student Fees/student account related enquiries must be directed to the Student Fees Division.

- Email: Ms Lésanne Matthee (lm@sun.ac.za) or access information via the following websites:
- <http://www.sun.ac.za/english/Finance/students>
- <https://www.sun.ac.za/english/maties/fees/study-fees>
- <https://www.finaid.sun.ac.za>

As from 2023 the first compulsory instalment is payable as follows:

Amount payable on 28 February

The amount payable by the end of February is equal to the table below and, where applicable, the compulsory first instalment of Residence Fees.

Please note the compulsory first instalments has been replaced by the following:

| | Undergraduate | Postgraduate | Diploma |
|---|-----------------------|-----------------------|-----------------------|
| First instalment on Tuition Fees | 20% of all Study Fees | 20% of all Study Fees | 20% of all Study Fees |
| Plus: (Where applicable) | | | |
| First instalment on Residence Fees | R16 400 | R16 400 | R16 400 |

The fees payable should be made as follows:

| DATE | % OF TOTAL FEES PAYABLE | % PAYABLE FOR DEBIT ORDER |
|--------------|--------------------------------|----------------------------------|
| 28 February | 20 | 10 |
| 31 March | 20 | 10 |
| 30 April | 20 | 10 |
| 31 May | 20 | 10 |
| 30 June | 5 | 10 |
| 31 July | 5 | 10 |
| 31 August | 5 | 10 |
| 30 September | 5 | 10 |
| 31 October | - | 10 |
| 30 November | - | 10 |

These amounts are not applicable to international students, with the exception of international students with valid permanent residency in South Africa and international students with refugee status - click [here](#) to be redirected to Stellenbosch University International's website.

All international students, including Namibians, need to pay their study fees in full by date of registration. International students, making use of University's residences have to pay at least R25 000 of the accommodation fees and at least R15 000 of the meal quota allowed for the year to be placed on the account (if placed in SU catering residence) by date of registration.

Click [here](#) for more information regarding fees for 2023.

5. SUBMISSION OF PROOF OF ADMISSION

Newcomer first year students who have written the **National Senior Certificate (NSC) examination** must submit:

- two **certified** photocopies of their original advice of results/senior certificate received from the education department concerned,
- as well as two **certified** photocopies of the appropriate identity document (**RSA citizens:** ID or birth certificate [no passports or driver's licences] and **international students:** passport, study permit **and** proof of South African Medical Aid).

Newcomers first year students who have written an examination other than the NSC (e.g., candidates of the School of Tomorrow) must submit:

- two **certified** photocopies of their original advice of results,
- as well as two **certified** photocopies of the appropriate identity document (**RSA citizens:** ID or birth certificate [no passports or driver's licences] and **international students:** passport, study permit **and** proof of South African Medical Aid).

In addition to these documents, these students also need to submit an Exemption Certificate for Admission to Bachelor's Degree Studies.

BSc in Dietetics and B of Speech-Language and Hearing Therapy students must also provide their clinical visitation forms.

In addition to the copies of the senior certificate and the appropriate identity documents as mentioned above, students who have studied at other universities must also provide their original academic records and certificates of good conduct.

The dates, times and places for submission of all admission documents for the different programmes are as follows:

- All the documents for the **BSc in Dietetics** I students must be handed in during the welcoming programme on Monday, 6 February 2023 to the Dietetics Division, in the Education Building, Tygerberg Campus.

- All the documents for the **BSc in Physiotherapy I** students should be handed in no later than Monday, 6 February, 2023 to the Physiotherapy division, Education Building, Tygerberg Campus.
- All the documents for the **MBChB I** students must be handed in on Wednesday, 08 February 2023 at the MBChB unit, Tygerberg Campus.
- All the documents for the **B of Speech-Language and Hearing Therapy I** students must be handed in on Tuesday, 14 March 2023, to Ms H Oosthuizen at the Division.
- All the documents for the **B of Occupational Therapy I** students must be handed in on Tuesday, 7 February 2023, to Mrs Karen Ferreira at the Division.
- **B in Nursing I** students must be handed in during the welcoming programme on Monday 6 February 2023 to the Division, in the Education Building, Tygerberg Campus.

6. REGISTRATION AND LATE REGISTRATION

All prospective students must register as a student in accordance with this registration programme, as stipulated in item 3.

A late registration penalty of R500 is payable.

(Please note that registration does not only entail the official recording of a student's biographical and academic particulars, but also the immediate payment of the prescribed fees at the cashier.)

7. CHECKING OF PROOF OF REGISTRATION

The onus rests on each student to check, as soon as the proof of registration that contains their programme and modules for the year is given to them during registration, that:

- 7.1 the programme is correct;
- 7.2 all the modules that are to be followed in the particular year appear on it; and
- 7.3 that they are the correct module(s), i.e., not 122 if it should be 112, etc.

If there are any mistakes, these need to be corrected at the Faculty Officer, Ms V Joseph, room 1058, Clinical Building, Tygerberg Campus, before or on **Friday, 24 February 2023** or at Mnr J Coetzer in the case of Stellenbosch Campus students, room 3020, Administration Block A.

8. SATISFACTION OF MODULE REQUIREMENTS

Before, during and after registration, as well as at the start of the second semester, students must make sure that they satisfy all the pass, prerequisite and co-requisite requirements for the particular modules that they follow.

9. NON-SOUTH AFRICAN CITIZENS

All students who are not South African citizens must hand in either a **permanent residence permit** or a **study permit** at registration. This permit can be obtained from the Department of Home Affairs. The permit must be valid for 2023. If you have failed to obtain the permit, you will not be permitted to register as a student.

10. IMMUNISATION AGAINST HEPATITIS B

All students who have been selected for MBChB I, BSc in Dietetics, B of Speech-Language and Hearing Therapy I, BSc in Physiotherapy I, B of Nursing I and B of Occupational Therapy I must be tested for Hepatitis B by their own medical practitioner or by the Campus Health Services (CHS) at the Tygerberg Campus. Students whose results are negative must be immunised against Hepatitis B in good time, before they report to the University as students. All first-year students must hand in a certificate that indicates that they were tested and, if necessary, immunised,

- **BSc in Physiotherapy I** students should hand them in during the welcoming programme on Monday, 6 February 2023 at the Division of Physiotherapy, Education Building, Tygerberg Campus, but at the latest before the end of the academic year in 2023 at the Campus Health Service, Tygerberg Student Centre.
- **BSc in Dietetics I** students should hand them in during their academic orientation programme, but at the latest before the end of January 2023 to the class custodian, Dr N Koen.
- **B of Nursing I** students should hand them in during their academic orientation programme, but at the latest before the end of the academic year in 2023 to the class custodian, by dr J Bell.
- **MBChB I** students must hand them in on Wednesday 08 February 2023 at the MBChB unit, Tygerberg Campus.
- **B of Occupational Therapy I** students are not required to submit proof of vaccination to the Division of Occupational Therapy.
- **B of Speech-Language and Hearing Therapy I** students must hand them in on Wednesday, 27 September 2022 to their class custodian, Ms H Oosthuizen.

Although it is not compulsory, students who have not previously been immunised against rubella and measles are advised to obtain these immunisations before they report for these programmes. Students are also strongly advised to be immunised against Hepatitis A and Varicella (Chicken Pox).

11. HAWKING OR HANDING OUT ADVERTISING MATERIAL

No hawking or handing out of advertising material will be permitted in the immediate environment of GERGA during the registration period.

12. ON-CAMPUS REGISTRATION STEPS: TYGERBERG

REGISTRATION OF NEW FIRST-YEAR STUDENTS FOR: BSc IN DIETETICS, BSc IN PHYSIOTHERAPY, B OF NURSING AND MBChB ON FRIDAY, 3 FEBRUARY 2023

- Please keep your password, student number and proof of payment/proof of bursary/loan at hand

| REGISTRATION STEPS: | | |
|---------------------|---|--|
| Step 1 | Take photo for student card in Lecture Hall nr 3, Education Building | |
| Step 2 | Self-registration as student in *GERGA if not yet done via the student portal (As part of this step students may apply for a parking space on campus for their vehicle. The outcome will be communicated by e-mail in due course. Students who have been allocated a parking space will receive a parking disk by e-mail, which they have to print, cut out and attach to the front window of their vehicle. Disks may also be obtained from the Vehicle Pool, which is situated right behind the Tygerberg Students' Centre or TSC.) | |
| Step 3 | Payment of prescribed class fees at the cashiers, (Credit card and internet payment during step 3 are also possible.) | |
| Step 4 | Receiving of student card, Lecture Hall nr 6, Education Building | |

The registration process has been completed after these four steps.

(*Computer user area, 3rd Floor, Education Building, Tygerberg Campus)

Payment of fees to the University

Stellenbosch University (SU) is migrating to a cashless environment for payments. Kindly utilize the following payment solutions for payments of all student fees and services:

1. Online payments (eft or credit cards) on [SU's website](#)

Online payments are possible on the web page of the section for Student Fees at:

1. www.maties.com
2. Click on "Fees"
3. Select "Student Fees online payments"
4. Follow the instructions and pay by credit card or EFT (electronic transfer)

2. Snapscan

SnapScan is a mobile application that enables cashless payments. The in-app payment mechanisms will be available for students to do bill payments with the QR code embedded as part of the student fee account.