

# Exchange Student Guide January – June 2022



Applications for the first semester 2022 (January – June) at the University of Stellenbosch Business School (USB) are now open.

- 1 Partner institutions who have not yet provided us with their official student nomination(s) are requested to do so as soon as possible.
- 2 Nominated students should use this link to register online for the 2022 Exchange Semester – first intake:  
<https://applications.usb.ac.za/International>
- 3 Once nominated students have completed the online registration, they are required to complete the Subject Registration Form and send the completed form to: [maynette@usb.ac.za](mailto:maynette@usb.ac.za).



**DEADLINE FOR APPLICATIONS: FRIDAY 3 SEPTEMBER 2021**

Students who experience any problems during the online application process may contact the USB IT Department on the following email address: [bpcict@belpark.sun.ac.za](mailto:bpcict@belpark.sun.ac.za).

## Semester exchange dates:

Orientation:	13 – 16 January 2022
Term 1:	17 January – 26 April 2022
Term 2:	3 May – 24 June 2022

## Credit conversions

**Credit conversion recommendation (ECTS to SAQA) on the MBA, MPhil in Development Finance, Postgraduate Diploma in Futures Studies and Postgraduate Diploma in Business Administration curriculum 2022 at USB:**

- Each SAQA credit at USB = 120 minutes of class contact, i.e. 2 hours
- Each credit = a total of 10 hours of learning (including 2 class hours)
- That is 10 notional hours per credit
- Recommend conversion is 1 ECTS : 2.5 SAQA

## Exchange student requirements

Exchange students may choose to join our MBA Modular, Postgraduate Diploma in Futures Studies, and the MPhil in Development Finance cohorts. Our general academic requirement is an average of 70%. A minimum of 18 months of relevant work experience is required.

The minimum age is 22.

**The following documents must be uploaded during the online application process before the application can be submitted:**

- Letter of recommendation from home institution
- Comprehensive CV (providing proof of at least 18 months' relevant work experience)
- Academic record (70% average or more)
- **TOEFL criteria:** Minimum score 90 (or a letter from your home institution confirming proof of English proficiency on Masters level)

**Limited capacity:** Meeting the entrance requirements does not mean admission. Capacity is limited and we can, therefore, accept the strongest applications only.

## Compulsory fees

Although tuition fees are waived for exchange students, a compulsory Exchange Administrative Fee (EAF) is payable. The EAF payable for 2022 will be communicated to students once determined by Stellenbosch University.

The EAF includes the following:

- Airport transfers
- Orientation programme and catering
- Internet and e-mail access
- Student card
- Photocopies
- Tea/coffee
- Two term functions
- Company visits with transport
- Course outlines
- e-books/textbooks

## Excluded

- Accommodation
- Meals
- Transport
- Medical insurance and costs
- Flights

## VERY IMPORTANT NOTICE

Due to new South African immigration regulations and policies, applications for study permits take longer than before. Application requirements have also changed.

It is imperative that your nominated student(s) contact the nearest SA Mission abroad as soon as possible to enquire about the requirements for study permits for South Africa. Your student(s) would only be able to apply for their study permits once they have received the admission letter from USB.

We will expedite our application process and provide admission letters by 20 September 2021.

It is the responsibility of each applicant to ensure that he/she is fully aware of the exact requirements and time lines as communicated by their nearest SA Mission abroad.

### Please note the following very important points:

- The International Office will not be able to discuss the status of an application once submitted with any foreign representative.
- Study permit applications at SA Missions abroad take a minimum of nine (9) weeks to process.
- The applicant will have to provide full police clearance certificates for **every** country in which the applicant has resided for 12 months or longer since 18 years of age.
- Full and unabridged birth certificates are required for all applicants.
- All documents should be certified and translated into English before submission (to avoid delaying the outcome of the application).

