

## INTERNATIONAL ACADEMIC PROGRAMMES OFFICE PERMISSION TO PRE-REGISTER REMOTELY

### CONTEXT

Pre-registration is an administrative process to verify and capture immigration documentation and proof of initial fee payments for international students and researchers prior to their registration at UCT. Administrative holds are placed on academic registration and these holds are only lifted once the international student or researcher submits the required documents for pre-registration.

Verification of compliance with immigration regulations is a requirement under the South African Immigration Act. As an institution sponsoring visa applications to the Department of Home Affairs (DHA), UCT is required to submit an annual report of all individuals who activated a study visa by registering as a student.

The IAPO pre-registration process verifies compliance with immigration and visa regulations. It is a requirement for all internationals who register at UCT, regardless of whether they travel to South Africa or not.

#### Immigration documents required for pre-registration:

If you are *studying in-person* and have a visa endorsed for study at UCT, you are required to submit the following documents as a single combined PDF attachment by completing an [Immigration Service Request in PeopleSoft](#):

- Certified copy of passport personal details page
- Certified copy of relevant visa endorsed for UCT (i.e. study visa endorsed for study at UCT or visitors' visa endorsed for research)
- Medical aid cover from a South African medical aid scheme, valid for the full duration of the visa and study programme, renewed annually (specifically for holders of study visas)

If you are *studying remotely* and will not be residing in or travelling to South Africa, you are required to submit:

- Certified copy of passport personal details page
- Written confirmation that you will be completing your studies remotely and that your programme of study allows this.

**Proof of fee documents required for pre-registration:** for more information, visit: <https://uct.ac.za/international>

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This form can be used by a faculty/ department to notify IAPO about students/ researchers who will be undertaking their studies remotely during the year of registration.

The applicant requesting remote pre-registration will be required to engage with their UCT academic department or faculty office about the in-person attendance requirements for their programme and whether they need to travel to South Africa.

The staff member from the academic department or UCT faculty office will be required to select the option below that best describes the student's programme attendance requirements, travel plans and visa status. Once completed, this form must be signed by the authorised staff member and submitted to IAPO by the applicant via an [Immigration Service Request in PeopleSoft](#).

APPLICANT'S PERSONAL DETAILS			
Surname		CAMPUS ID	
First name		Year of registration	
Faculty		Department <sup>1</sup>	
Qualification/ programme of study/ research			
Majors/ specialisation			

<sup>1</sup> If curriculum advice/ approval is at department level

**REASONS FOR REMOTE PRE-REGISTRATION**

Looking at the curriculum (programme/ course selection) or research programme, select the statement which most closely matches the individual's circumstances. Select ONE statement only by placing an 'x' or tick in the left-hand box.

**OPTION 1: Not travelling to South Africa in this academic year of registration****1.1 If a student:**

The curriculum for this programme of study is fully online in this year of registration. If this student follows the mandated curriculum, they will be able to complete their studies online. They are not required to travel to South Africa or come onto UCT's campuses. I hereby confirm that they DO NOT need a study visa and can complete their programme remotely and from outside South Africa.

**1.2 If a researcher/ postdoctoral research fellow:**

The research programme and fieldwork is being conducted outside of South Africa. If this researcher follows the proposed programme, they will not be required to travel to South Africa and can complete their programme remotely.

*The student or researcher/postdoctoral fellow should submit a [pre-registration Service Request via PeopleSoft](#) uploading a copy of their passport bio page and this completed and signed form.*

**OPTION 2: Travelling to South Africa after online registration is completed/ later in the year****2.1 If a student:**

The curriculum for this programme of study includes electives/ optional courses, each of which may have different attendance requirements. This includes courses taught online but examined in person and on campus at the end of the semester. We will only know whether this student is required to travel to South Africa after they have registered and selected their courses. This category includes students who can study online but will be required to travel to South Africa and come onto UCT campuses during the semester or for end-of-semester exams.

**2.2 If a researcher/ postdoctoral research fellow:**

The research programme and fieldwork will largely take place remotely, outside of South Africa. There may be a requirement to travel to South Africa for meetings/ workshops/ research-related activities later in the year.

*The student or researcher/postdoctoral fellow **cannot** register remotely only. They must present valid visa endorsed for study or research at UCT, together with medical aid from a South African medical aid scheme (if holding a study visa). These documents must be uploaded via a new [immigration pre-registration Service Request in PeopleSoft](#) as soon as the student or researcher travels to and arrives in South Africa. All international student registration and corresponding visa information is submitted to the Department of Home Affairs in compliance with the immigration regulations. If you travel to South Africa and activate a visa for study and research yet fail to submit the required documents to IAPO for reporting to the DHA, your registration record will be inaccurate, and you will bear the consequences.*

**OPTION 3: Unable to travel to South Africa due to visa delays and travel restrictions**

This option applies to those whose programme of study/ research requires that they have a study visa and travel to South Africa. If you can begin your studies/ research remotely and travel at a later date, select OPTION 2.

**3.1 If a student (unable to commence studies remotely):**

The curriculum for this programme of study requires the student's attendance on campus. This student needs a study visa and must travel to South Africa. We are aware this student is unable to obtain a study visa and therefore cannot travel to South Africa or produce a VFS receipt in time for registration. IAPO will not be able to pre-register this student and the faculty will need to put in place an academic concession (e.g. leave of absence).

*IAPO is unable to assist students who must attend campus but do not have a study visa and thus cannot travel to South Africa. The only remedy for these students lies in academic concessions for future study.*

**AUTHORISATION BY PROGRAMME CONVENOR/ DEPUTY DEAN**

I confirm that the information provided above is accurate. I have authority under the Senate Delegation of Authority schedule to confirm students' registration arrangements and/or curriculum selection OR I have been nominated by the Dean or Head of Department to provide this information under the teaching and learning framework for this academic year of registration

**For option 2 the student must be on campus by the following date at the latest:**

<b>Name</b>		<b>Signature</b>		<b>Date</b>	
<b>Department/ faculty office</b>					