

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

This document supports our reporting requirements in compliance with South African Immigration Regulations. Therefore, it is important that the information is accurate, and the form is signed by the student applicant and the delegated authority within their UCT faculty office. Incorrect or falsified information will have bearing on the student's registration and reporting to the Department of Home Affairs.

### 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 report 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 and
- Remote registration form (this form), signed by the student and countersigned by one of the following: the programme convenor, supervisor, HOD, or Dean. This form must be submitted via an [immigration Service Request in PeopleSoft](#)

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

The applicant requesting remote pre-registration is 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 is required to select the option on page 2 that best describes the student's programme attendance requirements, travel plans and visa status. Once completed, this form must be signed by the student and authorised staff member and submitted to IAPO by the applicant via an [Immigration Service Request in PeopleSoft](#).

TO BE COMPLETED AND SIGNED BY THE STUDENT			
Surname		CAMPUS ID	
First name		Year of registration	
Faculty		Department	
Qualification/ programme of study/ research			
Majors/ specialisation			
Date		Signature	

## 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. The student is 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, outside of South Africa.

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

The research programme and fieldwork is being conducted outside of South Africa. The student will not be required to travel to South Africa and will complete their programme remotely.

### OPTION 2: Travelling to South Africa after the online registration deadline/ later in the year

#### 2.1 If a student:

The curriculum for this programme of study includes courses which have varying attendance requirements. The student is either completing taught courses that are offered in-person and online OR being allowed to register remotely until they arrive in South Africa and can attend their courses in-person. Ultimately, there is a requirement for the student to travel to South Africa and fulfil their course requirements in-person during this academic year.

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

The researcher is currently completing their dissertation OR fieldwork remotely, from outside of South Africa and will travel to South Africa later in the year once they obtain their visa OR based on the in-person attendance requirements for their programme.

*The student or researcher/postdoctoral fellow is expected to upload certified copies of their visa and proof of medical aid cover (specifically for study visa holders), via a new [immigration Service Request in PeopleSoft](#). Failure to do so will result in incomplete student registration records being sent to the Department of Home Affairs; records are sent in compliance with the immigration regulation requirements.*

*Students and researchers are reminded that it is their responsibility to report their visa and immigration information, as failure to do so may lead to consequences beyond the institution's control.*

### OPTION 3: Modular programme/ short-stay visas to South Africa

#### 3.1 If a student:

The curriculum for this programme is modular and the student will be expected to travel and reside in South Africa for short-stay visits of less than 90-days; only during the period when their module is offered. They are traveling from a visa exempt country and will enter South Africa on an unendorsed entry stamp OR obtain a visitors' visa to cover their short stay. The person does not require a study visa.

#### 3.2 If a researcher:

The researcher is currently completing their dissertation OR fieldwork remotely, from outside of South Africa, and will only be required to visit South Africa for short stay visits of less than 90-days, to meet with their academic supervisor/ attend a conference/ research related meeting. They are traveling from a visa exempt country and will enter South Africa on an unendorsed entry stamp OR obtain a visitors' visa to cover their short stay. The person does not require a study visa.

## 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 or researcher must be on campus by the following date at the latest:

Name		Designation	
Signature		Date	
Department/ faculty office			