



# Johannesburg Polytechnic International Students Brochure

## **Braamfontein Campus:**

P.O. Box 31938 Braamfontein, Johannesburg  
2017 South Africa

## **Physical Address:**

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## **Contacts:**

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**CIPC REG: 2012/171502/07 MICT SETA ACCREDITATION NO: ACC/2010/07/756**

# Dear Prospective International Student:

We are always excited when we receive new international students at our institution. The mixture of different nationalities and cultures is what makes Johannesburg Polytechnic unique.

We have students from: Pakistan, Mozambique, Zimbabwe, Gabon, Kenya, Tanzania, Zambia, Cameroon, Congo DRC, Malawi, Lesotho, Nigeria and South Africa

## 1.0 INTRODUCTION

For the purpose of registration and study in Johannesburg Polytechnic, we define an International Student as a student who comes from a foreign country which requires a study visa (as per the Immigration Act revised in 2014) to study in the Republic of South Africa.

As such the following are not International Students:

- A Citizen of South Africa with a Green ID Book or SA ID Card
- A permanent resident with a Green ID Book or SA ID Card and Permanent Resident Certificate
- A recognized refugee with a red ID card or with a Section 24 Permit
- An Asylum Seeker with a Section 22 Permit

All other nationalities must have a valid student visa in order to study full-time in Johannesburg Polytechnic.

## 1.1 STUDY VISAS

An applicant who is not a South African citizen or who does not have South African residence status (PR/Asylum Seeker/Refugee) must have a study visa to enter South Africa for the purpose of attending a course of study at the Polytechnic. The Polytechnic is not permitted by the Department of Home Affairs to admit and teach an applicant until a study visa is produced.

As it may take several months to obtain a study visa, international students are advised to apply as early as possible. Remember it is your obligation to get the study visa before you commit yourself to enroll with us, the only obligation we have is to issue you with a letter of provisional admission.

Acceptance by the Polytechnic **OR FEES PAYMENT** of an applicant does not bind the Department of Home Affairs OR the consular in a South African Embassy or High Commission in any way to grant permission to enter the country, to grant a study permit or to allow him/her to reside in South Africa. The Polytechnic does not undertake to obtain a permit for an applicant. If you need to make further enquiries, they should be addressed to the nearest South African Embassy or one of the Regional Offices of the Department of Home Affairs. The International Office provides the necessary information to returning students with renewals.

## 1.2 HOW AND WHEN TO APPLY

### APPLICATIONS WHILE OUTSIDE THE COUNTRY

You are required to apply for a study visa at the South African High Commission (Commonwealth countries), Embassy, Consulate or Trade Mission in your country of origin. If there is no South African representative in your country, you must apply to the South African High Commission, Embassy, Consulate or Trade Mission nearest to your home country.

### EXTENSIONS OR CHANGE OF STATUS

Applications should ideally be done 2 months prior to your date you intend to come for study so that the consulate will have enough time to process it. Extensions can be done in the Republic, at **VFS GLOBAL** Centres around the country, however you must note that you are supposed to do it 2 months before the expiry of the current student visa and if you don't do it you might be declared **UNDESIRABLE**.

If you are declared **undesirable**, you might be refused entry into the Republic of South Africa from 1 year up to 5 years depending on how long you have overstayed your visa.

Applications for **Study** – not **student visa** should be received at the college as follows:

- 1st Semester: Before 25th January
- 2nd Semester: Before 25th July

### 1.3 APPLICATIONS FOR STUDENT VISAS AT VFS GLOBAL CENTRES

You will apply online and will be given a date to submit your paper work at the reception Centre. Please visit [www.vfsglobal.com/dha/southafrica](http://www.vfsglobal.com/dha/southafrica) for more information.

Study visa are valid for the duration of the course for which they are issued, alternatively 36 months for school and 24 months for other institutions.

As a holder of a study visa you may also apply for permission to work for the purposes of getting work experience, as part of your studies to obtain a diploma or degree by submitting:

- An offer to do practical training
- Consent from the educational institution
- Proof that you are still a registered student

The Department's consent to get practical training as part of your studies is issued free of charge provided that you are a registered student and that your study visa remains valid for the entire duration of the training period.

Alternatively, as a foreigner studying at a higher educational institution with a valid study visa, you may work part-time for no more than 20 hours per week. However, you may not work during academic vacations.

The overriding consideration in processing applications for study visas are that:

- No foreigner may displace a South African citizen/resident at a local educational institution
- The student must have proof of sufficient funds to pay for day-to-day living expenses, accommodation as well as tuition fees during his/her stay in South Africa
- The student must have adequate medical cover with a registered South African medical scheme and proof thereof

### 1.4 CURRENT APPLICATION FEES (VFS GLOBAL) 2014-2015

Category	Department of Home Affairs Application Fee	VFS Service Fee
Study Visa	R 425.00	R 1350.00
Study Visa (South African Parent)	R 0.00	R 1350.00
Photocopy (Optional Service)		R 1.00 (per copy)
Premium Lounge (Optional Service)		R 500.00
SMS (Optional Service)		R 20.00
Internet Kiosk (Optional Service) Available in Johannesburg, Pretoria, Cape Town and Durban		R 100.00

All fees are inclusive of VAT and to be paid in South African Rand. Above listed fees are non-refundable once the application is received by VFS Global and Department of Home Affairs.

### DOCUMENTS REQUIRED

- Duly completed online form. Handwritten forms will not be accepted by Department of Home Affairs.
- Applicants are requested to get original documents for verification while submitting photocopies for any visa / permit category
- Original passport
- Copies of passport and previous visas
- Original Bank payment / Electronic Fund Transfer receipt for each applicant
- Original and Copy of Bank Receipt per applicant in case of Repatriation / Bank Guarantee paid in Department of Home Affairs Account
- Appointment Letter
- Passport valid for no less than 30 calendar days after expiry of the intended visit.
- A medical report.
- A radiological report.
- Unabridged birth certificate.
- Police clearance certificates in respect of applicants 18 years and older, in respect of all countries where person resided one year or longer since having attained the age of 18.
- A vaccination certificate, if required by the Act.
- In the case of a minor (i.e. a person under 18):

- the particulars of the person, including a juristic person, residing in the Republic, who is, or has accepted to act as such learner's guardian, including a confirmatory letter from that guardian; and
- Written consent for the intended stay from both parents or from the custodian parent, along with proof of sole custody in the latter case..
- In the case of a foreign state accepting responsibility for the applicant in terms of a bilateral agreement, a written undertaking from such foreign state to pay for the departure of the applicant.
- Proof of medical cover with a medical scheme registered in terms of the Medical Schemes Act, 1998 (Act No 131 of 1998).
- Proof of sufficient financial means- Bank Statements with at least R5000.00 Balance for upkeep

**Johannesburg Polytechnic will provide you with:**

- *An official letter from the relevant institution confirming provisional acceptance at that institution and the duration of the course.*
- *SAQA Evaluation of the Course*
- *An undertaking by the registrar of the learning institution to provide proof of registration of the learning institution as contemplated in the relevant legislation. (SAQA Registration)*
- *An undertaking by the registrar of the learning institution to submit to the Director-General a report on students who are no longer registered with such institution and a notification when the student has completed his or her studies or wishes to extend such studies.*

**In respect of the renewal of a study visa:**

- An official letter from the relevant institution confirming continued studies at that institution and the duration of the course.
- Proof of registration of the learning institution as contemplated in the relevant legislation.
- An undertaking by the registrar of the learning institution to submit to the Director-General a report on students who are no longer registered with such institution and a notification when the student has completed his or her studies.
- In the case of a minor (i.e. a person under 18):
  - the particulars of the person, including a juristic person, residing in the Republic, who is, or has accepted to act as such learner's guardian, including a confirmatory letter from that guardian; and
  - written consent for the intended stay from both parents or from the custodian parent, along with proof of sole custody in the latter case.
- In the case of a foreign state accepting responsibility for the applicant in terms of a bilateral agreement, a written undertaking from such foreign state to pay for the departure of the applicant.
- Proof of medical cover with a medical scheme registered in terms of the Medical Schemes Act, 1998 (Act No 131 of 1998).
- Proof of sufficient financial means.

**PROCESSING TIME**

- All applications accepted at the Visa Facilitation Centre will have an average processing time of – 8 weeks (approximate timeline) for the decision to be returned from Department of Home Affairs. You can *track your application* online on VFS Global website to determine status of your application.

[http://vfsglobal.com/dha/southafrica/study\\_visa.html](http://vfsglobal.com/dha/southafrica/study_visa.html) or call: +2712 425 3000 or email: [info.dhasa@vfshelpline.com](mailto:info.dhasa@vfshelpline.com)

## FEES PAYMENTS REGULATIONS FOR INTERNATIONAL STUDENTS:

1. Must pay fees equivalent to 6 papers in Advance before issue of a **PROVISIONAL LETTER OF ADMISSION**. International Students with Work Permits/Refugee Permits/Asylum Seekers Permits/Business Permit can register for individual papers without seeking a student permit so long as they attend part-time.
2. Dishonored Cheques/Debit order/Standing Order: payments made to our account and not honored due to whatever circumstances will in addition to clause 10.0 attract a penalty fee of R200.00 which must be paid before classes resume.

## REFUNDS TO PROSPECTIVE LOCAL AND INTERNATIONAL STUDENTS

3. Fees once paid and a **PROVISIONAL LETTER OF ADMISSION** has been issued **WILL NOT** be refunded under any circumstances except for **under clause 7 below or clause 18 in the student application form**. Please note that once you accept and sign this application your space has been booked. In the event that you cannot attend the course you must apply for course deferment/transfer to another course using the standard form downloadable from our website and available at the office of the registrar within **30 days**.
4. Please note that course deferment can only be requested by students who are already registered for a particular course. This however **DOES NOT** affect **Students Denied Permits under 7 below or clause 18 in the student application form**.
5. **Course deferment:** course deferment/deregistration can only be done if there is a reasonable explanation why a student cannot undertake the course at a particular time e.g. a doctor's letter or a delayed student visa.
6. Subject to Clause 5 above or clause 16 in the student application form, if the course fees increases during the following semester of the deferment, the student will have to pay for the increase.
7. **Prospective International Students Denied Permit:** In case a Prospective student permit has been denied by the relevant authority i.e. department of home affairs in South Africa or South African Consular services in your country, a **REFUND** will be given less the following:
  - Banking Charges – for transmission to your bank account
  - Registration Fee = R1000.00
  - **35% Course Cancellation Fee**The student must fill a course cancellation / deferment form within 30 days (**1 MONTH**) of such refusal giving us the circumstances for cancellation, a copy of the passport showing a stamp for denial or letter from embassy should be attached.
8. Please note that it will take **3 Months for processing refunds** since we have to investigate whether you applied for a student permit and you were refused at the relevant department. Please note that in case you are found that you have already been issued with a student permit, you will **FORFEIT** all the fees paid and we will also forward your cancellation to the consulate or department of home affairs for cancellation of the permit. Cancellations after 30 days upon refusal will not be accepted and the student will **FORFEIT** all the fees.

### 9. CHANGING COLLEGES:

International Students are **NOT** allowed under any circumstances to change from Johannesburg Polytechnic for any course they are registered for, for the duration of their permit. Please note that **NO refunds** will be given to you should you intend to change from Johannesburg Polytechnic to another Tuition Provider. Should you also fail to inform us of such change, we will report to the Consulate and the Department of Home Affairs of the Breach of visa terms. Any change must be in agreement with Johannesburg Polytechnic and a letter of transfer will be issued to the Department of Home Affairs informing the circumstances requiring such a change.

## COURSES REQUIRING A STUDENT PERMIT

All courses requiring more than 3 months of study requires a student permit. However we **DO NOT** give letters of admission for short courses to individual students not unless they are being seconded by a company abroad. This is to avoid students who come for short courses only to overstay their visas.

## CONDITIONS OF ISSUING A PROVISIONAL LETTER OF ADMISSION TO PROSPECTIVE INTERNATIONAL STUDENTS *OUTSIDE* SOUTH AFRICA.

Currently the Johannesburg Polytechnic will only issue letters of admission to prospective students outside of South Africa intending to do any one of the following courses:

- CAT /FIA Full Qualification (Must register for the 9 Modules and pay for all OR at least 6 modules upfront)
- CIMA-Full Qualification (Must register for at least 9 modules and pay for at least 6 modules upfront)
- ACCA Professional Scheme (Must Register for the at least 9 Modules and pay for at least 6 Modules upfront.)
- MICT- Full Qualifications only for the duration of 1 year.

A letter of admission will **NOT** be **ISSUED** where a prospective student is coming to undertake one, two or three modules in one full year whilst he/she is outside the republic.

In this case you should apply for distance learning or apply for a Visitor's visa, then come to apply directly with us for the short course.

Please note that you must provide a valid passport number during registration as it is the one we use to determine whether a permit was given or not in case you decide to have a refund. Under no other circumstances will we refund tuition fees whatsoever. Please note that **Application/Registration Processing Fees** are not refundable under any circumstances.

### **Refugees and Asylum seekers**

A refugee is a foreign national who has refugee status accorded by the UNHCR, has a South African identity book which is stamped as refugee status, and is valid for 2 years until permanent status is awarded. If not, accorded status reverts to 'asylum seeker'. The Refugees Act, Act No. 130 of 1998 (Section 27) provides refugee students the right to study without a study permit.

A person is classified as an asylum seeker in South Africa if in possession of a valid permit issued under the Immigration Act, Section 22

Tuition fees are similar to local South African students and they pay local application fees. No medical aid cover is required. NB: Registered students are required to update their records with the International Office each time they renew their permit.

### **Diplomats**

Diplomats have the same status as South African students. Their permits are facilitated by the Department of Foreign Affairs.

Children of diplomatic staff under the age of 23 years are exempt from a study permit.

Spouses of diplomatic staff do not automatically qualify for exemptions from a study permit. Foreign Affairs will consider each application on its merits.

### **Practical training permit**

Although not many of our courses require this permit, you might consider it, it is a permit issued with a study permit enabling a student to work towards the completion of his/her Diploma/Certificate/qualification. The work must be study related to your discipline of choice. No other work is allowed. A student on a practical training permit may not be paid in any way at all. The permit is obtainable when applying for the initial study permit. The Faculty needs to provide you with a letter indicating that you will be required to work towards the completion of your diploma/certificate in order for you to be issued with this permit. Please note that there is a fee payable to obtain a training permit.

### **Block release students**

These are students who attend the Polytechnic for a period of less than three months. These students may enter South Africa on a visitor's visa and are therefore not required to obtain a study permit. Block release students are also exempted from the requirement of medical aid cover.

### **Lost/stolen passport**

If your passport is stolen or lost on campus, you are advised to report the incidence to the admissions office. You also need to report this to the police station in order to get an affidavit. The International Office will then issue the student with a copy of the passport (the page containing your personal details and passport number) and a copy of the study permit. You then proceed to your embassy to apply for a new passport. You will also need to go to vfglobal.com offices to have a study visa endorsed in the new passport. The Department of Home Affairs DOES NOT charge for this service, but VFSGLOBAL charges a service fee. Please note that due to high incidences of lost documents, we require that you deposit a certified copy of your study permit endorsed on your passport before you resume classes.

This is to enable us help you in case you lose your passport. Students should also not carry their passports around, you are advised to make a certified copy of your Passport at the nearest Police Station and keep the documents at your residence. Only walk with certified documents, just in case the police might require them.

### **Passport renewals**

Passport renewals are done at the embassies of your home country in South Africa. Most embassies are represented and a full directory is available from International office.

### **Medical Aid Cover in South Africa**

In terms of the Immigration Amendment Act 19 of 2004 any prospective student to the Republic of South Africa, must provide proof of medical cover with a medical scheme registered in terms of the Medical Schemes Act, 1998 Act 131 of 1998. Although some insurance products are accepted to secure a study visa, be they South African or

otherwise, the Johannesburg Polytechnic recommends that a student takes Medical Aid which is recognized in South Africa. This is to ensure that you are protected should anything happen to you whilst you are in the college.

To comply with the regulations, the Polytechnic recommends a South African based medical aid scheme for the full calendar year, until 31 December of that year or up to July of the following year if applying for the second semester. Such cover may cover the minimum of hospitalization, emergencies and day-to-day cover including medicine, doctor's visits. Please note that short based courses of less than three months DO NOT require a study permit neither do they require medical aid cover.

It is thus advisable to make the necessary financial arrangements for the medical aid cover prior to your entry into South Africa. Should you rely on sponsorship, please ensure that you advise your sponsor of this requirement as soon as you get sponsorship or acceptance. It is not sufficient for any student to produce a letter indicating medical cover sponsorship. The sponsor must organize payment for the required medical aid cover directly to the Medical Aid Company, separate to that of the tuition fees.

For more details about all Medical Aid providers in South Africa, contact:

#### **SA Medical Scheme**

- <http://www.medicalschemes.com/>
- 0861 123 267

#### **Ingwe Health Prime-cure (Recommended by Johannesburg Polytechnic for international students)**

- <http://www.ingwehealth.co.za>
- [www.momentum.co.za](http://www.momentum.co.za)
- Tel: +27 12 673 1000 If in South Africa: 0860 10 24 93

#### **Buphe Premier Healthcare Solutions**

- <http://www.buphe.com>
- [student@buphe.com](mailto:student@buphe.com)
- +27 11 454 3266 or +27 82 566 6499

#### **Student Accommodation**

We recommend South Point Property Management. 90% of our international students stay there. We will help you find affordable accommodation at R500.00 admin fee. You may choose to directly deal with them or any other property management. However please note that a **lease agreement for one year** will be required when applying for your student visa. Below find some of the agents and their websites where you can find affordable accommodation

##### **South Point Management Services**

Web: <http://www.spms.co.za>; or [www.staysouthpoint.co.za](http://www.staysouthpoint.co.za) (Recommended by Johannesburg Polytechnic)

Booking: <https://book.staysouthpoint.co.za/> (have your passport with you to fill in the booking.)

Office: +27 11 489 1900

##### **Young Women Christian Association**

128 De Korte Street, Braamfontein

Office: +27 11 403 3830

##### **Dunwell Properties**

Jorrisen Street Cnr De Beers Street Braamfontein

Office: +27 11 403 8707

#### **Fees Refunds Policy:**

**Prospective International Students Denied Permit:** Incase a Prospective student permit has been denied by the relevant authority i.e. department of home affairs in South Africa or South African Consular services in your country, a full **REFUND** will be given less the following:

- Banking Charges – for transmission to your bank account
- Registration Fee = R1000.00
- 35% Course Cancellation Fee

The student must fill a course cancellation / deferment form within 30 days (**1 MONTH**) of such refusal giving us the circumstances for cancellation, a copy of the passport showing a stamp for denial should be attached.

Please note that it will take **3 Months for processing refunds** since we have to investigate whether you applied for a student permit and you were refused at the relevant department. Please note that in case you are found that you have already been issued with a student visa, you will **FORFEIT** all the fees paid and we will also forward your cancellation to the consulate or department of home affairs for cancellation of the visa. Cancellations after 30 days upon refusal will not be accepted and the student will **FORFEIT** all the fees.

## OTHER REQUIREMENTS WHEN REGISTERING AT JOHANNESBURG POLYTECHNIC

1. Copy of ID Documents/Refugee/Asylum Seekers Permit /Passport (Personal Details Page)
2. Copy of ACCA/CIMA Registration Number if already registered or any proof of registration with ACCA/CIMA. If not registered kindly request for assistance from our registration office. We will quote for you the fees and requirements.
3. Copies of relevant academic transcripts (e.g. Matric Certificate/High School/University Certificates and Transcripts thereof)
4. Fully filled and Signed Course Application Form
5. Registration Fee R1000.00 (**International Students will pay this fee in Rand when they come with their study permit and Medical Cover**)
6. Tuition Fees Payments for the number of Papers selected (**International Students pay a flat fee as per the schedule below**)



# Johannesburg Polytechnic-*Imagine the Possibilities!*



**Education:** "...that which reveals to the wise, and conceals from the stupid, the vast limits of their knowledge." **Mark Twain**

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**CIPC REG: 2012/171502/07 MICT SETA ACCREDITATION NO: ACC/2010/07/756**

## **APPLICATION OF STUDY VISAS OUTSIDE SOUTH AFRICA: SELF EVALUATION FORM**

You are required to apply for a study visa at the South African High Commission (Commonwealth countries), Embassy, Consulate or Trade Mission in your country of origin. If there is no South African representative in your country, you must apply to the South African High Commission, Embassy, Consulate or Trade Mission nearest to your home country.

Applications should ideally be done 1 month prior to your date you intend to come for study so that the consulate will have enough time to process it. If you do it at the **VFS GLOBAL** in South Africa, it might take two months before it is finally adjudicated and finalized. You cannot take up studies until you have a valid permit from the Department of Home Affairs.

Applications for study (**NOT Study Permit**) should be received at Johannesburg Polytechnic as follows:

- 1st Semester: Before 25th January
- 2nd Semester: Before 25th July

## **2.0 SELF EVALUATION CHECK LIST**

Before you apply to study, please go through the following list as a self-assessment.

- 2.1 To process your enrolment, you will need to check/tick each item on the checklist as defined in 2.8 below, initial and sign this policy and send it back to us with the documents as defined in 2.10 below as well as a signed copy of the International Student Agreement form to be sent separately.

## **COLLEGE FEES INCLUSIVE OF ACCOMMODATION**

- 2.2 Upon successful evaluation, you will receive an **Admission Offer** with a tuition fee invoice for a flat amount of **GBP £ 5 340.00 (USD \$10 917.33 Including 15% Surcharge)**. This amount **covers your tuition fees** for a maximum of 6 modules, **study materials**, as well as, **accommodation including light and water for one full academic year (i.e. 10 months)**. The amount however **excludes fees payable to your professional/examining body and other living expenses e.g. food, transport, entertainment etc.**

You may pay a refundable deposit (**Subject to clause 18 of student application**) of **GBP £ 2670 (USD \$5 458.67 Including 15% Surcharge)** to receive the necessary study visa application documentation. The balance **GBP £2670 (USD \$5 458.67 Including 15% Surcharge)** must be paid upon receipt of your study permit/visa and before arrival in the country. Alternatively the balance can be paid each month end, after arrival, at **GBP £ 801.00 per month (USD \$1 842.30 Including 15% Surcharge)** with **20% interest** applied, over the ensuing 4 months. Please note that we will charge a **20% interest** for installments per month. If you are paying in Dollars a **15% Surcharge** will also be applied which has been factored in the calculations above. All calculations are correct with the Surcharge and Interest Applied. **Please find the attached Pro-forma.**

## FEES EXCLUSIVE OF ACCOMMODATION

- 2.3 Should you wish to only pay the tuition fee component and arrange your own accommodation, the fees will be **GBP £ 2940.00 (USD \$6 010.67 including 15% Surcharge)** which covers your study materials but excludes fees payable to your professional body and living expenses. You can either pay the fees in full or pay a 50% deposit (**GBP £ 1470.00 (USD \$1 502.67 Including 15% Surcharge)**) to process your admission and the balance can be paid over 4 months at 20% interest per month. **Please see the Pro-forma at the end of this brochure.**

## FEES FOR EXAMINATIONS

**Please indicate in Table 2.13 #7 whether to give a separate quote for Professional Body Registrations, Subscriptions and Examinations e.g. ACCA and CIMA and examinations. We will quote in GBP or Rand. If you decide to pay in Dollars, we will apply a Surcharge of 15%.**

- 2.4 Upon receipt of the required deposit fee a **Formal Letter of Admission (see item 10) together with items 11/12/13 shaded on the checklist below** will be issued to you. You will then have 21 days to prepare the rest of the checklist requirements and lodge your study permit/visa application at your local SA Embassy/Consulate.
- 2.5 In the unlikely event that your study visa application is refused, please notify us within 3 days attaching a copy of the visa rejection letter so we can refund your deposit/full fees less 35% course cancellation fee or assist you with an appeal if we can augment the application and overturn the study visa rejection.
- 2.6 You can transfer/defer the start of your course if you cannot travel to South Africa immediately after procuring your study visa subject to making a written request to Johannesburg Polytechnic at least 21 days prior to the start of your course. Please request for a **course deferment form**.
- 2.7 Suitable sharing accommodation will be arranged with easy access to campus for about **GBP £180 (USD \$300)** per month 2 persons sharing (this is already included in your tuition fee). Should you wish to have your own place, accommodation can be arranged for **+/-GBP £380 (+/-USD \$690)** per month (the extra **GBP £200 (USD \$370)** is not included in your tuition fees and will need to be paid monthly. Once enrolled, you will need to sign a separate accommodation agreement.
- 2.8 Except for items **10-13** on the check list below which will come from the school, please tick the other requirements to confirm you will be able to produce them within 21 days of receiving formal admission from Johannesburg Polytechnic. Please tick as appropriate and as fully as possible to enable us assess your study permit/visa prospects accurately. Items **16 and 22** can be facilitated if you need them at no extra cost so long as you have paid the necessary fees (**Medical Aid and Accommodation**)
- 2.9 Please initial each page of this policy and, tick all boxes on the checklist below to confirm you can produce all the requisite documents within 21 days except for items **10-13** which will come from us and perhaps item **16 and 22 (which we can help you for quotations and facilitations)**. If so, sign it in the space provided below and fax or scan and email using details on our letter head above together with the documents (or confirmation) in table 2.13
- 2.10 **United States Dollars (USD)** (Note that an extra **15% surcharge** is applicable should you elect to pay in USD) In your second and subsequent years of study you will then be regarded as resident/locally based Johannesburg Polytechnic student and thus will be adherent to the terms and conditions applicable to students of such status i.e. pay your tuition fees in South African Rand should you so wish. You will also be able to pay fees per module provided that to maintain your status as a student, you enroll for at least one module per semester.
- 2.11 Please note that it will take **1 Month for processing refunds** since we have to investigate whether you applied for a student permit and you were refused at the relevant department. Please note that in case you are found that you have already been issued with a student permit, you will **FORFEIT** all the fees paid and we will also forward your cancellation to the consulate or department of home affairs for cancellation of the permit. Cancellations after 30 days upon refusal will not be accepted and the student will **FORFEIT** all the fees.
- 2.12 **CHANGING COLLEGES:** International Students are **NOT** allowed under any circumstances to change from **Johannesburg Polytechnic** for any course they are registered for, for the duration of their visa. Please note that **NO** refunds will be given to you should you intend to change from **Johannesburg Polytechnic** to another Tuition Provider. Should you also fail to inform us of such change, we will report to the Consulate and the Department of Home Affairs of the Breach of visa terms. Any change must be in agreement with Johannesburg Polytechnic and a letter of transfer will be issued to the Department of Home Affairs informing the circumstances requiring such a change.

**Most consulates will require the following documentation:**

#.	Study Visa Requirement	Where/How Obtainable?	Tick
1.	Duly completed and signed TRV application form (B1-1738).	Available from your Local South African High Commission/Consulate in your country or online at VFS GLOBAL while in the Republic of South Africa	
2.	4 recent Passport Size photographs with white background.	Do yourself.	
3.	Original passport with minimum 12 months validity.	From your Passport Authorities.	
4.	All pervious passports.	If applicable but from yourself.	
5.	Non-refundable processing fee.	Check exact amount with your local SA Embassy. Normally around \$50	
6.	Medical report on the Mission's prescribed form.	Your local South African Commission/Embassy.	
7.	Radiological Report on the Mission's prescribed form.	Your local South African Commission/Embassy/Consulate.	
8.	Original Copy of Police clearance certificate from all countries where applicant has lived more than 12 months since you turned 18 years	From your Local Police Authorities or Applicable Authorities in all countries you have lived for more than 12 months prior to now since you turned 18 years	
9.	Detailed CV and Proof of Qualifications and Experiences.	Do yourself but obtain from Schools/Univ./Colleges attended and validated by professional bodies you are member of if applicable.	
10.	Admission/Acceptance Letter.	To be provided by Johannesburg Polytechnic upon enrolling/paying (see 2.4).	√
11.	South African Qualifications Authority (SAQA) Evaluation.	To be provided by Johannesburg Polytechnic upon enrolling/paying (see 2.4).	√
12.	Prospectus of the School.	To be provided by Johannesburg Polytechnic upon enrolling/paying (see 2.4).	√
13.	Proof of registration with SAQA or Dep't of Education.	To be provided by Johannesburg Polytechnic upon enrolling/paying (see 2.4).	√
14.	A letter of motivation (original).	Do yourself (sort of why do you wish to study this course in particular and why particularly in South Africa?)	
15.	Bank statement (with a typically USD 12,000) (original stamped from the bank).	It's required to show you have sufficient financial means. The higher the amount, the better as it could exempt you from items 22/23.	
16.	Proof of accommodation arrangement (certified copy).	Yourself or from your School in S. Africa i.e. Johannesburg Polytechnic upon enrolling/paying (see 2.7) and upon your request.	
17.	Affidavit from parent(s) for sponsorship (original).	Yourself and sponsor if applicable (if you are below 21, both parents must also sign otherwise the one with legal custody must sign).	
18.	Detail of sponsor's business/employment.	Yourself and sponsor if applicable.	
19.	Sponsor's ID & passport copy (certified copy).	Yourself and sponsor if applicable.	
20.	Proof of relationship with the sponsor (certified copy).	Yourself and sponsor if applicable.	
21.	Yellow fever vaccination certificate (if the applicant has traveled to yellow fever belt countries).	Yourself and your local medical travel authorities/doctor if applicable.	
22.	Medical insurance to confirm should you fall ill; you will not resort to public funds/hospitals whilst in South Africa.	<a href="http://www.ingwehealth.co.za">www.ingwehealth.co.za</a> Typically R4800.00 per year <a href="http://www.momentum.co.za">www.momentum.co.za</a> <a href="http://www.medscheme.co.za">www.medscheme.co.za</a> – medical aid directory <a href="http://www.discoveryhealth.co.za">www.discoveryhealth.co.za</a>	
23.	Repatriation guarantee equivalent to a return air ticket to cover any deportation if warranted.	Retain in cash. It may or may not be called for by the embassy at the point of issuing your visa subject to amount in your bank statement in item 15 above.	
24.	Any other item required by your local SA Embassy	Every effort has been made to ensure this list is complete but please tick to confirm you have contacted your local SA Embassy to confirm every requirement is listed here and if not, you are satisfied any other requirement unique to your country, you will be able to meet within 21 days.	

2.13 Internal Documents that we will require

#	Document	Tick/Yes/No
1.	Copy of outside front cover and bio pages of your passport; and 1 passport size photo taken clearly against a white background. <b>Attach Copy and Photo</b>	
2.	Any proof that you are a student member of the relevant professional body, e.g. ACCA ID, CIMA ID; If you don't have, request that we quote for registration and subscription: <b>Quote Fees [ YES ] [ NO ]</b>	
3.	Postal address for receipt of documentation from us. <b>Attach filled in application form attached with this policy</b>	
4.	Signed International Student Agreement and <b>Course Application Form</b> <b>Attach Copies</b>	
5.	My invoice should be prepared in terms of Provision 2.2 of this policy i.e. inclusive of my accommodation costs.	
6.	My invoice should be prepared in terms of Provision 2.3 of this policy as I will be accountable for my own accommodation.	
7.	My invoice should include a <b>separate invoice</b> for Registration with Examination Body, Subscriptions and Examinations in <b>GBP (NOT IN DOLLARS)</b>	
8.	Currency that should appear on your pro-forma invoice: <b>British Pounds (GBP)</b>	
9.	Academic Transcripts (High School Certificate/Diploma/ Degree Certificate and Transcripts) <b>Attach Copies</b>	
10.	Application Fee: R1000.00 to be paid on arrival before resuming classes	

**DECLARATION**

2.14 I have read and accepted the Terms and Conditions for this application process.  
**I certify that all information provided is accurate.**

2.15 I the undersigned hereby give Johannesburg Polytechnic Pty Limited to act on my behalf (Power of Attorney) to sign a lease agreement on my behalf with South Point Property Management Services or any other property management company which I will approve via email or fax correspondence. The power of attorney will cease immediately I am in the Republic of South Africa.

PLEASE FILL IN CAPITAL LETTERS	
Surname:	
Fore Name(s):	
Passport Number:	
Passport Expiry Date:	
Country of Issue:	
Signature:	

Yours faithfully,

**Kgobise Mokgolwane Reinny**  
**Registrar-International Students**  
**Johannesburg Polytechnic**  
**Tel: +27 11 403 2625 | +27 403 0087**  
**Fax: 086 653 8029**  
**Email: [info@polytechnic.co.za](mailto:info@polytechnic.co.za)**  
**Web: [www.polytechnic.co.za](http://www.polytechnic.co.za)**

## **APPENDICES:**

- **SAMPLE PRO-FORMA INVOICE FOR INTERNATIONAL STUDENTS FOR DIFFERENT ACCOMMODATION SCENARIO (SINGLE, SHARING AND DELUXE SHARING)**
- **2015 CHARGES BY SOUTH POINT MANAGEMENT SERVICES\***

## **DISCLAIMER:**

- **STUDENT ACCOMMODATION IS PROVIDED AS A VALUE ADDED SERVICE. PLEASE NOTE THAT WE WILL HANDOVER YOUR LEASE AGREEMENT WITH SOUTH POINT OR ANY OTHER PROPERTY MANAGEMENT ONCE YOU LAND IN THE REPUBLIC OF SOUTH AFRICA.**
- **YOUR LEASE AGREEMENT WILL FORM THE ONLY CONTRACT BETWEEN YOU AND SOUTH POINT MANAGEMENT SERVICES OR ANY OTHER PROPERTY MANAGEMENT COMPANY**
- **JOHANNESBURG POLYTECHNIC WILL CEASE TO HAVE THE POWER OF AN ATTORNEY WHEN YOU RESUME CLASSES OR ARE IN THE REPUBLIC OF SOUTH AFRICA**
- **ANY REFUNDS FOR ACCOMMODATION WILL BE GOVERNED BY THE LEASE AGREEMENT.**



**Johannesburg Polytechnic -Imagine the Possibilities!**

**Education:** "...that which reveals to the wise, and conceals from the stupid, the vast limits of their knowledge." **Mark Twain**

**Braamfontein Campus:**

P.O. Box 31938 Braamfontein, 2017 South Africa

**Physical Address:**

No. 19 Ameshoff Street, Rennie House, Braamfontein 2001

**Contacts:**

**Tel:** +27 11 403 2625 **Fax:** 086 653 8029 **Hotline:** +27 83 204 4773

**Email:** [info@polytechnic.co.za](mailto:info@polytechnic.co.za) **Web:** <http://www.polytechnic.co.za>

**CIPC REG: 2012/171502/07 MICT SETA ACCREDITATION NO: ACC/2010/07/756**

**PRO-FORMA INVOICE (INTERNATIONAL STUDENTS)**

No.	Description	Qty	Amount	Total	Instalment Payments: Deposit 50%	4 Monthly Installments: Including 20% Interest per month
1	Tuition	6	R 5 500.00	R 33 000.00		
2	Study Texts	6	R 995.00	R 5 970.00		
3	Revision Kits	6	R 895.00	R 5 370.00		
4	Pocket Notes/Cards	6	R 250.00	R 1 500.00		
5	Application Fee	1	R 1 000.00	R 1 000.00		
6	Student Card	1	R 200.00	R 200.00		
7	Accommodation (2 students sharing 10Months) Paid to South Point Property Management	10	R 3 350.00	R 33 500.00		
8	Accommodation Deposit Fee: Refundable from South Point Property Management	1	R 3 350.00	R 3 350.00		
9	Accommodation Booking Fee Non-Refundable to South Point Property Management	1	R 1 050.00	R 1 050.00		
10	Accommodation: Admin Fee Non-Refundable Johannesburg Polytechnic	1	R 500.00	R 500.00		
			ZAR	R 85 440.00	R 42 720.00	R 12 816.00
<b>NB: PAYMENTS MADE IN USD WILL ATTRACT 15% SURCHARGE</b>						
			GBP	£5 340.00	£2 670.00	£801.00
<b>INSTALLMENTS WILL ATTRACT 20% INTEREST</b>						
			USD	\$10 917.33	\$5 458.67	\$1 842.30
<div style="border: 1px solid red; padding: 5px; color: red;">           Click the Amount in Blue Cells to Change from Drop Down List Depending on the room you want         </div>			<b>FEES WITHOUT ACCOMMODATION</b>			
			ZAR	R 47 040.00	R 23 520.00	R 7 056.00
			GBP	£2 940.00	£1 470.00	£441.00
			USD	\$6 010.67	\$1 502.67	\$507.15



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2	Study Texts	6	R 995.00	R 5 970.00		
3	Revision Kits	6	R 895.00	R 5 370.00		
4	Pocket Notes/Cards	6	R 250.00	R 1 500.00		
5	Application Fee	1	R 1 000.00	R 1 000.00		
6	Student Card	1	R 200.00	R 200.00		
7	Accommodation (2 students sharing 10Months) Paid to South Point Property Management	10	R 2 700.00	R 27 000.00		
8	Accommodation Deposit Fee: Refundable from South Point Property Management	1	R 2 700.00	R 2 700.00		
9	Accommodation Booking Fee Non-Refundable to South Point Property Management	1	R 1 050.00	R 1 050.00		
10	Accommodation: Admin Fee Non-Refundable Johannesburg Polytechnic	1	R 500.00	R 500.00		
			ZAR	R 78 290.00	R 39 145.00	R 11 743.50
<b>NB: PAYMENTS MADE IN USD WILL ATTRACT 15% SURCHARGE</b>						
			GBP	£4 893.13	£2 446.56	£733.97
<b>INSTALLMENTS WILL ATTRACT 20% INTEREST</b>						
			USD	\$10 003.72	\$5 001.86	\$1 688.13
<div style="border: 1px solid red; padding: 5px; color: red;">           Click the Amount in Blue Cells to Change from Drop Down List Depending on the room you want         </div>			<b>FEES WITHOUT ACCOMMODATION</b>			
			ZAR	R 47 040.00	R 23 520.00	R 7 056.00
			GBP	£2 940.00	£1 470.00	£441.00
			USD	\$6 010.67	\$1 502.67	\$507.15



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2	Study Texts	6	R 995.00	R 5 970.00		
3	Revision Kits	6	R 895.00	R 5 370.00		
4	Pocket Notes/Cards	6	R 250.00	R 1 500.00		
5	Application Fee	1	R 1 000.00	R 1 000.00		
6	Student Card	1	R 200.00	R 200.00		
7	Accommodation (2 students sharing 10Months) Paid to South Point Property Management	10	R 2 900.00	R 29 000.00		
8	Accommodation Deposit Fee: Refundable from South Point Property Management	1	R 2 900.00	R 2 900.00		
9	Accommodation Booking Fee Non-Refundable to South Point Property Management	1	R 1 050.00	R 1 050.00		
10	Accommodation: Admin Fee Non-Refundable Johannesburg Polytechnic	1	R 500.00	R 500.00		
			ZAR	R 80 490.00	R 40 245.00	R 12 073.50
<b>NB: PAYMENTS MADE IN USD WILL ATTRACT 15% SURCHARGE</b>						
			GBP	£5 030.63	£2 515.31	£754.59
<b>INSTALLMENTS WILL ATTRACT 20% INTEREST</b>						
			USD	\$10 284.83	\$5 142.42	\$1 735.57
<div style="border: 1px solid red; padding: 5px; color: red;">           Click the Amount in Blue Cells to Change from Drop Down List Depending on the room you want         </div>			<b>FEES WITHOUT ACCOMMODATION</b>			
			ZAR	R 47 040.00	R 23 520.00	R 7 056.00
			GBP	£2 940.00	£1 470.00	£441.00
			USD	\$6 010.67	\$1 502.67	\$507.15



<b>SOUTH POINT PROPERTY MANAGEMENT ACCOMMODATION CHARGES</b>			
Single Bed: R3350.00 Per Month			
Double Bed Sharing: R2700.00 Per Month			
Double Bed Sharing Deluxe: R2900.00 Per Month			
Once off (Pay to secure your room)			
<b>Calculations:</b>	<b>Single</b>	<b>2 Sharing</b>	<b>2 Sharing Deluxe</b>
Deposit (Refundable)	R 3 350.00	R 2 700.00	R 2 900.00
Registration Fee: South Point	R 1 050.00	R 1 050.00	R 1 050.00
<b>Johannesburg Polytechnic: Admin Fee</b>	<b>R 500.00</b>	<b>R 500.00</b>	<b>R 500.00</b>
<b>Total</b>	<b>R 4 900.00</b>	<b>R 4 250.00</b>	<b>R 4 450.00</b>
Monthly (thereafter) for 10 months			
Monthly payments	R 3 350.00	R 2 700.00	R 2 900.00
<b>Total Monthly Payments</b>	<b>R 3 350.00</b>	<b>R 2 700.00</b>	<b>R 2 900.00</b>
<p><b>DISCLAIMER: JOHANNESBURG POLYTECHNIC MAY NOT BE HELD LIABLE FOR ANY LOSS OR INJURY WHILE STAYING AT SOUTH POINT PROPERTIES. OUR WORK IS TO FACILITATE YOUR PROMPT AND EXPEDITIOUS ACQUISITION OF AFFORDABLE AND SAFE ACCOMMODATION AND THE LEASE AGREEMENT FOR WHICH THE STUDENT SIGNS WITH SOUTH POINT MANAGEMENT. ANY REFUNDS FOR ACCOMMODATION SHALL BE GOVERNED BY THE LEASE AGREEMENT. A SAMPLE COPY IS AVAILABLE ON REQUEST OR DOWNLOADING IT FROM <a href="http://WWW.STAYSOUTHPOINT.CO.ZA">WWW.STAYSOUTHPOINT.CO.ZA</a></b></p>			
<p><b>NB: JOHANNESBURG POLYTECHNIC ADMIN FEE IS NOT NECESSARY IF YOU BOOK FOR YOURSELF AND PAY DIRECTLY WITHOUT INVOLVING THE COLLEGE</b></p>			