



**VAAL UNIVERSITY
OF TECHNOLOGY**

Inspiring thought. Shaping talent.

Internationalisation
Department DVC - RICI

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✉ internationalveri@vut.ac.za

Important 2023 Registration information

Important Dates

"No Walk-ins will be allowed"

First Year registration (Firms offers- Students who have already received full admission to the university)	19 – 23 January 2023
Senior students	From 19 January 2023
First Years (Current matric learners waiting for final matric results)	25 – 30 January 2023
Closing date for registration amendments (Additions / Cancellations)	03 February 2023
International 1 st Year Orientation	13 February 2023
1 st Year Excursion	18 th February 2023 (bookings must be done to venessab@vut.ac.za)

Registration process

- Start -** Download the Biographical Information form from <https://www.vut.ac.za/registration/>
- Step 2 -** Complete the electronic form **no handwritten forms**. Sign scan in a **PDF Format (NO OTHER FORMAT)**. Scan certified copies of your supporting documents to internationalveri@vut.ac.za.
- Step 3 -** The documentation will be verified, approved, and sent for unblocking.
- Step 4- Finance**
1. You need to obtain a quotation from - bonganimh@vutcloud.onmicrosoft.com
 2. Quotation needs to be paid as follows
 - a. First Year students **100%** of quoted price if you are staying at a private residence remove the residence.
 - b. Senior students must have paid **100%** of historical debt and **100%** of the 2023 quoted amount. If you have 5 or three subjects **all the subjects for the year must be paid** for, finance will not be allowing partial subject payments.
 3. Payments must be made only to:

: Deposits can be made at any ABSA branch:
Account Name: Vaal University of Technology
Account number: 40-6812-6832
Branch code: 632005
Reference: student number or Passport number

**Note that bank payments from all other banks other than ABSA will take up to 48 hours to reflect in the bank account.
International payments can take 7 to 14 working days to reflect in the bank account.**
 4. The quotation and the proof of payment must be emailed to bonganimh@vutcloud.onmicrosoft.com
- Step 5 -** Check ITS to see if registration is open, <https://www.vut.ac.za/its/>
- Step 6 -** Log into your ITS with your username and unique pin
- Step 7 -** Go to Academic Registration Tab on the left-hand side and follow the prompts. Read the Rules and Regulations and tick at the bottom for signature.
- Step 8 -** Print your proof of registration

Class timetables will be issued after registration.

Error Messages

If you have any problems with the ITS Error codes for subjects, you must contact your faculty advisor.

Important information for registration

1. The document must be scanned in a **PDF format** only any other format will not be processed.
2. All documents must be typed **no handwritten** documents will be accepted.
3. All the required supporting documents must be in full colour and must be legible dark and eligible documents will not be processed.
4. All supporting documents must be certified not older than 3 months.
5. The documents must only be sent to internationalveri@vut.ac.za no other email address will process the verification.
6. Documents that are found to be fraudulent will immediately be reported and you will be blocked due to fraudulent activities you will not be able to register or continue with studies until an investigation and hearing have been concluded.
7. **DO NOT** buy medical aid from unlicensed agents or students contact lydia2@vut.ac.za for help with medical aid applications.
8. Students found to do improper or fraudulent registration will be blocked until an investigation and hearing have been concluded.

DO NOT PAY ANYBODY TO DO YOUR REGISTRATION OR BUY YOUR MEDICAL AID OR SUBMIT DOCUMENTATION ON YOUR BEHALF. IF FRAUDULENT DOCUMENTS ARE SUBMITTED YOU WILL BE HELD RESPONSIBLE.

Medical Aid Renewal - lydia2@vut.ac.za

Momentum – the consultant will be on campus on Monday, Wednesday, and Friday during registration for all online renewals or new medical aid, medical aid quotation can be obtained from www.studenthealthcare.co.za.

Compicare - the consultant will be on campus on Monday, Wednesday, and Friday during registration

Confirmation letters request can be sent to internationalveri@vut.ac.za. If you have not registered for 2023, we cannot confirm you are a student we can only confirm that you did study in 2022.

- Proof of registration
- passport / Immigration papers
- Visa

Extension of study Permit letters & Confirmation Letters

Extension of study Permit letters is issued through siphelele@vut.ac.za copy in internationalveri@vut.ac.za.

If it is your first time to request an extension, email the above and request an extension letter form.

Required documents for renewal of Study Visa (VFS)

- B1739 Form (obtained in the CW Building).
- Extension application fee R425.00 (VFS).
- Visa Facilitation fee R1350.00 (VFS).
- Proof of registration with an institution that includes an undertaking to submit a report should the student no longer be registered with the institution.
- Proof of payment of tuition fees.
- Proof of funds available.
- Proof of medical aid cover registered with the South African Medical Schemes Council.
- Proof of repatriation deposit paid.
- Passport (Original).
- Soups ID and Marriage Certificate.
- Proof of guardianship of minor if applicable.
- Apply 90 days before the permit expires.

Financial issues must be directed to Credit management we cannot assist with financial issues.

ONLY PDF DOCUMENTS IN COLOUR AND CLEAR INFORMATION WILL BE ACCEPTED