**INTERNATIONAL STUDENTS REGISTRATION PROCESS 2021**

**All International students**

* Student must download and fill in the **B*iographical Informational Checklist* form** from [www.vut.ac.za](http://www.vut.ac.za)
* The **FILLED IN** biographical informational checklist together with the supporting documents for your catagory that is listed below **MUST** be sent to [internationalveri@vut.ac.za](mailto:internationalveri@vut.ac.za). **(NO OTHER EMAIL ADDRESS WILL BE USED)**

**Please note (Very Important)**

* **All copies must be in full colour**
* **All forms must be complete in full no information left out.**
* **Scanned in a PDF Format. (NO PHOTO SCAN or JPEG photo’s)**
* **All the information must be clear and ledgible**

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| Study Visa Holder | Refugee / Asylum Seekers | Relative Visa (Dependent / Spousal) |
| * Certified copy of passport * Certified copies of valid VUT study visa * Medical aid for 12 months | * Certified copy of Refugee / Asylum papers | * Certified copies of passport * Certified copies of valid relative endorsed to study at VUT |
|  |  |  |
| Special Permits (Lesotho Special permit / Zimbabwean Exemption Permit | **Diplomatic Visa** | **Student Pending Visa (VFS Receipt)** |
| * Certified copy of passport * Certified copies of Valid special permit for study * Medical aid for 12 months | * Certified copies of passport * Certified copies of Valid Diplomatic Visa * Medical Aid for 12 months | * Certified copies of passport * Copy of VFS receipt * Singed undertaking * Medical aid for 12 months |

**Students must please note:**

* All copies must be **certified not older than 3 months**
* **Medical aid cover must be for the full 12 months** no other period of medical aid will be accepted..
* If the applicant is a dependent, **the principal member must submit a letter from the employer stating that s/he is still employed by the company** as well **proof from the medical aid scheme that the prospective student is a dependent ,** if the medical aid is cancelled for any reseason all expenses will remain that of the student and parent.

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| **Enquiry** | **Email Address** |
| Qoutation & General financial enquiries | [bonganimh@vut.ac.za](mailto:bonganimh@vut.ac.za)  [Thabisor@vut.ac.za](mailto:Thabisor@vut.ac.za) |
| Credit Management | [Sonette@vut.ac.za](mailto:Sonette@vut.ac.za)  [Driekieh@vut.ac.za](mailto:Driekieh@vut.ac.za) |
| Financial Aid | [Jabulani@vut.ac.za](mailto:Jabulani@vut.ac.za)  [confidence@vut.ac.za](mailto:confidence@vut.ac.za) |
| New admission | [enrollment@vut.ac.za](mailto:enrollment@vut.ac.za) |
| Re-Admissions | [enrollment@vut.ac.za](mailto:enrollment@vut.ac.za) |
| Change of Course | [enrollment@vut.ac.za](mailto:enrollment@vut.ac.za) |
| Exepmtions | [motsamaim@vut.ac.za](mailto:motsamaim@vut.ac.za) |
| Academic Records | [academicrec@vut.ac.za](mailto:academicrec@vut.ac.za) |
| Graduations | [graduationapp@vut.ac.za](mailto:graduationapp@vut.ac.za) |
| Administrative Assistance: Online applications, Registration enquries Results enquireis | [enrollment@vut.ac.za](mailto:enrollment@vut.ac.za) |
| Student permits | [studentpermits@vut.ac.za](mailto:studentpermits@vut.ac.za) |
| Extention of study permit letters | [Malejone@vut.ac.za](mailto:Malejone@vut.ac.za) |
| Appeals | [suzanm@vut.ac.za](mailto:suzanm@vut.ac.za)  [Lebohangt@vut.ac.za](mailto:Lebohangt@vut.ac.za)  [motshidisis@vut.ac.za](mailto:motshidisis@vut.ac.za) |
| IT – ITS pins, passwords and assistance | [it\_support@vutcloud.onmicrosoft.com](mailto:it_support@vutcloud.onmicrosoft.com) |