**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. **(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
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| 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
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**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.zaThabisor@vut.ac.za |
| Credit Management | Sonette@vut.ac.zaDriekieh@vut.ac.za |
| Financial Aid | Jabulani@vut.ac.zaconfidence@vut.ac.za |
| New admission | enrollment@vut.ac.za |
| Re-Admissions | enrollment@vut.ac.za |
| Change of Course | enrollment@vut.ac.za |
| Exepmtions | motsamaim@vut.ac.za |
| Academic Records | academicrec@vut.ac.za |
| Graduations | graduationapp@vut.ac.za |
| Administrative Assistance: Online applications, Registration enquries Results enquireis | enrollment@vut.ac.za |
| Student permits | studentpermits@vut.ac.za |
| Extention of study permit letters | Malejone@vut.ac.za |
| Appeals | suzanm@vut.ac.zaLebohangt@vut.ac.zamotshidisis@vut.ac.za  |
| IT – ITS pins, passwords and assistance | it\_support@vutcloud.onmicrosoft.com  |