

## Semester Study Abroad (SSA) online application at UCT:

The online application form for the Semester Study Abroad programme must be completed before the relevant closing date, **paper-based application forms are no longer accepted.**

### SSA Application dates for 2017-2018:

**Second semester (August to November) 2017** – applications for second semester 2017 opened on 9<sup>th</sup> January 2017, to close on 31<sup>st</sup> May 2017 (SA time)

**First semester (Feb to June) 2018** – applications for first semester 2018 open on 1<sup>st</sup> August 2017, to close on 15<sup>th</sup> November 2017

**Second semester (July to November) 2018** – applications for second semester 2018 open on 8<sup>th</sup> January 2018, to close on 30<sup>th</sup> April 2018

Certain courses such as practical fine arts and architecture will require a CD portfolio of relevant studiomwork together with the application submission. Applicants portfolios must be posted/couriered to the International Academic Programmes Office (IAPO) preferably prior to the application submission, in order to prevent delays in assessment of the application.

### Guide to completing the SSA online application:



The online application form for UCT is available by clicking this button:

All applicants will be required to apply online and create a new account by entering an email address and password for the relevant semester when the applications are open.

An email will be sent to the applicant to enable the student to sign in with their email address and password to complete the online application.

The following steps (pages) must be completed for the Semester Study Abroad application:

1. [Personal details](#)
2. [Academic Application](#)
3. [Contact details](#)
4. [Other Contacts](#) (details of parent/guardian: a requirement if the student is under 21 years of age)

### General notes about the online application:

The applicant completes the fields as indicated, compulsory fields are marked with an \*.

A help section is provided next to the heading and provides more information about that particular step.

When all the required entries have been completed for a step, no missing information will be confirmed when a green tick appears in the box next to the step on the right-hand side of the online application.

If there is missing information, click on 'Identify Missing Information' for the details.

### Step 1. Personal details:

The applicant must **reply 'yes'** to the third question: ***Have you ever registered at a tertiary institution other than UCT?***

**Note:** This positive response will allow the applicant to proceed with the Semester Study Abroad application. A 'no' entry would allow the applicant to continue with a full-degree application and not the SSA application.

A valid passport for the period of study is essential. However, if the student has not received their passport yet, 'n/a' can be entered in the field for the passport number.

If a student requires assistance because of a disability, the applicant can specify the disability on the drop-down list. This is needed to inform the student of the relevant services provided by the Disability Services office.

At the bottom of this page/step: a SSA applicant **must indicate 'yes'** to apply for a Semester Study Abroad programme at UCT.

Refer to the screenshots of the 2016 online application form below.

UCT Online Applications | **Personal Details**

UCT Online Applications for admission in 2016 You are signed in as sharon.turner@uct.ac.za  
[Need Help?](#)

**Personal Details** ? \* Required Field

**Select a step**

- ▶ 1. Personal Details (i)
- 2. Academic Application (i)
- 3. Contact Details (i)
- 4. Other Contacts (i)

Identify Missing Information

< Previous Step    Next Step >

Save    Save & Exit

\*Have you ever applied to UCT before?  Yes  No

\*Have you ever registered at UCT before?  Yes  No

\*Have you ever been a registered student at a tertiary institution other than UCT?  Yes  No

\*First Name (as per ID/Passport):

\*Surname (as per ID/Passport):

\*Date of Birth:   DD/MM/YYYY

\*Title:

Middle Name:

Preferred First Name:

Surname on Secondary School Certificate:

(if different from current surname)

Maiden Name:

\*Sex:

\*Marital Status:

\*Home Language:

\*Are you a South African citizen?  Yes  No

\*Are you a South African permanent resident?  Yes  No

If you are a citizen or permanent resident in a country other than South Africa, please provide details here: If you are an International applicant and your Passport number is not available please enter N/A in the Passport number field.

Country	Citizenship Status	Passport Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

Country	Citizenship Status	Passport Number
<input type="text" value="United States"/>	<input type="text" value="Permanent Resident"/>	<input type="text" value="12301222"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

\*Do you need assistance because of a disability, physical or otherwise?  Yes  No

	Please specify the disability.	Disability Service
1	<input type="text" value="Specific Learning Disability"/>	
2	<input type="text"/>	
3	<input type="text"/>	
4	<input type="text"/>	
5	<input type="text"/>	

\*Are you applying for a Semester Study Abroad programme at UCT?  Yes  No

[Semester Study Abroad](#)    [SSA Application Dates](#)

## Step 2. Academic Application:

### Important note about student lists and selecting the Study Abroad Partner:

The SSA online application forms contains a list of study abroad partner providers and institutions. The applicant must select the relevant study abroad partner or institution through which they are applying for the UCT SSA programme, by selecting from the drop-down list on the application form. If the student is applying directly to UCT, and not through a specific partner, or if the study abroad partner is not listed in the drop-down list, then "SSAINDIVD" should be selected.

Applicants should refrain from submitting duplicate applications to the SSA programme. Each applicant should only submit **one** application, either through their home institution or the relevant study abroad service provider.

### **Note to the Study Abroad Partner:**

The SSA team will require a complete list of your nominated students who will be applying for the programme (including their full names and surnames), at the start of the application cycle, to verify that all your students applications have been submitted online and are linked to the correct SSA partner.

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[Need Help?](#)

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SSA Academic Application ? \* Required Field

\*Study Abroad Partner

(If you are not applying through a Study Abroad Partner select SSAINDIVD)

You are applying to start your studies in January 2016

\*Are you applying for 1 or 2 semesters  ▼

Please note that Semester 1 starts in January and ends in June and Semester 2 starts in July and ends in November.

From the list below, select the area of interest that is likely to represent your course selection.

\*Area of interest  ▼

Kindly indicate your proposed course selection which may be selected from multiple faculties. Refer to the relevant faculty handbooks on the UCT website to identify suitable courses:

UCT website for course handbooks

Select your Course Code by typing in at least the first 2 characters of the Course Code and then clicking Search.

Faculty	Course Code	Description	
<input type="text"/> ▼	<input type="text"/> <input type="button" value="Q"/>		<input type="button" value="-"/>
<input type="text"/> ▼	<input type="text"/> <input type="button" value="Q"/>		<input type="button" value="-"/>
<input type="text"/> ▼	<input type="text"/> <input type="button" value="Q"/>		<input type="button" value="-"/>
<input type="text"/> ▼	<input type="text"/> <input type="button" value="Q"/>		<input type="button" value="-"/>

You **MUST** select your Tertiary Institution by typing in at least 4 successive characters contained within your Tertiary Institution name and clicking Search.

**Select a step**

- 1. Personal Details
- ▶ 2. Academic Application
- 3. Contact Details
- 4. Other Contacts

The applicant must indicate if their application is for a period of 1 or 2 consecutive semesters.

A maximum of four, undergraduate courses may be selected across the following faculties: [Humanities](#), [Commerce](#), [Science](#), [Law](#) and [Engineering and the Built Environment](#). Once students have selected the courses they wish to enrol in at UCT, they will need

to indicate the UCT Faculty or academic area of study that represents their proposed course selection, from the relevant drop-down list on the online application form.

Example: if the majority of the courses selected are offered by the Humanities Faculty, the student should indicate 'Humanities' as their area of study regardless of whether or not they are enrolled in the equivalent Faculty at their home institution.

To select suitable courses, SSA applicants should refer to the UCT faculty handbooks for the course outlines at the following URL link: <http://www.uct.ac.za/apply/handbooks/>

#### **Note for graduate students selecting graduate courses:**

Graduate courses will be included on the online application for the next application cycle. Until then, graduate students should select graduate (4000 and 5000 level) courses for the relevant semester by emailing their course selection to [ssa@uct.ac.za](mailto:ssa@uct.ac.za)

In order to be eligible to select graduate level courses at UCT, the applicant must have completed their undergraduate qualification at their home institution prior to participating in the SSA programme.

To indicate their graduate student status, applicants must please enter the following undergraduate course on their online application form: STA1000F/S

The applicants tertiary institution name, current year of study, level of qualification, and status of qualification must be entered in the fields using the relevant lookup.

#### **Required documentation**

All applicants must upload their most recent official academic transcript(s) to their online application. For transcripts that are not in English, a certified English translation must accompany the non-English version of the transcript.

For applicants who have completed their undergraduate qualification and who are applying for graduate (4000+ level) courses at UCT, a full undergraduate transcript and/or undergraduate degree certificate must accompany their application to the SSA programme.

Applicants for whom English is not their first language and who have studied in a language other than English, will be required to provide proof of their English proficiency with suitable test scores when they upload their academic transcript.

A recent test score (obtained within 3-5 years of the students application for admission to UCT) on the Test for English as a Foreign Language (TOEFL), the International English Language Testing System (IELTS) or a suitable accredited English language testing system will be accepted.

In order to be eligible, students would have to have achieved the following scores on these tests: at least 88 points for the internet-based TOEFL and an overall band score of 7.0 for IELTS (with no individual element of the test scoring below 6.0).

More information on TOEFL is available from [toefl@ets.org](mailto:toefl@ets.org) or [www.toefl.org](http://www.toefl.org) and from IELTS is available from [www.ielts.org](http://www.ielts.org)

You MUST select your Tertiary Institution by typing in at least 4 successive characters contained within your Tertiary Institution name and clicking Search.

Tertiary Institution Details Find | View All First 1 of 1 Last

Tertiary Institution

Year  Status of Qualification

Level of Qualification of Degree/Dipl for which registered

Do you wish to upload evidence of your proficiency in English?  Yes  No

Our English Language requirements

Please attach the following documents: Transcript 1 (required), Transcript 2 (optional), Transcript 3 (optional), CV (Optional), English proficiency. Include English translations with your transcripts.

Attached File	Document Type	View	Add Attachment
	<input type="text"/>	View	<input type="button" value="Add Attachment"/> <input type="button" value="-"/>

### Step 3. Contact details:

An applicant must complete their home (street) address and if this is different from their postal address, a postal address must be included.

## UCT Online Applications for admission in 2016

You are signed in as sharon.turner@uct.ac.za

[Need Help?](#)

Contact Details \* Required Field

**Home (Street) Address:**

\*Country:

\*1st Line of Address:

2nd Line:

3rd Line:

4th Line:

\*City:

Postal/Zip Code:

\*Is your postal address different from your home address?  Yes  No

Phone Type	Int'l dial code	Number	E.g.
Home (Phone)	<input type="text"/>	<input type="text"/>	27 0215551234
Home (Fax)	<input type="text"/>	<input type="text"/>	27 0215551299
SA Cellular	<input type="text"/>	<input type="text"/>	27 0829993456
Non-SA Cellular	<input type="text"/>	<input type="text"/>	44 0969901999

Select a step

- 1. Personal Details
- 2. Academic Application
- ▶ 3. Contact Details
- 4. Other Contacts

### Step 4. Other Contacts:

The parent/guardian contact details are required if the applicant is under 21 years of age.

If the emergency contact details are different to the parent/guardian details, the emergency contact details will be required on an additional screen.

Other Contacts  \* Required Field **Select a step**

\*Is your Emergency Contact Person also your Parent/Guardian?  Yes  No

**Details of your Parent / Guardian are required**

\*Title:

\*First Name:

\*Surname:

National ID/Passport No:

\*Relationship:

Email Address:  E.g. John.Makawe@gmail.com

Phone (incl Country code): +   E.g. 27 0215551234


Cell: +   E.g. 27 0829993456

Fax: +   E.g. 27 0215551235

\*Is your parent/guardian address different from your home address?  Yes  No

1. Personal Details 

2. Academic Application 

3. Contact Details 

▶ 4. Other Contacts 

Identify Missing Information

### Submitting the online application

When all the information has been entered on the online application form and there is no missing information, the applicant will be instructed to submit the application.

### Submission deadlines:

The online application form must be submitted before the respective closing dates

All original and/or certified documentation including sworn translations of documents translated to English, must be posted or couriered to the International Office before the application deadline is reached.

### All couriered/posted documentation to be sent to:

International Academic Programmes Office

Unievrsity of Cape Town

Level 3, Masingene Building

Cross Campus Road

Rondebosch

7700

Cape Town

South Africa

- **Note:** An acknowledgement email confirming receipt of the online application submission will be sent to the contact email address provided by the applicant within 48 hours of their application submission.
- **Students must please retain the email confirming receipt of application submission, as this contains their password details for all future log-ins to their UCT account.**
- The application will be processed within 4 weeks of submission. If there are any queries, please contact us on [ssa@uct.ac.za](mailto:ssa@uct.ac.za)
- Applicants who are offered a study place on the SSA programme will be required to accept or decline this offer by logging onto the UCT PeopleSoft student and staff administration system, using their unique student number and password. Access the system at: <http://studentsonline.uct.ac.za>  
Navigate to Self-Service>>Student Centre>> scroll to the bottom of the screen and click “Overall application status”>> then accept or decline the study offer



**URGENT! Important note regarding the South African visa application process:**

The application process for a study visa to study in the Republic of South Africa can take 8 to 16 weeks to obtain from the South African Embassy/ Consulate in the student’s home country, particularly if there are supporting documents that take a lengthy period to obtain. For example police clearances or FBI clearance reports for US students. Please check the study visa requirements on the website of the South African Consulate General in your home country **as early as possible** to avoid any unnecessary delays while the UCT application is being processed. Ideally, you should obtain all the supporting documents in advance to ensure that you are ready to submit your completed study visa application with all the supporting documents as soon as you receive notification about the status of your application from UCT.

Refer to the UCT website for more details at: <http://www.iapo.uct.ac.za/iapo/app/studperm>