

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 2018-2019:

Second semester (July to November) 2018 – applications for second semester 2018 opened on 8 January 2018, to close on 30 April 2018 (SA time)

First semester (January to June) 2019 – applications for first semester 2019 open on 1 August 2018, to close on 15 November 2018

Second semester (July to November) 2019 – applications for second semester 2019 open on 7 January 2019, to close on 30 April 2019

Certain performing arts and practical courses could have portfolio requirements. Fine Art and Architecture will require a CD portfolio of relevant studio work together with the application submission. The applicant's portfolio must be posted/couriered promptly to the International Academic Programmes Office (IAPO) when the applications open, to facilitate the assessment of the portfolio.



Guide to completing the SSA online application:



The online application form for UCT is available on the UCT website at: <http://applyonline.uct.ac.za/>

All applicants are 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 log 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.

No application fee is required for the SSA programme.

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

UCT Online Applications for admission in 2018 You are signed in as sharon.turner@uct.ac.za [Need Help?](#)

UCT Online Applications | **Personal Details** | Academic Application | Contact Details | Other Contacts

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:

Title:

Middle Name:

Preferred First Name:

Surname on Secondary School Certificate:

(if different from current surname)

Maiden Name:

*Sex:

*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" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> |
| <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> |
| <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> |

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

| # | Please specify the disability. | Disability Service |
|---|--|--------------------|
| 1 | <input type="text" value="Psychological"/> | |
| 2 | <input type="text" value=""/> | |
| 3 | <input type="text" value=""/> | |
| 4 | <input type="text" value=""/> | |
| 5 | <input type="text" value=""/> | |

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

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

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, surnames and level of study), 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.

Step 2. Academic Application:

| | | | | |
|-------------------------|------------------|-----------------------------|-----------------|----------------|
| UCT Online Applications | Personal Details | Academic Application | Contact Details | Other Contacts |
|-------------------------|------------------|-----------------------------|-----------------|----------------|

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[Need Help?](#)

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

*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 |
|---------|-------------|-------------|
| | | |

Select a step

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

| | | | |
|------------|----------|----------------------------------|---|
| Humanities | AXL2102S | Gender & Politics of Development | - |
| Humanities | HST2037S | African Economic History | - |
| Commerce | BUS2022S | Resourcing & Performance | - |
| Science | AGE3012S | Diasporas & Historical Past | - |

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 Search

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" value=""/> | View | <input type="button" value="Add Attachment"/> <input type="button" value="-"/> |

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

A **maximum of four** courses may be selected across the following faculty offices: [Humanities](#), [Commerce](#), [Science](#), [Law](#) and [Engineering and the Built Environment](#).

Applicants who are currently completing their undergraduate degree are only permitted to select undergraduate courses at UCT (i.e. 1000, 2000 and 3000 level course codes as offered in the faculty handbooks).

Applicants who are currently completing their graduate degree are permitted to select a combination of undergraduate and graduate courses (i.e. graduate courses have 4000 and 5000 level course codes).

Once students have selected the courses they wish to enrol in at UCT, they will need to indicate the UCT faculty office 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 office, the student should indicate 'Humanities' as their area of study regardless of whether or not they are enrolled in the equivalent faculty office at their home institution. To select suitable courses, SSA applicants should refer to the UCT faculty handbooks for the course codes and descriptions, see: <http://www.uct.ac.za/apply/handbooks/>

COURSE SELECTIONS

We strongly advise students to pay special attention to the courses which they are selecting for their semester at UCT. Their course selection will be processed with the relevant academic departments, so that students can receive pre-approval prior to their arrival at UCT. Students will be approved for their course selection provided that they have the relevant academic background and there is space available in the class. Course approval is confirmed in person at registration, at the start of the semester. If students are required to take specific courses during their semester abroad at UCT, they should confirm that they are approved for their course selection prior to their arrival in South Africa. Once they are successfully accepted on the programme, they can confirm the status of their course approval by writing to ssa@uct.ac.za

Note for graduate students selecting graduate courses:

Graduate students will be required to confirm their graduate status by uploading certified copies of their degree certificate and a recent academic transcript confirming the postgraduate qualification for which they are currently enrolled. Certified copies of the academic transcripts and degree certificate should be sent by post/courier.

Graduate courses are not listed on the online application form. Therefore, graduate students who wish to select graduate level courses (4000 and 5000 level course codes) should upload their course selection when they upload their degree certificate and transcript to the attachment field of the online application. Alternatively, the course selection can be emailed to ssa@uct.ac.za

NB: Include SSA graduate courses and your student number/UCT Id in the subject heading.

To indicate their graduate student status, applicants will need to enter the following undergraduate course on their online application form: STA1000F or STA1000S to submit the online form.

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 (4000/5000 level) courses at UCT, a full undergraduate transcript, degree certificate, and graduate transcript (for grades in progress), 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 or www.toefl.org and from IELTS is available from www.ielts.org

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.

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Contact Details * Required Field

Home (Street) Address:

*Country: Example:

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

Identify Missing Information

< Previous Step

Next Step >

Save

Save & Exit

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.

UCT Online Applications
Personal Details
Academic Application
Contact Details
Other Contacts

UCT Online Applications for admission in 2018
You are signed in as sharon.turner@uct.ac.za [Need Help?](#)

Other Contacts * Required Field

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

Details of your Parent / Guardian are optional

*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

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

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 relevant closing date.

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.

All couriered/posted documentation to be sent to:

International Academic Programmes Office
University of Cape Town: SSA Application
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.

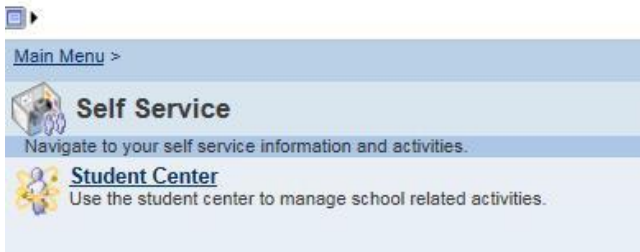
Students must please retain the email confirming receipt of application submission, as this contains their password details for all future log-ins to their UCT account.

The application will be processed within 4 weeks of submission. If there are any queries, please email us at 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 take considerable time to obtain and should be acquired as early as possible. 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 Semester Study Abroad webpage for more details at: www.studyabroad.uct.ac.za