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AFFILIATE RESEARCH STUDENT INFORMATION A GUIDELINE FOR APPLICATION 2019

This document provides information for students who wish to conduct research at Stellenbosch University for non-degree seeking purposes, and to provide information on how to apply. An Affiliate student may be registered for a degree elsewhere, and seek to make use of research facilities at Stellenbosch University. The prospective Affiliate student must secure an academic supervisor at Stellenbosch University, prior to applying online at www.sun.ac.za/international/affiliate

Information for prospective Affiliate students at Stellenbosch University Administered by Stellenbosch University International (SUI)

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1. Definition of an Affiliate student

Students who plan on doing field work* or research at Stellenbosch University are to apply as affiliate research students.

*note that the South African government does not allow any visa options for an internship, and thus the term “internship” should not be used as description for a research period for non-degree seeking purposes at Stellenbosch University.



1.1 Responsibilities of the student

It is the responsibility of the prospective affiliate research student to secure an academic supervisor / research guide / academic mentor for the intended time period to be spent at Stellenbosch University. Once such an arrangement has been made directly with an academic, the academic's details must be indicated on the application form online. An application cannot be processed until an academic is willing to supervise/ guide the student's research, has been secured. A student may contact the SUI Affiliate Coordinator to request assistance in finding a suitable supervisor.

1.2 How to find contact details of an academic at Stellenbosch University

Access the website <http://www.sun.ac.za/english/faculty/>

All department links are available on the Faculty website. On the department's website, click on "contact us" or "academic contacts" to find a list of academics in the field of your interest.

Tips on approaching an academic at Stellenbosch University to request supervision for your research:

- Upon first contact with an academic, communicate clearly that you wish to register for non-degree seeking purposes at Stellenbosch University. Mention that you would like to make use of the facilities of Stellenbosch University for your research purposes only (no course registration), and that you would like to request the supervision and guidance of the academic.
- Ensure to send through your research proposal, so that the academic can form a clear idea on whether your field of research is related to his/her field of expertise.
- Indicate clearly which university you are currently registered at, for which degree.
- Communicate clearly to the academic with whom you request supervision, your expectations of the his/her role in your research, e.g. whether there is possibility to acknowledge the academic's name in your final thesis to be accepted at your home university, and/or whether you plan on handing in your research for publication possibilities. Ensure to inform yourself of your home university's regulations on thesis supervision acknowledgement before entering into a discussion on the subject.
- It is etiquette not to send out the same supervision request to many academics at the same time. Rather contact one academic with an email request for supervision, and if no response is received in your needed timeline, please call the academic directly to speak to him/her. If no answer is received, phone the Department secretary, to request a suitable time suggestion to speak to the academic.

1.3 Planning your application

As stated on the Affiliate online website:

Please note that **we have no room for emergency applications**. The arrival date entered online must be at least 2 weeks in the future of your application submission date, only for students who hold citizenship which allows entry into South Africa on a landing visa for a period of less than 90 days. For students who need to apply for a study visa to South Africa, your entered Affiliate arrival date should at the very least state 9 weeks into the future as of your application submission date.

1.4 Applying for Ethical Clearance

Many research projects done at SU require ethics approval before they may proceed. This applies to all projects involving human participants, animals or that have environmental or biosafety concerns. Students are advised to familiarise themselves with the **Policy for Responsible Research Conducted At Stellenbosch University** available at

http://www0.sun.ac.za/research/assets/files/Policy_Documents/POLICY%20FOR%20RESPONSIBLE%20RESEARCH%20CONDUCT%20AT%20STELLENBOSCH%20UNIVERSITY.pdf

Note that in the event of ethical clearance needed for the research you intend to conduct at Stellenbosch University, it is important that you apply for ethical clearance well ahead of time. This process also takes time, and also has no room for emergency applications. Stellenbosch University's Research Development division can advise on steps to follow for Ethical Clearance. For more information, click [here](#).

1.5 Preparing for arrival

All international students to arrive for Affiliate registration are to supply proof of medical insurance. Application and payment for the correct medical insurance has to be administered by the applicant PRIOR to arrival. Without proof of sufficient medical insurance, the student cannot register at Stellenbosch University.

Information and guidance on the correct medical insurance needs to be clearly followed as stated online at this link, point two: [Click Here](#)

2. Fees and Administrative Process Explained for Prospective Affiliate Students

Affiliate fees 2019	
Total Fees ZAR 4315	
inclusive of: IRF amount	ZAR 4225
inclusive of Student Card	ZAR 90

The total Affiliate registration amount must be paid ahead of the registration date. The Affiliate students' use of services, e.g. internet, copy, print, society and gym membership, are run on a *pay as you go* system. This means that the student would buy non-refundable quota for these services at the Admin A cashiers.

Take note of the possibility that a department may request bench fees to be charged at R750 per week. The charge for bench fees may be requested by the supervising academic's department. This will be clearly indicated on the admission letter's invoice section.

Application documents have to be **submitted electronically** online at www.sun.ac.za/international/affiliate

The affiliate student receives a Letter of Admission (LOA) and Affiliate Information sheet, which includes banking details and a reference number for the transfer of payments. To ensure a smooth application process, the student must provide all the required documentation as indicated on the checklist of the application form and an original signature. Please note that without a copy of the ID page of the passport and signature on the application form, the application cannot be processed. Once the Letter of Admission is provided to the Affiliate student applicant, the prospective affiliate student can apply for a visa to South Africa at the nearest South African embassy.

3. Arrival and Registration

On arrival, the affiliate student should report to Mia Engelbrecht at the Stellenbosch University International (Wilcocks Building Room 1019, corner of Ryneveld Street and Victoria Street). The student will be required to present the below listed documents

- original **passport** and **visa**
- **proof of payment** of any fees invoiced on the Letter of Admission and
- a valid **health insurance** within South Africa

Should the payment not have been made electronically before arrival, fees can be paid at Administration A's cashiers - credit cards, visa cards and cash accepted.

3.1 Student card

Once registered, the affiliate student will receive a **proof of registration**. The proof of registration must be presented by the student to the staff at the **student card** centre (close to the cashiers).

3.2 Arrival Manual (mini orientation)

The student will receive an arrival manual, explaining the financial setup and the funds available to the student to utilise for services within the University of Stellenbosch. By signing the form, the student declares that in the case of any fees being overspent on the available amount, the outstanding fees will be settled by the student before he/she leaves Stellenbosch University.

Please take note of student consultation hours at the Stellenbosch University International. Office doors are only open to students between the times listed below.

Monday	11h00 to 15h00
Tuesday	11h00 to 15h00
Wednesday	CLOSED
Thursday	11h00 to 15h00
Friday	11h00 to 15h00

*closed daily over the lunch hour 13h00 to 14h00

3.3 Arrival with proof of payment and proof of medical insurance

Only students who arrive prepared with proof of payment, and proof of sufficient medical insurance can be registered.

Prior to arrival

- the student has to submit proof of sufficient health insurance to studyabroad@sun.ac.za prior to arrival
- the student has to pay prior to registration
 - payment can either be done from abroad (through electronic payment transfer)
 - or can be done at the Admin A cashiers, by means of cash, credit or debit card, by taking along the Affiliate Admission letter, to indicate the student number and invoiced amount

STUDENTS WHO DO NOT HAVE SUFFICIENT HEALTH INSURANCE AND PROOF OF PAYMENT, CANNOT BE REGISTERED. Students are requested to arrive well prepared with the needed documentation in order to enable a registration.

4. Logistical Arrangements

4.1 Visa Matters

Students from visa exempt countries, planning on staying for 90 days or less, need not apply for a visa to South Africa. See the weblink: <http://www.dha.gov.za/index.php/countries-exempt-from-sa-visas>

A student planning on staying longer than 90 days, MUST apply for a **study visa** through the South African embassy in the home country. The application process for a study visa can take between 4-6 weeks. Health insurance is a requirement for all affiliate students, whether entering with a landing visa or a study visa.

4.2 Housing

Affiliate students are permitted to apply for university housing at Stellenbosch University. SUI housing coordinator, Grant Leukes, can be contacted for any housing inquiries at interhouse@sun.ac.za. Students should make sure to apply for housing well ahead of time, as housing availability in Stellenbosch can be a problem – especially during the first semester of the academic year.

An online application form is available at the following link:

<http://www0.sun.ac.za/international/accommodation-and-arrival/accommodation>

4.3 Airport Pickup

Once a flight has been booked, an airport pickup can be arranged by filling in the online arrival sheet: <https://www0.sun.ac.za/international/prospective-students/non-degree-seeking--short-term-students-1/i-have-applied-i-have-been-accepted-1/arrival---airport-transfer-1.html>

Any transport related questions can be addressed to the transport coordinator, Georgina Humphreys, at gina@sun.ac.za

5. Term Dates

Affiliate students may arrive and leave at any date, in accordance with the arrangements made with the academic supervisor. Since Affiliate students are not following any course work (registration for courses is not an option for the Affiliate student), please take note of the Stellenbosch University term dates for the purpose of noting the busier and quieter times on campus:

<http://www.sun.ac.za/english/dates>

6. Closing of Student Account

Prior to leaving Stellenbosch University, students are required to close their student accounts with the SUI finance division. Students should see Mrs. Yolanda Johnson, Wilcocks Building Room 1017, corner of Ryneveld Street and Victoria Street. Yolanda can be contacted at yjohnson@sun.ac.za