

REGISTRATION ARRANGEMENTS FOR 2025 NEWCOMER FIRST-YEAR UNDERGRADUATE STUDENTS

FACULTY OF MEDICINE AND HEALTH SCIENCES

The following is applicable for the registration of newcomer first-year students in undergraduate programmes of the Faculty of Medicine and Health Sciences (FMHS), i.e., students who are registering for the first time as a first-year student in an FMHS undergraduate programme **including those students who completed another degree(s) (such as a BSc degree)** are provided below.

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1. Registration on the SUNStudent system and general enquiries:

Stellenbosch University (SU) has implemented a new student information system called SUNStudent. To access information and a "how-to guide" on the online registration process, please visit the University's dedicated registration webpage at www.sun.ac.za/registration.

For any Faculty of Medicine and Health Sciences (FMHS) registration-related enquiries you can contact us by email at fmhsregistration@sun.ac.za.

General dates – Tygerberg campus

- **2 December 2024:** Start of assisted registration for all newcomer FMHS PhD students
- **2 January 2025:** Start of academic year and online self-registration and assisted registration for returning undergraduate students and newcomer and returning postgraduate students of the Faculty of Medicine and Health Sciences (FMHS)
- **23 January 2025:** Start of online self-registration for newcomer undergraduate students
- **31 January 2025:** On-campus assisted registration for newcomer first-year undergraduate students of the FMHS.
- **7 February 2025:** Final day for online and assisted registration of undergraduate and postgraduate FMHS students (excluding new M-research and D students).
- **10 February 2025:** Start of academic year for first-year undergraduate students.
- **21 February 2025:** Final day for late registration of undergraduate and postgraduate students (excluding new M-research and D students)
- **27 March 2025:** Final day for first semester registration of new M-research and D students.

2. Registration for new undergraduate students based on the Tygerberg and Stellenbosch campuses

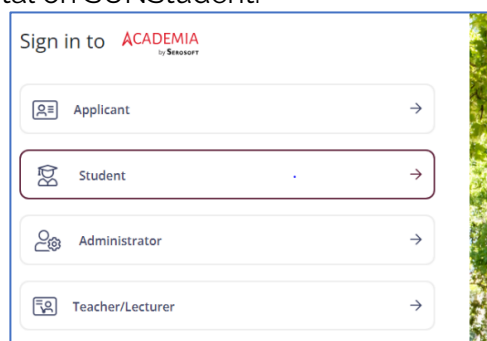
2.1 The onus rests on every student, to **register every year**. As a newcomer student, you must ensure that you are eligible to register for the 2025 academic year before attempting to register.

2.2 Registration options

There are three (3) options available for you to officially register as an undergraduate student of the Faculty of Medicine and Health Sciences.

OPTION 1: Self-registration online (only available until 7 February 2025)

Most students can register online and are encouraged to register via our online registration portal on SUNStudent.



- Self-registration can be done from any device that can utilise a "desktop view" and with access to the internet via the [SUNStudent portal](#) until 7 February 2025
- A how-to-register guideline video can be accessed on the dedicated [registration website](#).

The following students will not have access to self-registration:

- Students who have one or more proof of admissibility documents outstanding (e.g., Matriculation exemption certificate, advice of results or post-matriculation proofs of admissibility)
- Students whose readmission to the University is not in order.
- Students whose Student Fees account with the University is in arrears (debtors) (if the Student Fees account and first instalment of registration is paid in full and is captured by the Student Fees Division) and the student meets all other requirements for self-registration, they will be able to self-register. Please see the Student Fees section below.
- Postgraduate newcomers, who have been accepted by the University for postgraduate programmes and are registering for that programme for the first time in 2025.
- Students who register for special/occasional programmes or as a special/occasional student.
- Students who must repeat modules
- Students whose curriculum has been adapted due to an approved concession.

OPTION 2: Registration During the Welcoming Programme (only available on 31 January 2025)

All new first-year students for the BSc in Dietetics, BSc in Physiotherapy, B of Nursing and MBChB programmes who **cannot self-register** must register on Friday, 31 January 2025 in the Assessment Centre, 5th Floor, Tygerberg Assessment Centre, 5th Floor, Education Building, Tygerberg campus (see item 11).

The steps for registration can be found on the second last page.

- **Please keep your password, student number, and proof of payment (see item 4), proof of bursary/loan at hand, and proof of registration if you have already registered online.**

New first-year students for the B of Occupational Therapy, and Speech-Language and Hearing Therapy programmes who cannot self-register will register at the Stellenbosch Campus on Friday, 31 January 2025 between 14:00 and 16:00 with Mrs Jabulile Motahane in room 3020, Administration Block A.

Only students who have written the National Senior Certificate (NSC) and IEB (Independent Examinations Board) examinations may register electronically. Students who have written the examinations of other schools (e.g., the School of Tomorrow) and cannot register by themselves, can register on the afternoon of Friday, 31 January 2025 with the Faculty Officer, Mr Bernard Makhotla, room 1058, Tygerberg Campus, or with Mrs Jabulile Motahane, in the case of first years at the Stellenbosch Campus, room 3020, Administration Block A.

Date and Time of Registration and Taking of Photos for Student Cards on Friday, 31 January 2025

RESIDENCES	TIME
Francie van Zijl	09:00 – 09:30
Enkanyini and Meerhoff	09:30 - 10:00
Hippokrates	10:00 – 10:30
Osler (Private Students Ward) (i.e., commuter students who do not live in residences)	10:30 – 11:15

Please contact Mrs Megan Jantjies or Mr Bernard Makhotla at fmhsregistration@sun.ac.za /021 938 9235 for any enquiries.

OPTION 3: Assisted registration (only available until 7 February 2025)

Assisted email registration can be done until 7 February 2025 (excluding new M-research and D students who may register until 27 March 2025).

- Complete the registration form, which can be found [here](#), and attach that to your registration request by emailing fmhsregistration@sun.ac.za.

Assisted on-campus registration can be done until 7 February 2025 (excluding new M-research and D students who may register until 27 March 2025).

- The following staff are available to assist with on-campus registration
 - **Tygerberg campus:** Mr Bernard Makhotla or Mrs Megan Jantjies or Ms Nobukho Njemla-Klaas, (email: fmhsregistration@sun.ac.za) in the Centre for Academic Administration, 1st Floor Clinical Building, Tygerberg campus.
 - **Stellenbosch campus:** Mrs Jabulile Motahane (email: jabuz@sun.ac.za) in Room 3020, 3rd Floor, Admin A Building, Stellenbosch campus.

3. Submission of Proof of Admissibility Documents

- 3.1 Newcomer first-year students who have written the **National Senior Certificate (NSC) examination** must submit:
 - 3.1.1 two **certified** photocopies of their original advice of results/senior certificate received from the education department concerned,
 - 3.1.2 as well as two **certified** photocopies of the appropriate identity document (**RSA citizens:** ID or birth certificate [no passports or driver's licences] and **international students:** passport, study permit **and** proof of South African Medical Aid).
- 3.2 Newcomers first-year students who have written an examination other than the NSC (e.g., candidates of the School of Tomorrow) must submit:
 - 3.2.1 two **certified** photocopies of their original advice of results,
 - 3.2.2 as well as two **certified** photocopies of the appropriate identity document (**RSA citizens:** ID or birth certificate [no passports or driver's licences] and **international students:** passport, study permit **and** proof of South African Medical Aid).
- 3.3 In addition to these documents, these students also need to submit an Exemption Certificate for Admission to Bachelor's degree Studies.
- 3.4 BSc in Dietetics and B of Speech-Language and Hearing Therapy students must also provide their clinical visitation forms.
- 3.5 In addition to the copies of the senior certificate and the appropriate identity documents as mentioned above, students who have studied at other universities must also provide their original academic records and certificates of good conduct.
- 3.6 The dates, times and places for submission of all admission documents for the different programmes are as follows:
 - 3.6.1 All the documents for the **BSc in Dietetics I** students must be handed in during the welcoming programme on **Monday, 3 February 2025** to the Division of Human Nutrition, in Lecture Hall 1, Education Building, Tygerberg campus.

- 3.6.2 All the documents for the **BSc in Physiotherapy I** students should be handed in no later than Monday, 3 February 2025 to the Division of Physiotherapy, Education Building, Tygerberg campus.
- 3.6.3 All the documents for the **MBChB I** students must email their results to mbchb@sun.ac.za by Wednesday, 5 February 2025.
- 3.6.4 All the documents for the **B of Speech-Language and Hearing Therapy I** students must be handed in on Tuesday, 11 March 2025, to Ms H Kruger at the Division of Speech-Language and Hearing Therapy, Education Building, Tygerberg campus.
- 3.6.5 All the documents for the **B of Occupational Therapy I** students must be handed in on Tuesday, 4 February 2025, to Mrs Karen Ferreira at the Division of Occupational Therapy, Room 2009, Education Building, Tygerberg campus.
- 3.6.6 **B in Nursing I** students must be handed in during the welcoming programme on Monday 3 February 2025 to the Department of Nursing and Midwifery, in the Education Building, Lecture Hall 8, Tygerberg campus.

4. Pre-Registration Clearance for International Students

- 4.1 All international students are required to provide a **certified** copy of supporting documentation for pre-registration clearance prior to registering for the academic program. You must upload the **certified** documentation [here](#).
- 4.2 **The following documentation must be uploaded to obtain pre-registration clearance:**
 - 4.2.1 Proof of valid passport (*certified*);
 - 4.2.2 Proof of valid study visa (*certified, if applicable*);
 - 4.2.3 Proof of South African medical cover (if applicable); and
 - 4.2.4 Proof of payment or scholarship letter.
- 4.3 **An email notification will be sent back to you to confirm that pre-registration has been finalised whereafter, you can commence with the registration process.**

5. Student Fees and Account Enquiries

- 5.1 All Student Fees/student account related enquiries must be directed to the Student Fees Division.
 - 5.1.1 Email: Ms Lésanne Matthee (lm@sun.ac.za) or access information via the following websites:
 - 5.1.2 <http://www.sun.ac.za/english/Finance/students>
 - 5.1.3 <https://www.sun.ac.za/english/maties/fees/study-fees>
 - 5.1.4 <https://www.finaid.sun.ac.za>
- 5.2 **South African and international students with valid permanent residency in South Africa and international students with refugee status:**
 - 5.2.1 As of 2025 the first compulsory instalment is payable as follows by 28 February:
 - 5.2.1.1 The amount payable by the end of February is equal to the table below and, where applicable, the compulsory first instalment of Residence Fees.

	Undergraduate	Postgraduate	Diploma
First instalment on Tuition Fees	20% of all Study Fees	20% of all Study Fees	20% of all Study Fees
Plus: (Where applicable)			
First instalment on Residence Fees	R 5 100	R 5 100	R 5 100

5.2.2 The fees payable must be made as follows:

DATE	% OF TOTAL FEES PAYABLE	% PAYABLE FOR DEBIT ORDER
28 February	20	10
31 March	20	10
30 April	20	10
31 May	20	10
30 June	5	10
31 July	5	10
31 August	5	10
30 September	5	10
31 October	-	10
30 November	-	10

5.3 **International students:**

5.3.1 The above amounts and payment timelines are not applicable to international students, with the exception of international students with valid permanent residency in South Africa and international students with refugee status - click [here](#) to be redirected to Stellenbosch University International's website.

5.3.2 All international students, including Namibians, need to pay their study fees in full by the date of registration.

5.3.3 International students making use of the University's residences must pay at least R25 000 of the accommodation fees and at least R15 000 of the meal quota allowed for the year to be placed on the account (if placed in SU catering residence) by date of registration.

5.4 All outstanding amounts of a previous year must be settled before you will be allowed to register for the following year.

5.5 Click [here](#) for more information regarding fees for 2025.

6. Financial assistance to students at the Tygerberg campus:

We are acutely aware of the financial pressures under which South African households must provide for Student Fees. We therefore continue to strive to assist financially needy students who are academically deserving, as far as possible. Please familiarise yourself with the various categories and forms of financial assistance available.

6.1 Undergraduate financial assistance and bursary enquiries

6.1.1 Enquiries can be referred to the Tygerberg campus Undergraduate Bursaries and Loans Office tygbursaries@sun.ac.za if you are an undergraduate student.

6.1.2 Appointments to consult staff can be scheduled via Microsoft Teams or telephonically, the contact details of the staff are as follows:

6.1.2.1 Ms Rochelle Sylvester, 021 938 9129, sylvester@sun.ac.za

6.1.3 Appointments to consult with staff on campus are also available, please contact the above staff to make an appointment for an on-campus consultation.

6.2 NSFAS Allowances*

*The information below is correct at the time of publication, but may change at short notice depending on any change officially communicated by NSFAS

6.2.1 The timelines and details of allowance payments for NSFAS students will be communicated as soon as information has been received from NSFAS, The Centre for Undergraduate Bursaries and Loans will send communication to all NSFAS funded students.

6.2.2 For information on NSFAS from the Centre for Undergraduate Bursaries and Loans: [click here](#)

6.2.3 All NSFAS Related Queries must be logged on the Student Finances Service Desk, select the "Undergraduate Bursaries" tab and select the "NSFAS Enquiries Option"

NOTE: All allowances will be processed via the Intellimali system.

6.3 Allowances for bursaries of private donors & Provincial Departments for undergraduate students

6.3.1 Appointments to consult staff can be scheduled via Microsoft Teams, the contact details of the staff are as follows:

6.3.1.1 Ms Rochelle Sylvester, 021 938 9129, sylvester@sun.ac.za

6.3.2 Appointments to consult with staff on campus are also available, please contact the above staff to make an appointment for an on-campus consultation.

6.3.3 Allowances and bursary coding can only occur when we receive a promissory letter (confirmation of funding for 2025) from the sponsor.

6.3.3.1 Students can email their promissory letters to the above-mentioned staff members or to tygbursaries@sun.ac.za.

NOTE: All allowances will be processed via the Intellimali system.

7. Registration responsibilities and Late Registration

7.1 All prospective students wishing to study at Stellenbosch University from 2025 must timeously register as a student in accordance with this registration programme, as stipulated in item 2.

- 7.2 If you are delayed in registering, for whatever reason, you must arrange with the Faculty Administrator, Mrs Megan Jantjies (email: fmhsregistration@sun.ac.za), to register late with the following provisions:
- 7.2.1 A late registration fee of R 1 000 will be charged after 7 February. This fee will be waived for students who have evidence that they face financial constraints or who can provide well-documented and reasonable justifications for their delayed registration that are beyond their control.
 - 7.2.2 The decision to allow you to register late will be dependent on your motivation (with supporting evidence) to return to the programme and if the programme can accommodate late for the 2025 academic year.

8. Checking of Proof of Registration

- 8.1 The onus rests on each student to check, as soon as the proof of registration that contains their programme and modules for the year is given to them during registration, that:
- 8.1.1 the programme is correct;
 - 8.1.2 all the modules that are to be followed in the particular year appear on it; and
 - 8.1.3 that they are the correct module(s), i.e., not 122 if it should be 112, etc.
- 8.2 If there are any mistakes, these need to be corrected at the Faculty Officer, Mr Bernard Makhotla, room 1058, Clinical Building, Tygerberg campus, before or on **Friday, 21 February 2025** or at Mrs Jabulile Motahane in the case of Stellenbosch campus students, room 3020, Administration Block A.

9. Satisfaction of Module and Programme Requirements

Before, during and after registration, as well as at the start of the second semester, students must make sure that they satisfy all the pass, prerequisite and co-requisite requirements for the particular modules that they follow including any additional programme-specific continuation requirements. See the [FMHS Yearbook \(Part 12\)](#) in this regard.

10. Immunisation Against Hepatitis B

- 10.1 All students who have been selected for MBChB I, BSc in Dietetics, B of Speech-Language and Hearing Therapy I, BSc in Physiotherapy I, B of Nursing I and B of Occupational Therapy I must be tested for Hepatitis B by their medical practitioner or by the Campus Health Services (CHS) at the Tygerberg Campus. Students whose results are negative must be immunised against Hepatitis B in good time, before they report to the University as students. All first-year students must hand in a certificate that indicates that they were tested and, if necessary, immunised.
- 10.1.1 **BSc in Physiotherapy I** students are not required to submit proof of vaccination to the Division of Physiotherapy.
 - 10.1.2 **BSc in Dietetics I** students should hand them in during their academic orientation programme, but at the latest before the end of January 2025 at the Division of Human Nutrition, Education Building, Tygerberg campus
 - 10.1.3 **B of Nursing I** students should hand them in during their academic orientation programme, but at the latest before the end of the academic year in 2025 to Ms R Petersen in the Department of Nursing and Midwifery.
 - 10.1.4 **MBChB I** students must email their results to mbchb@sun.ac.za by Wednesday, 5 February 2025.

- 10.1.5 **B of Occupational Therapy I** students are not required to submit proof of vaccination to the Division of Occupational Therapy.
- 10.1.6 **B of Speech-Language and Hearing Therapy I** students must hand them in on Tuesday, 23 September 2024 to Mrs H Kruger in the Division of Speech-Language and Hearing Therapy.
- 10.2 Although it is not compulsory, students who have not previously been immunised against rubella and measles are advised to obtain these immunisations before they report for these programmes. Students are also strongly advised to be immunised against Hepatitis A and Varicella (Chicken Pox).

11. Registration Steps on Tygerberg campus during the welcoming programme

REGISTRATION OF NEW FIRST-YEAR STUDENTS FOR: BSc IN DIETETICS, BSc IN PHYSIOTHERAPY, B OF NURSING AND MBChB ON FRIDAY, 31 JANUARY 2025

NB: Please keep your password, student number and proof of payment/proof of bursary/loan at hand.

REGISTRATION STEPS:		
Step 1	Take photo for student card in Lecture Hall 3, Education Building, Tygerberg campus	
Step 2	Assisted self-registration as a student in the Tygerberg Assessment Centre, 5 th Floor, Education Building, Tygerberg campus *if not yet done via the student portal (As part of this step students may apply for a parking space on campus for their vehicle. The outcome will be communicated by e-mail in due course. Students who have been allocated a parking space will receive a parking disk by e-mail, which they have to print, cut out and attach to the front window of their vehicle. Disks may also be obtained from the Vehicle Pool, which is situated right behind the Tygerberg Students' Centre or TSC.)	
Step 3	Receiving of student card, Lecture Hall 6, Education Building, Tygerberg campus	

The registration process has been completed after these three (3) steps.

-END-