



FREQUENTLY ASKED QUESTIONS – GENERAL EXCHANGE PROGRAMME

ACCEPTANCE ONTO THE PROGRAMME

PROCESS TO BE FOLLOWED ONCE GRANTED THE EXCHANGE AWARD BY IAPO

1. After hearing that you were successful in your application, make an appointment with the Exchanges Officer to discuss this process in more detail as well as be allocated a host institution.
2. Once a host institution has been confirmed, start with completing the host institutions application forms. Meanwhile, the Exchanges Officer will nominate you to that university to inform them of your application. Each host institution has a different deadline date- be sure to submit a full application package to the Exchanges Officer in good time. Only one application to one institution may be completed per student.
3. Ensure that substitute courses identified at the host institution are acceptable as far as transferring credits are concerned. This should be done with your academic advisor. A Learning Agreement form must be completed before you leave on exchange indicating all courses for credit that will be done at the host institution and the HoD or delegated authority's signature approving the course. This Learning Agreement will be given to you by the Exchanges Officer. Should you wish to talk to students who have gone on exchange before, exercise caution as course catalogues and policies around certain course credits may have changed.
4. Housing is either applied for with the initial application or with prompting emails from the host institution. Each institution has a different way of doing things so make sure you take note of the processes of your institution and don't compare with a friend who may be going to a different institution.
5. Notice of acceptance from the host institution may take between 1-3 months from the deadline date.

6. Inform your relevant UCT faculty office that you have been accepted by the host institution and that you need to update your academic profile before you leave. This includes submitting your Learning Agreement and IAPO conditions forms so that your PeopleSoft profile can be updated accordingly. Copies of all these forms should be submitted to the Exchanges Officer for filing.
7. Once you receive your acceptance package, you may apply for your visa. The Exchanges Officer will explain the process and provide you with a visa support letter. You will have to apply and pay for the visa yourself.
8. Once your visa application has been approved, you may continue with booking your flights. Please see Money Matters below for more information about flights and reimbursements.
9. Attend the Pre-departure sessions at IAPO and make contact with students who have gone before so that you can properly prepare yourself.
10. At this point, you're just about ready to go on exchange! Bon voyage!
11. While abroad, keep a blog and take photos. Once you return, you will have to submit this blog and submit a picture poster and report relating to your experience abroad. Please see the guidelines regarding the reporting process below for more details.

Do not hesitate to ask the Exchanges Officer for assistance at any stage as mentioned above. It would be advisable to make an appointment either to meet or connect telephonically. In this way, you will have her undivided attention.

MONEY MATTERS

1. Each student that will go on exchange through IAPO's Outbound International Exchanges Programme will receive
 - A **tuition fee waiver** (from the host institution) provided that the student is registered at UCT for the whole academic year in which he or she will be studying abroad. **UCT tuition fees for the academic year must be paid before the student goes on exchange.**
 - A **living cost scholarship** that covers accommodation, meals and health insurance¹
 - Reimbursement of up to 50% of the cheapest, most direct flight to get to the host institution
(See point 4 below)

2. The student is expected to contribute between US\$2000 and US\$4000² towards the semester expenses. These expenses may include deposits for accommodation, orientation, as well as personal living expenses incurred throughout the semester. The students are expected to pay housing deposits and orientation costs as and when they arise.

3. The student is required to pay for the relevant study permits, contribute to flight tickets, and cover any other miscellaneous costs as mentioned in point 2.

4. Flights:
The following should be submitted to the Exchange Officer for reimbursement of 50% of the cost:
 - 3 quotes of the cheapest, most direct flight to get to the host institution
(Quotes must be submitted before booking, as it needs to be discussed and agreed to by IAPO)
 - Copy of e-ticket
 - If the e-ticket can't be used as proof of payment, then a tax invoice/ credit card statement must be submitted (the document must state how you paid and that your balance owing is R0.00)
 - Copy of your ID/ passport

¹ Amount is dependent on the agreement with host institution

² Based on a R10 exchange rate. Please consult host institutions websites for more information on costs of living and discuss budgeting with the Exchanges Officer so as to adequately prepare for your time abroad.

- Ensure that you have responded to the student vendor email asking for bank details (this is email has been or will be sent to you by our Finance colleagues)

You may contact the UCT vendors for quotes:

June at STA Travel <juneo@statravel.co.za>,

Johan Nel at Millway <johan@millway.co.za> or

Brandon du Plooy at Club Travel <brandon@clubtravel.co.za>.

Should you need to reimburse IAPO for flights, please ensure that you have the correct amount from the Exchanges Officer and use the following banking details:

Account name: University of Cape Town, Current Account

Bank Name: Standard Bank of South Africa

Bank Address: Riverside Centre, Main Road, Rondebosch, 7700, South Africa

Account number: 07 148 023 4

Branch Code: Rondebosch Branch, 025009

Swift Code: SBZAJJ

Reference: Your name and student number