



Student Exchange Program Internal Nomination Application

	Application for (Exchange Program/Summer School):	University:
1 st Preference		
2 nd Preference		

Please note the following:

1. Unless specified, in **Exchange Programs** only application & tuition fees are waived, and the nominated student(s) will be required to pay accommodation & travel costs. Applying directly to the partner university's website would make you a "freemover".
2. It is your responsibility to consult your faculty about the possibilities of credits transfer from Exchange Program modules. Your Course Coordinator must approve the units you intend to complete overseas.
3. Unless scholarship advertised, **Summer/Winter School** nominated students will be required to pay the tuition fees advertised.
4. As an exchange student, you must remain enrolled full-time at UFS for the duration of your exchange studies. You are also required to be enrolled as a full-time student while at the Host University.
5. **This form needs to be accompanied by a letter signed by an academic advisor or supervisor.**
6. Nomination For 1st semester abroad: **September-January**

For further information please contact Kagiso Ngake @ ngakekm@ufs.ac.za

Full name:

Passport:

Date of issue:

Date of birth (dd/mm/yyyy):

Nationality:

Gender:

E-mail:

Cell Phone:

Plus Emergency number:

Are you in a position to pay required fees:

How do you plan to fund uncovered cost:

Code (s) and name (s) of the course (s) to be requested:

Qualification registered for



WHAT'S NEXT

Step 1: The UFS Exchange team will assess your application (which will include your UFS Academic Transcript) to determine your eligibility.

Step 2: The UFS Office for International Affairs will advise you of your application outcome and ask you to complete the application form of your approved host institution.

Step 3: You will complete the host institution application form and return that to the UFS Exchange team. The UFS Exchange team will then send your completed application form to the host institution with all supporting documents.

Step 4: The host institution will assess your application and confirm the details of your admission to their program.

Step 5: The UFS Office for International Affairs will send you an official Letter of Offer to participate in the UFS Exchange program. This letter outlines your understanding of your responsibilities as an exchange student. (You may also receive a letter of admission from your approved host institution at this time).

Step 6: You will sign and return your official Acceptance of Offer to the UFS Exchange team. (You may also be required to complete an acceptance of admission to your approved host institution at this time).

Step 7: You will follow the instructions of your host institution to prepare for travel to your exchange destination.

Step 8: You will enrol at your host institution and undertake studies in accordance with host institution and UFS requirements.

Step 9: You will notify the UFS Exchange team immediately of any enrolment changes while at your host institution.

The Office for International Affairs will give you full support and implement necessary protocols are followed to ensure your safety (including suspending any traveling under its programs); however it cannot guarantee nor commit to financial support to travel/stay abroad.