Welcome to NMMU

The University’s Office for International Education prides itself on its ability to assist international visitors and students with information on international travel, visas and academic studies. The support network we offer is comprehensive and visitors and students can feel confident that they will receive a friendly welcome and be looked after during their time at the NMMU.

The Office for International Education provides specialist support and information to students in the following areas:

- An orientation programme, which includes a tour of the campus and city surrounds;
- Assistance in finding accommodation;
- Renewal of temporary residence and study permits;
- Preparing students: We provide advice, information and materials on courses, academic admission, and registration; and on critical issues including health, safety, visas and how to live and learn effectively in the host country;
- Fostering international relationships: We bring an international perspective to the University community through events organised by the Office for International Education; and
- Meet and greet international students at the airport and above all assist them in adjusting to their new environment.

We welcome you to the Nelson Mandela Metropolitan University and encourage you to contact our Office should you need any assistance during your stay with us.

Dr Nico Jooste
Director, Office for International Education
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Please note: The contents of this handbook are of importance to you as a new NMMU student. Make sure that you read and understand every chapter, for it serves as your personal guide to South Africa and the Nelson Mandela Metropolitan University.
HOW TO GET A STUDY PERMIT?

WHERE TO APPLY FOR A STUDY PERMIT

You should apply for a study permit at your nearest South African embassy, High Commission, Consulate or Trade Mission outside of South Africa. If there is no South African representative, prospective students must apply to the South African High Commission, Embassy, Consulate or Trade Mission nearest to their home country. It is imperative that students await the outcome of the application for a Study Permit in their own country of residence or origin.

WHEN TO APPLY FOR A STUDY PERMIT

After you have submitted the necessary documentation and have received your letter of acceptance from the University, you will need to apply for a study permit prior to arrival in South Africa. You will NOT be permitted to attend the University without a valid study permit.

Please Note: Prospective international students are advised to submit their study permit documentation as soon as possible. It normally takes 8 weeks for applications to be processed. The Nelson Mandela Metropolitan University cannot register a student until a valid study permit has been produced. Passports, valid for the duration of the studies, with a valid study permit must be presented to the University during registration.

HOW TO APPLY FOR A STUDY PERMIT

Acceptance as a student at NMMU places no obligation on the Department of Home Affairs, or the University to grant a candidate official approval of his/her entry into South Africa for study purposes. Prior to consideration of a study permit, the following documentation is required (please check the application requirements at your nearest South African Embassy).
The following are standard requirements:

- A travel document (passport) valid for the duration of study;
- A duly completed application form signed by the applicant;
- An official letter of acceptance from the NMMU for the duration of the course;
- Proof of sufficient funds to cover tuition fees, maintenance and incidental costs, in addition to a cash deposit or bank guarantee to defray possible repatriation and / or incidental costs;
- A written undertaking by the student personally that he / she will leave the country on completion of the specific course indicated or as specified by the NMMU;
- Proof of medical cover with a medical scheme registered in South Africa;
- Medical and radiological reports;
- A police clearance certificate (less than six months old).

The student may only proceed to travel to South Africa once all of these requirements (academic as well as residential) have been complied with and the student has been issued with the necessary entry authorization (study permit). Study permits are issued for a programme of study at a specific institution.

International students should obtain a new permit only if they wish to change institutions. For more information on applying for a study permit visit: www.services.gov.za. You should contact the South African Embassy for full details about applying for a study permit.

In an effort to prevent international child abduction, many governments, including South Africa’s, have initiated procedures at entry/exit points. These often include requiring documentary evidence of relationship and permission for the child’s travel from the parent(s) or legal guardian not present. Having such documentation on hand, even if not required, may facilitate entry/departure.

MULTIPLE RE-ENTRY VISAS

Students no longer require multiple re-entry visas.

PART-TIME CASUAL WORK ON A STUDY PERMIT

The holder of a study permit may conduct part-time work providing that the period should not exceed 20 hours per week. The Director of the Office for International Education needs to consent to it in writing.

TRAVELLING OUTSIDE OF SOUTH AFRICA

You should check with the embassy of the country you are visiting whether you require a visa to enter that country.

For Visa Requirements for neighbouring countries please contact Rennies Travel on 041 396 8800.
Regulation 10(1) (i) determine the following:

** An applicant for a study permit is required to provide:
(i)*proof of medical cover with a medical scheme registered in terms of the Medical Schemes Act, 1998, recognized in the Republic*

In terms of the Immigration Amendment Act 19 of 2004, any prospective student to the Republic of South Africa, must provide proof of medical cover with a medical scheme registered in terms of the Medical Scheme Act, 1998 Act 131 of 1998.

**MEDICAL AID REQUIREMENTS FOR STUDY PERMIT APPLICATION**

Although you may, with some other foreign medical insurance products, secure a study visa from a South African diplomatic mission, NMMU, in accordance with the Medical Schemes Act **DOES NOT** accept such medical cover for registration purposes. On recommendation of the International Education Association of South Africa (IEASA) in consultation with ABSA Healthcare consultants, the following medical scheme products are recommended as it provides for all the needs of an international student.

**Momentum Health**
Join Online at: **www.ingwehealth.co.za**
Call Us: **0860 102 493**
Email Us: **studenthealth@momentum.co.za**

**Compcare Wellness**
Join Online at: **www.studentplan.co.za**
Call Us: **086 112 4636**
Email Us: **student@universal.co.za**

**WHAT EVIDENCE TO PROVIDE FOR REGISTRATION PURPOSES**

For registration purposes, NMMU requires proof of full Medical Aid Cover with a South African registered medical aid scheme (no insurance products, from South Africa).
or abroad, will be accepted) for each full academic calendar year (being from the first day of the month of registration until the last day of November). Study Abroad and Exchange Students must secure medical cover for the full duration of their stay. A minimum of six (6) months cover is provided by medical aid companies, no less. English Skills Students are required to purchase cover for duration of six (6) months. Note that a membership certificate is required, which may easily be obtained through ABSA HCC.

PAYMENT OF MEDICAL COVER

It is required that international students make the necessary financial arrangements for the medical aid cover prior to study permit application. Should the student rely on sponsorship he/she should ensure that the sponsor is advised of this requirement at the onset of the sponsorship and this requirement is applicable to NMMU (for example Postgraduate Research Scholarships) related bursaries as well.

Payment for the required medical aid cover fee is made directly to the Medical Aid Company, separately from the tuition fees.

For further enquiries please contact: ABSA HCC with regard to the products that will be suitable for both your visa application, and registration at this University on: international.students@absa.co.za / absahealthcare@absa.co.za or (+27) 860 100 380.

FURTHER IMPORTANT NOTES

Block release students: Students need to submit proof of travel insurance for the full duration of their stay in South Africa. Should the student remain in South Africa for the continuation of the year, the student will be required to purchase medical cover.

Degree Seeking Students doing in-service training will be required to make payment for medical cover for the full duration of the stay of the academic period in South Africa.
South Africa is a country of diversity. This diversity cannot only be found in the country’s people but also in its landscapes, architecture and wildlife.

**LAND OF PLENTY**

South Africa is a country of diversity. This diversity cannot only be found in the country’s people but also in its landscapes, architecture and wildlife.

**GEOGRAPHICAL DIVERSITY**

South Africa, a country situated at the southern end of the African continent, is a quilt of landscapes, fauna and flora. Each of the country’s nine provinces offers visitors a unique view into some aspect of South African life, and that which Africa is so popular for, its natural wild side.

Each of South Africa’s provinces, the Eastern Cape, Western Cape, Northern Cape, KwaZulu-Natal, Free State, North West Province, Northern Province, Mpumalanga and Gauteng, is divided into one of the three identified geographical regions, namely, plateau, mountains and coastal belt.

**ECONOMICAL DIVERSITY**

South Africa’s economy is supported by a diverse variety of business. From big conglomerates and international companies to small, family businesses and street vendors, South Africa’s workforce is indeed as diverse as the country.

As the economic powerhouse of Africa, South Africa is the leading country on the continent in industrial output, mineral production and is generating most of Africa’s electricity.
CULTURAL DIVERSITY

Probably the most diverse element in South Africa is its people and their cultures. As a country with 11 official languages, namely Afrikaans, English, isiNdebele, isiXhosa, isiZulu, Sepedi, Sesotho, Setswana, siSwati, tshiVenda, and Xitsonga, you can imagine how vibrant, colourful and interesting life in South Africa can be.

South African cuisine has unusual variety, derived from the culinary traditions of its diverse population. Traditional foods include: bunny chow (curry in a half-loaf of bread), samp (corn) and beans, bobotie (a curried mince dish of Malay origin), milk tart, koeksusters (sweet syrupy deep-fried twisted pastries), and biltong (salty dried meat). South Africans are very fond of meat and enjoy a ‘braai’ (a barbecue which can include

NATURAL DIVERSITY

South Africa is famous for its breathtaking scenery and abundance of wildlife. Wildlife does not roam free in cosmopolitan areas, but is confined to farms, uninhabited ‘veld’ (fields), private game lodges and national parks.

Five famous inhabitants of the wild are especially popular, not only with tourists, but also with the locals. The ‘Big Five’, as they are known, are found mostly in the bigger national parks, however, in the last five years these animals can also be seen at some of the private game lodges. The Big Five includes: elephant, lion, rhino, leopard and buffalo. Other African icons like the hippo, giraffe, cheetah and whales can also be seen.

With over 200 mammal species it is hard to identify those that stand out, but the samango monkeys, baboons, dassies and meerkats are the most entertaining and interesting.

As a country that is bounded by the Indian Ocean in the east and the Atlantic Ocean to the west, it is no surprise that eight whale species can be viewed in South African waters. Another interesting fact about our waters is that 2000 other fish species, 16% of the world’s total, swim around in these waters.

The Eastern Cape is a malaria-free area.
pre-paid electricity meters. You will be able to buy electricity at various selling points. Please keep in mind that you will be responsible for ‘topping-up’ these meters and thus you need to keep an eye on the electricity meter at all times.

WEIGHTS & MEASURES

Metric.

TAP WATER

High-quality tap (faucet) water is available almost everywhere in South Africa. It is treated to be free of harmful micro-organisms, and in any area other than informal or shack settlements, it is both palatable and safe to drink straight from the tap. In some areas, the water is mineral-rich, and you may experience a bit of gastric distress for a day or two until you get used to it. Bottled mineral water, both sparkling and still, is readily available in most places.

CURRENCY

The currency in South Africa is the Rand. One Rand (R) = 100 cents (c). Bank notes currently available are R200, R100, R50, R20 and R10; and coins are R5, R2, R1, 50c, 20c and 10c. There is no restriction on the amount of foreign currency being brought into the country, as long as it is declared to the Customs Officers on arrival.

VAT (Value Added Tax)

Currently, 14% is included in the price of most goods and services. Foreign visitors may claim back VAT paid on items taken out of the country when the total value exceeds R250. VAT is refunded at the point of departure.

General facts

TIME

The South African Standard Time is two hours ahead of Greenwich Mean Time (GMT). There are no ‘zone’ or seasonal variations.

ELECTRICITY VOLTAGE

220 / 230 Volts AC at 50Hz. Appliances with a lesser voltage will require a transformer. Three-pin round plugs are in use. Adaptors can be purchased at airports and major shopping centres.

Most international student accommodation has steaks, chicken, sosaties (marinated meat on a skewer), and boerewors (spicy sausage)). Potjiekos (meat & vegetable stew) and potbrood (baked bread), both cooked over coals in cast-iron pots, are also local favourites.

South African wines are among the best in the world, and there are also good local beers. There are a variety of restaurants in Port Elizabeth: including Indian, Chinese, Japanese, Thai, Italian, Greek and seafood restaurants, as well as numerous steak houses. There are also many coffee shops (which serve light meals) and fast food / take-away restaurants.

People who visit the country do not only take home a curio but also a little of the spirit of Africa. This spirit of Africa gets into your bones, into your soul and makes you remember this country of sweet sorrow, and amazement, which can leave you breathless at times.
(Oliver Thambo - Johannesburg & Cape Town International Airport) provided that receipts are produced.

**TIPPING**

Tipping is common practice in South Africa for a range of services. In restaurants, the accepted standard is around 10% of the bill, although sometimes a gratuity will be included (often in the case of a large party). Service station attendants will expect a tip of two or three Rand for filling up with petrol, checking oil, water and tyre pressure and cleaning windscreens. It is also appropriate to tip taxi drivers and tour guides. Uniformed parking attendants will offer to safeguard your car for a tip from two Rand and upwards.

**CREDIT CARDS AND TRAVEL CARDS**

Most international credit cards such as American Express, Diners Club, Master Card and Visa are accepted, as well as travel cards. Foreign currency is not accepted in South Africa and will have to be converted into South African Rands. Most banks and other authorized institutions such as Bureaus de Change, American Express, Thomas Cook/ Rennies, Travel Agencies and Airlines can assist with this task. Money can be drawn from local ATM’s using most foreign bank cards. Please check with your bank beforehand.

*Please Note:* A commission fee is charged every time you exchange currency.

**FOREIGN CURRENCY EXCHANGE AGENCIES**

**Online Currency Converter:**

- [www.xe.com/ucc/](http://www.xe.com/ucc/)

**American Express Foreign Exchange:**

- The Boardwalk
- Tel: +27 (41) 583 2025

**Rennies Foreign Office:**

- Bidvest Bank, Greenacres
- Tel: +27 (41) 363 1185

*Travel cards are safer than cash. When using your credit card for online transactions please make sure you are using a secure site or network.*
IMMUNIZATIONS / VACCINATIONS

Travellers entering South Africa from countries where yellow fever is endemic are often required to present their yellow World Health Organization (WHO) vaccination record or other proof of inoculation, or they must be inoculated at the airport in order to be permitted entry. It is recommended that students planning to study nursing, social work or any other subject, which involves working with the underprivileged community, have a course of Hepatitis B inoculations starting, if possible, nine months prior to arrival in South Africa. It is recommended that you consult your personal physician in your home country for further advice and information on inoculations.

The Eastern Cape is a malaria-free area. Precautions should be taken if travelling to the Kruger National Park and other low altitude game parks and surrounding areas. Malaria prophylaxis should be taken before arriving in, during your stay in, and after departure from, these areas. Remember that to be effective, these anti-malaria drugs must be taken regularly and in strict accordance with the doctor’s instructions (www.travelclinic.co.za).

For more information on South Africa, visit the following websites:

- www.southafrica.info
- www.southafrica.net
- www.lonelyplanet.com
- www.southafrica-travel.net
The Nelson Mandela Metropolitan University (NMMU) is the largest higher education institution in the Eastern and Southern Cape, with some 25,000 students enrolled.

The NMMU has six different campuses — five located in the Nelson Mandela Metropole, and one in George. The multi-campus structure enables the NMMU to be closely involved with, and geographically closer to, the communities it serves.

**NMMU SUMMERSTRAND CAMPUS (North)**

The North Campus is situated adjacent to the NMMU Summerstrand South Campus in the suburb of Summerstrand. Together these campuses form the main campuses of the NMMU.

**NMMU SUMMERSTRAND CAMPUS (South)**

This is the biggest university campus in the southern hemisphere and it is the southernmost in Africa. The NMMU is the only South African university with a campus situated in a nature reserve of more than 830 hectares. The nature reserve protects one of the most threatened fynbos habitats. Twenty-two species of mammal including springbok, 16 reptile species and four amphibian species have been recorded. There is a nature trail (Grysbok Educational and Environment trail), and guided walks can be arranged.

**NMMU SECOND AVENUE CAMPUS**

The Second Avenue Campus is also located in Summerstrand and is approximately five kilometres from the main campuses. This campus is situated across the road from one of the city’s premier tourist attractions, the Boardwalk Casino & Entertainment World.
OTHER NMMU CAMPUSES

The NMMU Bird Street Campus houses the Business School, and the NMMU Missionvale Campus is our link to the community focusing on extended programmes in Science and Technology. The NMMU George Campus can be found in George.

The George Campus, nestling at the foot of the Outeniqua Mountains near George in the Southern Cape, is surrounded by indigenous forests and is one of the oldest and most picturesque campuses. This campus has its own golf course as well as a hiking trail and beautifully restored guesthouse. Courses in Forestry, Nature Conservation, Agricultural Management and Wood Technology are offered here.

WHEN YOU ARRIVE

The first place that you will need to report to, after you have arrived and settled into your accommodation, is the Office for International Education. It is located on the NMMU South Campus in the International Centre, Goldfields Building (Building 87 on campus map). Office hours: Monday - Friday: 08:00 - 16:30

All of the NMMU campuses are equipped with various facilities to make a student’s life on-campus as unproblematic as possible. Students have access to computer- and library facilities, various other degree specific laboratories, lounges, food courts, coffee shops and a variety of outside seating areas some of which have Wi-Fi access.

English is the predominant medium of instruction at the Nelson Mandela Metropolitan University.

What to Bring?

First Semester (February - June)
If you will be joining the NMMU from its first semester, i.e. February to June, you should bring summer clothes and of course beach attire. January to March is warm and hot, with some humid and windy days. During these months we also experience some showers. From the end of April to middle June, we experience cool evenings, and some chilly days, with more regular rainfall.

Second Semester (July - November)
If you will be joining the NMMU from its second semester, i.e. July to November, you should bring more winter than summer clothes, but just in case, bring along your beach attire. July to August is cold and rainy, and with the occasional breeze it can get really icy during these months. However, it is not as cold as during European winters. During these months we experience showers, over-

Port Elizabeth’s weather can change in a heartbeat and we are renowned for our ‘four seasons in one day’.

Make sure you pack the following for the summer months (tick boxes):

- Sunscreen
- Summer clothes
- Light winter clothes
- Beach attire
- Umbrella
- Raincoat
- Sunhat
- Scarf
cast days and icy-cold winds. From the end of August to November, Port Elizabeth gets its colourful jacket back as spring is in the air. We experience sunny days with cool breezes and most Port Elizabethans venture outside during this time.

As an international student you will be required to bring your own bedding when coming to South Africa. Students do not have to bring extra coffee, toothpaste and other toiletries. These can be purchased in South Africa. Bedding (linen, blankets, pillowcases etc.) can be bought at a variety of stores, and prices vary from cheap to expensive. However, it’s recommended that you bring a sleeping bag in the interim.

NMMU Accommodation does not have air-conditioning or central heating so make sure you bring warm duvets and blankets should you not want to purchase them here.

Port Elizabeth has more sunshine than any other coastal town in South Africa, with a daily average of 7.5 hours of sunshine annually.
Fees & Living

Tuition fees for foreign students are payable IN FULL prior to registration.

TUITION FEES
Tuition fees for foreign students are payable IN FULL prior to registration.

Please Note: Estimation of fees in acceptance of offer.

Please Note: Financial Aid is not available to undergraduate international students. Prospective students must thus ensure that they have sufficient funds to finance their own studies and pay the full fees for the period of study before arriving at the University. For Government Sponsored Students: Students must provide a letter of sponsorship from their Ministry of Education or Scholarship Office upon arrival. For more information on studying in South Africa go to: www.studysa.co.za.

PAYMENT OF STUDENT FEES ACCOUNTS
Please Note: All bank deposits / telegraphic transfers must state the student number for whom the payment is being made. Payments into your student account can be made by using any one of the following methods of payment: bank guaranteed cheques, credit cards and direct bank deposits.

ACCOMMODATION FEES
Information is available on the Office for International Education website, e-mail or telephone enquiries and on the accommodation application forms. Clearly indicate the name of the accommodation upon payment as reference.

DIRECT BANK DEPOSIT
Deposits may be made directly into your student account via your bank (by means of telegraphic transfer).
Bank account details of the Nelson Mandela Metropolitan University are as follows:

**International Student Payments** (International Students making payment from foreign countries)

**Account name:** Nelson Mandela Metropolitan University (NMMU) Main  
**Bank:** Standard Bank of South Africa Limited  
**Address of bank:** Rink Street, Port Elizabeth, South Africa  
**Account number:** 08 026 3011  
**Bank swift code:** SBZA ZAJJ  
**Reference number:** Your student number (very important)

**Fax payment receipt to:** +27 41 504 1767

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**CREDIT CARDS**

Payment with Master and Visa cards only will be accepted. If you wish to make a payment by credit card, please e-mail:  
Bev.Sanderson@nmmu.ac.za for the NMMU credit card form.

International transactions may take longer than four (4) days before reflecting on the student account. Enquiries in respect of international student direct deposits must be referred to the **Office of International Education** at contact number:  
+27 41 504 2707

**Please Note:** Your student number, initials and surname must be quoted in the reference block on the deposit slip - no deposit can be made without a student number (except in the case of payment of application fees, before a student number is issued).

*International students can become temporary members of the public library – for a small fee.*
BOOKS

Books are excluded from the student fees.

ESTIMATED LIVING EXPENSES

Accommodation
R 3 000.00 - R 3 500.00 per month

Books and stationery
R 6 000.00 per year

Medical subscription
(Please refer to the medical aid page)
R 3 500.00 – R 6 500.00 per year **

Transport to the University
(students living off-campus)
R 300.00 – R 400.00 per month

Meals: students living off-campus
R 2 500.00 per month

Meals: students living in undergraduate on-campus residences
R 9 500.00 per year

Sport clubs and societies
R 600.00 (optional) per year

Laundry
(students living off-campus)
R 250.00 per month

Electricity
(students living off-campus)
R 350.00 per month

R 400.00 per month in winter, depending on usage

Water
Note that excessive use and misuse of water carries a penalty, which will be billed to your student account.

** Rates depend on which option you chose.

Please Note: These costs are estimates. South African food prices fluctuate on a regular basis.
Accommodation

International students have the option of staying in either on-campus or off-campus accommodation. The number of places in University residences is limited and is allocated on a first come first serve basis. Preference is given to South African students.

Study Abroad students will only be placed in off-campus Accredited Accommodation.

The Office for International Education will assist you in obtaining accommodation, provided you have applied before the following deadlines.

APPLICATION DATES

On-campus:
- **1st Semester:** Please apply by 30 September (Deposit R660 payable).

Off-campus:
- **1st Semester:** Please apply by 15 November (Deposit of R2000 payable).
- **2nd Semester:** Please apply by 15 May (Deposit of R2000 payable)

Application Process
- Complete the On-Campus / Off-Campus Application Form
- Submit the proof of payment according to the above deposit
- Include passport photograph

ON CAMPUS

Undergraduate Accommodation
The Nelson Mandela Metropolitan University offers accommodation on-campus in separate male and female residences for undergraduate students and you will be placed according to your year of study and qualification. Once placed, students will receive their placement letters as well as Residence Guide.

Note that residence students are required to participate in a variety of developmental
and sporting activities, as well as social and cultural activities. The Residence Manager and elected student governing bodies share the responsibility of addressing the needs of the new residents.

**Postgraduate Accommodation**
NMMU offers postgraduate accommodation at either the Postgraduate Student Village or in single room accommodation. This accommodation is open to Doctoral, Master’s, Honours and fourth year students on a first-come, first-served basis. The Postgraduate Village has one-, two- and three bedroom units and some units cater for disabled students. Each unit has a fully-equipped kitchen, a lounge and patio.

Each room in the Postgraduate Student Village has its own internal telephone and internet connectivity, and students will be advised of their numbers when they are allocated to their rooms.

*Please refer to the updated inserted fees leaflet or the NMMU website for on-campus accommodation costs.*

**OFF CAMPUS**

**Accredited Accommodation**
Off-campus accommodation for students is mainly situated in the suburb of Summerstrand, adjacent to North and South campuses. Summerstrand is a beachfront suburb and home to the Boardwalk Casino complex, the Summerstrand Village shopping centre, the Humewood links golf course, several other tourist attractions and the university itself. Many of the suburb’s residents have opened their homes to students, who live in garden cottages or flatlets attached to the main residence. Linen and bedding are not provided and cleaning may be provided by the landlord once a week.

**Annie’s Cove**
NMMU’s off-campus facility has 56, two-bedroomed units of which a limited number can be converted into sharing rooms. All units are fully equipped and tenants share the bathroom and kitchen. No TV’s are supplied. Linen and bedding are not provided, but the units are cleaned once a week.

**North @ Summerstrand**
NMMU’s most prominent off-campus facility has single bedrooms units of which a limited number can be converted into sharing rooms. All units are fully equipped and have private shower facilities, tenants share a communal kitchen. Electricity, TV’s and Wi-Fi is supplied. Linen and bedding are provided and units are cleaned once a week.

**MEALS**

**On-Campus**
The fee (estimation) for meals for the year amounts to R8000.00 – R9000.00 per year excluding holiday periods. Students at NMMU residences have the choice to book the “meal of the day” or items from the “a-la-carte” menu.

Dining Services are outsourced, which means a private company manages catering via the Meal Management System. Students purchase meals with their student Access Card which can be used in residences or various outlets on-campus.

*Please Note:* Until such time as you are a registered student, you will be responsible for paying cash for your own meals.
Off-Campus

Off-campus students can also make use of the Meal Management System. Students purchase meals with their student Access Card which can be used in various outlets on-campus.

Study Abroad students are placed in self-catering accommodation.

LAUNDRY – North and South Campus

Laundry facilities are available on all campuses. Students are responsible for their own laundry. For your convenience, washing machines and tumble driers are available free of charge. Students living off-campus can also make use of a variety of laundromats in and around the campus grounds.

Please Note: Do not hang laundry from the outside of buildings and windows.

WHAT TO BRING

ON-CAMPUS UNDERGRADUATE RESIDENCES

All student rooms in the residences are equipped with basic furniture – a bed, mattress, cupboard, desk, chair, bookcase, waste paper basket, curtains and notice board. No sheets, blankets, pillows or towels are provided.

Please Note: No cooking is permitted in the bedrooms. Cleaning bathrooms (including bath, shower and toilet) and common areas are the responsibility of the University’s cleaning service (with the exception of the Sanlam Student Village), but cleaning of bedrooms are the responsibility of students.

It is expected that students sharing accommodation will reach a friendly agreement to make sure that everything is kept clean and in good order. Please bring towels, warm winter blankets and/or duvet, pillow and pillowcases, sheets (all clearly marked), cups/mugs, kettle and teaspoons, an electric iron, a reading lamp as well as padlock and key. Campus residences do not have air-conditioning or heating.

ON-CAMPUS POSTGRADUATE STUDENT VILLAGE

Please bring towels, warm winter blankets and/or duvet, pillow and pillowcases, sheets and a reading lamp (all clearly marked). Basic cutlery and crockery, a kettle and an iron are provided in each house. No surfboards, bicycles etc, may be kept inside the residence rooms or bathrooms. NMMU has provided undercover lock-up facilities for such items. If students are not satisfied with the facilities provided, they are requested to leave such items at home. NMMU accepts no responsibility for a student’s personal property. Please ensure that you hold the necessary insurance coverage for this purpose.

OFF CAMPUS ACCOMMODATION

Please see where you have been allocated accommodation as only North @ Summerstrand provides linen. All units are fully furnished but students are required to bring all their own bedding as no duvet covers, sheets, blankets, or towels are provided.

COSTS

On-Campus

On-campus students are expected to pay a refundable breakage fee, which varies per residence from R300.00 – R660.00. All international students must pay their first semester residence fees in full, prior to registration. Second semester fees are payable prior to the start of the second semester.
Finalise accommodation arrangements before leaving your home country.

Please Note: On the date of your admission to a residence, you will be expected to sign a receipt for your room key and the equipment in your room (and pay the relevant deposit for the mentioned key).

Units are fully furnished and rentals range from budget to expensive considering location and facilities available. Students will be required to stay in booked accommodation for a minimum of one (1) semester. All fees are payable in advance.

Residences are closed during the June and December vacations. Should a student arrive before the official opening of the residence he or she must make other arrangements for accommodation. The above stated fees do not relate to holiday accommodation and this is paid separately as per daily rate, and arranged through the Residence Manager.

Please Note: Students registered for accredited off-campus accommodation are required to pay the accommodation refundable damages deposit of R2000 prior to arrival and the first term/semester in full upon arrival. This may vary from housing to housing and students are advised to regularly communicate with the Office for International Education for costs, payments and other related matters.

All senior students who opt to stay privately must deal directly with the owner and all payments must be made directly into the accommodation service provider’s bank account and not via the University.

Electricity

Each unit has its own electricity meter with a designated card. This card is used to purchase electricity on a pre-paid system. The cost of electricity is shared between the tenants (not included in rental, approximately R300 per month per tenant).

Rental

Full-time students normally sign a lease agreement for the full academic year (ten months as from the 1st of February to the 30th of November, plus pro rata for January). All first year, sponsored and occasional/study abroad students must reside in accredited off-campus accommodation.

Cancellation of Accommodation

You are kindly requested to notify the Manager (041 - 504 4736 / 2921 or George Campus: 044 - 801 5034), as soon as possible if you decide to cancel either your application for accommodation or the accommodation allocated to you, since there will be other prospective students waiting for admission. If a student or prospective student cancels an application for admission to a residence after accommodation has been allocated the full deposit will be forfeited.

If you leave the residence or NMMU once you have already been admitted to your room:

You need to notify the Director of Residences in writing without delay, and you will be liable for fees to the end of the semester in which the written notice of cancellation is received, unless it is within 12 days of the start of the semester or within seven days of the start of the second or fourth term, in which case a day tariff will be charged.

Off-Campus
BANKING DETAILS

Accommodation payments are made to the following account:

Account name: Nelson Mandela Metropolitan University (NMMU) Main
Bank: Standard Bank South Africa Limited
Address of bank: Rink Street, Port Elizabeth, South Africa
Account number: 08 026 3011
Bank swift code: SBZA ZAJJ
Reference number: Student Number (VERY IMPORTANT)

For more information contact:
Ms Atheema Davis on +27 (41) 504 2921
E-mail: offcampus.accommodation@nmmu.ac.za

Please Note: Linen and bedding refers to pillows, pillowcases, sheets, blankets, duvets and throws. Bedding packs are available @ R400 (duvet cover, duvet inner, 2 x fitted sheets, pillow)

Students are to inform themselves of the Rules and Regulations of the NMMU pertaining to Residences as described in the General Prospectus.
Students are expected to sign a lease agreement for a minimum period of two terms (one semester).
It is recommended that you book all flights, and any other form of transport, from your home country well in advance.

Before you leave your own country you need to be sure that:

- you have a valid PASSPORT for your period of study
- you have a valid STUDY VISA for your period of study
- you have copies of your passport and student visa in case of theft
- you have your letter of acceptance to study at the NMMU with you
- you have original school leaving certificates
- proof of medical aid cover recognised in South Africa
- you’ve confirmed your arrival details with the Office for International Education by submitting the orientation booking form

- you will have enough money, both initially, and for the duration of your stay
- you’ve booked and confirmed your accommodation
- you packed an extra pair of clothing in your hand luggage in case your suitcase gets lost
- you packed bedding as no bedding is provided
- all your valuables and important documents are in your hand luggage
- you have insurance for your personal belongings
you have enough money to last at least 7 - 10 days for food and living expenses, as students will only be able to access their accounts and the Meal Management System after registration.

you have informed your bank that you will be travelling abroad.

you have made provisions with your bank so that you may pay all your fees upfront prior to registration and that you will not be delayed by bank limits.

copy of your sponsorship letter if you receive funding.
As international students from all over the globe study at the NMMU, various travelling options are open to NMMU international students.

BY AIR

South Africa’s national airline is South African Airways (SAA), however, British Airways (BA) also operates within and outside South Africa. There are frequent direct and indirect flights to, and from, South Africa from destinations worldwide.

DOMESTIC FLIGHTS IN SOUTH AFRICA

South Africa has a number of airlines flying between its major cities, and to some of its smaller ones, with fares ranging from first-class to student prices. Flights can be booked online from anywhere in the world.

Source: http://www.southafrica.info/plan_trip/travel_tips/getting_around/flights.htm

You need to be at the airport an hour before departure for domestic flights. Make sure ALL valuables are in carry-on luggage. Remove all sharp objects (including hair clips and nail files from carry-on luggage) to prevent delays at airport security. Sharp objects should be packed in checked-in luggage. Check with the airline for weight limits. For more information on airports, visit www.airports.co.za.

Approximate flying times:
- London to Johannesburg: 10 hours 30 minutes on direct service of SAA.
- London to Cape Town: 11 hours 30 minutes.
- New York to Johannesburg: 14 hours 30 minutes on direct service of SAA.
- Frankfurt to Johannesburg: 10 hours 40 minutes on direct service of SAA.
- Munich to Johannesburg: 10 hours 45 minutes on direct service of SAA.
- Johannesburg to Port Elizabeth: 1 hour 30 minutes on direct service of SAA.
- Cape Town to Port Elizabeth: 55 minutes.
- Uganda to Johannesburg: 4 hours 15 minutes on direct service of SAA.
RAIL

The main routes are from South Africa to Zimbabwe, Botswana and Mozambique. Contact South African Railways (SPOORNET), www.spoornet.co.za for further information.

ROAD

There are main routes into South Africa from Zimbabwe (via Beit Bridge) and Botswana (via Ramatlabama), Mozambique (check with local police about the state of roads and safety), Namibia, Lesotho and Swaziland.

ENTRY / EXIT REQUIREMENTS

Please check with your local South African Embassy if you require a visa to enter South Africa as requirements differ from country to country. All others, including academics, students on educational trips and volunteers may need visas, or otherwise take the chance that they will be refused admission and be returned to their point of origin. It is strongly advised that travellers check the requirements with the nearest Embassy or Consulate of South Africa before travelling. The Office for International Education can also be contacted for advice.

The centrally situated Port Elizabeth Airport is within easy reach of all parts of the city.
INTERNATIONAL AIRPORTS

You will arrive at Oliver Tambo (Johannesburg) International Airport or Cape Town International Airport and then get your connecting flight to Port Elizabeth Airport.

Please Note: You will have to pass through customs at Johannesburg or Cape Town so remember to pick-up your luggage at these airports and check it in again for the domestic flight to Port Elizabeth. Students are advised to stay inside the building where they will be collected.

PE AIRPORT

The small centrally situated Port Elizabeth Airport is within easy reach of all parts of the city. Airport facilities include ATMs, information desk (Tel: +27 (0) 41 507 7319), restaurants, shops, postal services, and car hire. Shuttle buses offer a convenient mode of transport into the city, and to the main international hotels in Port Elizabeth. These need to be booked when making your hotel reservation. Taxicabs are also available, and it is possible to travel to NMMU from the airport by taxicab, but we advise students to check the cost before commencing your journey as it will be expensive. This will only be necessary if you did not make arrangements with the Office for International Education for transport from the airport. Please be advised that if you travel with family or friends they will unfortunately need to use the transport offered by the airport.

COACH (BUS) SERVICES

Coach (Bus) services operate daily from the rest of the country to the Eastern Cape.

Please Note: Students are advised to end their bus journey at the Greenacres Shopping Centre bus terminus. All three major coach lines: Greyhound, Translux, and Intercape have offices at, or in close proximity to, the shopping centre.
Students are advised to end their bus journey at the Greenacres Shopping Centre bus terminus.

COACH SERVICES

Greyhound:
Tel: +27 (0) 41 363 1560
www.greyhound.co.za

Translux:
Tel: +27 (0) 41 392 1303
www.translux.co.za

Intercape:
Tel: +27 (0) 86 128 7287
www.intercape.co.za

PRIVATE TAXIS (CABS)

Hurter Cabs
Tel: +27 (0) 41 585 5500
Cell: +27 (0) 72 225 1293

TRAIN STATION

The city’s mainline railway station is situated in the centre of the city off Strand Street, alongside the Campanile and the harbour entrance. This area can be unsafe particularly after dark. The Eastern Cape and South Africa as a whole are covered by an extensive rail network. Nelson Mandela Bay is the central point of the Eastern Cape’s rail network and includes the famous Apple Express route between the city and the farming district of Loerie in the Langkloof area.

Mainline Passenger Services:
Tel: 086 000 8888

Apple Express:
Tel: 082 921 8512

PICK-UP AT AIRPORT / BUS STATION / TRAIN STATION IN PORT ELIZABETH

Please Note: The Office for International Education needs to be notified well in advance (at least two weeks before you arrive) of your arrival details so that a driver can meet you at the airport or bus/train station and transfer you to your accommodation.

The driver will be holding a sign board that reads: “NMMU International Students”. If you cannot find the driver – please be patient and wait inside the building, especially if you arrived earlier than anticipated. If you were delayed, please go to the information desk at the bus station or airport and ask them to call the Office for International Education. Alternatively please refer to the orientation shuttle information, which you would have received prior to your arrival.

It is very important that students arrive on the date mentioned in the acceptance letter, not earlier. The airport transfer shuttle only operates from a few days before orientation starts.

If problems are experienced at the pick-up point please contact the Office for International Education:

Tel: +27 (0) 41 504 2161 (Reception)

Please Note: Students should bring enough money to last at least 7 - 10 days for food and living expenses as students will only be able to access their accounts and the Meal Management System after registration.

Students are advised to end their bus journey at the Greenacres Shopping Centre bus terminus.
African Elephant herd in Addo Elephant National Park
Coming to a new country is both exciting and somewhat nerve-racking. The key to preventing going into a stress related panic is to allow yourself to ease into the new environment and to ask questions. In South Africa especially, the people around you will be glad to help, but do take precaution, and do not be too trusting, foreigners are sometimes easy targets for theft.

Cathy Tsang-Feign, in her book Living Abroad (1996) identifies four emotional reactions attributed to culture shock.

**ELATION**

Upon arrival in a new country, you feel “excited and elated”, according to Tsang-Feign this will last for up to several weeks when everything and everyone is “fresh and new”.

**HOMESICKNESS**

“When the excitement wears off, a person is confronted with daily life in the new society, where everything can be quite different from back home. Some people refuse to adapt to the new culture, associating only with their own crowd and remaining aloof from the local population.”

**TRANSFORMATION**

“After about nine months, [a person] feels more familiar with the environment and begins to see the good side of the new culture. [You] gradually adopt the new ways of living. Sometimes people in this stage may go to another extreme, rejecting their own culture and viewing everything back home as “unsophisticated” or not as attractive.”

The NMMU Counselling Services also offer a range of skills workshops such as ‘Adjusting to University Life’ that could address loneliness and long-distance relationships.
ACCULTURATION

“When people learn how to integrate the “old” and “new”, they can fully appreciate their own origin as well as the new culture.” So if you experience any of the above, be patient, because it will pass.

The NMMU Counselling Services also offer a range of skills workshops such as ‘Adjusting to University Life’ that could address loneliness and long-distance relationships.

South African drivers drive on the left-hand side of the road.
Above all, international students are assisted in order to adjust to their new environment. In the orientation programme provided by the Office for International Education, the international students’ needs are the main focus, as well as providing students with vital information and a tour of the campus and city. This orientation is compulsory for all students. The NMMU orientation programme offers the ideal opportunity for international students to meet and interact with South African students.

The Pre-Registration process aids students in selecting courses and collating all the required documentation prior to actual Registration. The excursions focus on social and local integration as well as coming to grips with cultural diversity. Other key ingredients to orientation are 160 trained senior students from across all five NMMU campuses being mobilised to implement How2@nmmu. This special NMMU peer-led programme has elicited the interest of other South African education institutions. The Office for International Education organizes events and excursions for all international students throughout the academic year. These events are organised in conjunction with NMMU societies and the student representative council. The “International Week”, held every year, provides opportunities for different cultural groups to perform and talk about their countries customs and traditions. Please enquire at the Office for International Education to find out how you can participate.

Please Note: It is essential for students to participate in orientation from day one.

Some of the main objectives of orientation are:

• to create a climate that is welcoming, promoting positive adjustment to the faculty and to the institution, and minimising anxiety;
• to promote positive relationships between faculty and students, and between students and students;
• to orientate students to the University environment including all student support services and resources;
• to develop skills that promote academic success;
• to enhance the understanding of diversity and respect for all; and
• to set clear career goals.

POSTGRADUATE ORIENTATION

Post-graduate students are encouraged to participate in the formal orientation programme. The session will include the services available to Postgraduate students, the research focus areas at NMMU, meeting your promotor / faculty, introduction to the world of research, etc. Post-graduate students are encouraged to participate in and attend the faculty orientation and fully participate in the process. Students who miss out on the orientation or arrive outside the formal orientation process will receive a short orientation programme arranged by the Office for International Education. (e.g. library and writing centre visit and campus tour)

EXCURSIONS

Visits to historical and cultural sites, such as the award winning Red Location Museum situated in the New Brighton Township area, highlights the struggle of apartheid mainly around the Eastern Cape.

There is also a tour of Port Elizabeth, which includes our harbour developments. Beautiful scenery, game drives as well as the NMMU Nature Reserve hike (take note that activities are seasonal).

Visitors to Nelson Mandela Bay can choose from a wide variety of accommodation facilities available in the area. Whether your preference is a luxury hotel or a five star game lodge, a guesthouse, bed & breakfast or backpackers, Nelson Mandela Bay offers excellent and exciting possibilities. For enquiries or bookings contact Nelson Mandela Bay Tourism’s Call Centre via bookings@nmbt.co.za or call 041 582 2575.

Nelson Mandela Bay Tourism - Visitor Information Centres:

Airport Visitor Info Centre:
+27 0(41) 581 0456/7

Boardwalk Visitor Info Centre:
+27 0(41) 583 2030

Donkin Visitor Info Centre:
+27 0(41) 585 8884

Uitenhage Visitor Info Centre:
+27 0(41) 922 5214

Website: www.nmbt.co.za
E-mail: info@nmbt.co.za

Nelson Mandela Bay Tourism is a booking agent for South African National Parks sanparks@nmbt.co.za
WHAT IS PRE-REGISTRATION

Pre-registration takes place during orientation every year. Pre-Registration is the process of checking that all international students meet the legal requirements for Registration.

Students are required to submit the following documents:
- Original school leaving certificate.
- Original transcripts and course descriptions where other qualifications were obtained.
- Original TOEFL/IELTS results where applicable.
- Valid passport.
- Valid study permit.
- Proof of medical aid cover recognised in South Africa.
- Proof of payment of tuition fees in full.
- Prescribed portion of residence fees where applicable or proof of sponsorship.

All documents are kept on file and students will not be allowed to register if they have not completed Pre-Registration.

Students must report to the venue indicated on their list of important dates and at the time indicated. They are required to bring original copies of all their documents.

WHAT IS REGISTRATION

Registration is the formal confirmation of the acceptance of an admitted applicant to a specific course of study at the University, after successful compliance with the minimum admission requirements.

Please Note: Registration may be refused if a student arrives late.
**POSTGRADUATE REGISTRATION**

Post-graduate students are required to register every year. It is important to ensure that you are informed of the cost for the duration of your studies.

**BEFORE REGISTRATION**

- If you would like to change programmes, students must request a change of programme in writing. For instance, an application to change from a BA (General) to a BCom (Accounting) programme.
- The request will be considered by the Office for International Education, and the decision will be communicated to a student, via E-mail, before Registration.
- Please note that this might have financial implications as costs vary from programme to programme.

**Please Note:** Registration takes place between the end of January and the beginning of February. There is also a Registration session in July for students arriving mid-year.

**STUDY ABROAD/ EXCHANGE STUDENTS COURSE SELECTION**

Students are required to submit their learning agreements/ course selections prior to arrival to the Study Abroad Advisor (please refer to your letter of acceptance).

**DEFINITIONS**

We identify our international students according to the following categories:

**Study Abroad student:**
A Study Abroad student is a full-time non-degree seeking student registering for a variety of modules from one or more faculties for a minimum period of six months and a maximum period of one year.

**Exchange student:**
An Exchange student is nominated by a partner university as defined by the institutional memorandum of agreement.

**Full-degree/ Diploma student:**
A full-degree/ diploma student registers full-time for a complete programme i.e. a three-year degree.
The Office for International Education (OIE) understands that most parents will feel some apprehension when their children leave for university, especially at an overseas institution. The Office thus thoroughly orientates students on an issue most parents are constantly worried about: safety.

It is essential for students to explore opportunities and resources during their stay at the NMMU. Maintaining student safety, comfort and assistance is a top priority at the NMMU.

Should you urgently need to contact your son / daughter, please e-mail the OIE at: international@nmmu.ac.za or feel free to phone the following number: +27 (0) 41 504 2161.

We also recommend that parents assist their children in the following manner:

LONG-DISTANCE SUPPORT

- Don’t remind them constantly that they are far away.
- Encourage them to participate in the Orientation Programme and campus activities.
- Before ending a phone call, repeat the information, summarising what you have said, making sure you and your child are on the same page.
- Guide them to solve their own problems.
- Keep in touch, even if they don’t, as it creates a sense of security.
- Inform the OIE of possible concerns.

WHEN THEY RETURN

- They will return as a new individual with new boundaries, try to respect these boundaries.
- Help them reaffirm their academic goals.
- Nurture their development and independence.
THE OIE OFFERS THE FOLLOWING SERVICES TO STUDENTS

• The OIE is responsible for communicating with prospective international students. Staff members give advice on: courses, module selection, student fees and medical aid, registration and fees, visas and academic admissions, assisting with access assessment and sourcing accommodation.
• The OIE understands the need for international students to be connected to resources and other students. The Office arranges functions, as well as events and excursions in order for students to adjust to, and learn more, about South Africa.
• A 16-week English course is offered to students in order to assist them with their language proficiency.

The Office for International Education is the home away from home for international students, assisting them with any problems that may arise during their stay.

Parents are welcome to attend Parent Orientation.

For more information, please go to: http://international.nmmu.ac.za

The Campus Clinic is open daily from Monday to Friday.