

ATTACHMENT SIX to be titled: Those on an exchange permit

### **INTERNATIONAL ON AN EXCHANGE PERMIT**

This applies when an international learning institution or organ of an international state is funding and organising or administering a programme that requires the appointment of an international for a limited period at the University.

#### **1. PERMIT:**

Each person who is appointed for a limited period in terms of the exchange programme must obtain an exchange permit in terms of Section 22(a) of the Immigration Amendment Act 19 of 2004, at the South African Embassy or High Commission or Consulate prior to entering the Republic.

This includes persons who are exempted from holding a visa to enter the Republic.

International visitors who are exempted from holding a visa to enter the Republic, **DO NOT HAVE PERMISSION TO PARTICIPATE IN ANY ACTIVITIES OF AN EXCHANGE PROGRAMME UNLESS AUTHORISED BY THE DIRECTOR – GENERAL.** The visa exemption is for the sole purpose of holiday in the Republic.

If a person is already in the Republic and is participating in an exchange programme they must submit an application for such a permit at the Regional Office of the Department.

The permit will be granted, provided that all the requirements have been met, for the duration of the program.

#### **Requirements for Exchange Programme (Section 22 (b)):**

1.1 Copies of all pages of the passport;

1.2 Medical Certificate

- The medical certificate is valid for a period of **six months only**;
- This certificate must be completed by a **medical doctor**  
Examination can be done abroad or in the Republic;

1.3 Radiological report

- The report is valid for a period of **six months only**;
- This report must be completed by a **radiologist**;
- The certificate is for all persons over the age of 12 but excludes pregnant women provided that a letter in support is provided;
- Examination can be done abroad and in the Republic;

1.4 Birth certificate

- Copies of the certificate are required - you might be requested to present the original on the day of submission;

- All certificates not in English are to be translated by a certified translator and the translation is to accompany the copy of the original certificate.

1.5 Documentation pertaining to marital status:

- Copy of the marriage certificate - presentation of the original on the day of submission might be required;

**AND/OR:**

- Where applicable, a divorce decree (to be accompanied by all relevant court orders pertaining to maintenance and child support);
- Where applicable, life partner and cohabitation affidavit;
- Where applicable, death certificate in respect of a deceased spouse;
- Where applicable, legal separation orders.

**Note:** Certificates not in English are to be translated by a certified translator and the translation is to accompany the copy of the original certificate.

1.6 Police clearance certificate

- Police clearance certificates are required for all persons over the age of 18;
- A police clearance certificate is valid for a period of **six months only**;
- Police clearance certificates of all the countries the applicant has resided in for a period longer than 12 months are required;
- If the applicant has resided in the Republic for a period longer than 12 months, a police clearance certificate is required from the Republic;
- Copies of the certificates are required - presentation of the originals on the day of submission might be required;
- All certificates not in English are to be translated by a certified translator and the translation is to accompany the copy of the original certificate.

In addition:

1.7 Proof of financial means in the form of-

- bank statements;
- undertaking by the University;
- cash available, or travellers' cheques:  
to cover envisaged living expenses during the sojourn in the Republic;

1.8 A letter from the University confirming that is responsible for organising or administering the programme, outlining the activities and duration thereof, as well as confirming that it will take full responsibility for the exchange visitor whilst in the Republic;

1.9 A letter from an organ of the international state confirming the particulars of the exchange visitor, including confirmation of the visitor's registration with a tertiary educational institution abroad, as well as the date on which study will commence;

- 1.10 A report from the University prescribed in Regulation 19(3) as per corresponding form 16;
- 1.11 Proof of medical cover in terms of a South African medical scheme.

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In addition, in respect of an organ of state in conjunction with an international learning institution or an organ of state organising or administering the exchange programme:

1.5 Proof of financial means in the form of

- Bank statements;
- Undertaking by the University;
- Cash available or travellers' cheques:  
To cover envisaged living expenses during the sojourn in the Republic;

1.6 A letter from the educational institution abroad confirming the enrolment of the student, or a letter from the international organ of state confirming the applicant's participation in the programme and their awareness of the exchange programme;

1.8 Annual reports from the sponsoring body, outlining progress of the programme. In the absence of a sponsoring body, the educational institution or organ of state must submit the reports.

**2. EXTENSION:**

If the visitor intends to stay in the Republic for a period longer than initially requested, an application for extension of the validity period of the permit must be submitted to the Department of Home Affairs 30 days prior to the expiry date of the permit.

**3. TAXATION:**

This is not relevant as the visitor will not be paid by the University.

**4. BANKING:**

This is not relevant as the visitor will not be paid by the University, unless the visitor is to be reimbursed for expenses incurred in the course of conducting University business.

**1. INSURANCE:**

This requirement is waived in this instance. Furthermore, the agreement with the international learning institution or organ of state will deal with the matter of liability in the event of personal accident or public liability costs incurred by the international visitor.