



Stellenbosch
Business School

Guide for Exchange Students January - June 2025

Applications for the first semester - January to June 2025 at Stellenbosch Business School are now open

- Nominate your students now: Partner institutions that have not yet provided us with a list of their officially nominated student(s) are requested to do so as soon as possible.
- Nominated students should follow this link to register online for the 2025 Exchange Semester: <https://student.sun.ac.za/>

Create your profile and apply for under “Faculty of Management and Economic Sciences: Business School” and select the Special Student (Exchange) on the program drop-down to.

- The Subject Registration Form to be completed by students: Once the nominated students have completed the online registration, they are required to complete the Subject Registration Form and send the completed form to maynette@sun.ac.za.
- Should you experience any problems during the online application process, please email maynette@sun.ac.za
- Note the deadline for applications: Nominated students must submit their online applications by Thursday, 31 October 2024.

Deadline for applications: Thursday, 31 October 2024

Semester exchange dates

Orientation: 4 - 7 February 2025

Term 1: 10 February - 28 March 2025

Term 2: 8 April - 27 June 2025

Credit conversions

This is Stellenbosch Business School's credit conversion recommendation (ECTS to SAQA) for the 2024 curriculum of the MBA, MPhil Development Finance, and postgraduate diplomas in Futures Studies, Project Management and Business Administration:

- Each SAQA credit at Stellenbosch Business School = 120 minutes (2 hours) of class contact. Each credit = a total of 10 hours of learning (including the 2 class hours). That is 10 notional hours per credit.
- We recommend conversion of 1 ECTS: 2.5 SAQA.

Exchange student requirements

Exchange students have the option to join the following cohorts at Stellenbosch Business School: the modular MBA cohort, or the Postgraduate Diploma **Project Management**, Postgraduate Diploma Business Administration or MPhil Development Finance cohorts. Our general academic requirement is an average of 70%. A minimum of 18 months of relevant work experience is also required.

As part of the online application process, please upload the following documents before submitting your application:

- Letter of recommendation from your home institution
- Comprehensive CV (proof of at least 18 months' relevant work experience required)
- Academic record (70% average or more)
- TOEFL criteria: Minimum score of 90 (or a letter from your home institution confirming proof of English proficiency on Master's level)
- Minimum age: 22






Compulsory fees

Although tuition fees are waived for exchange students, the compulsory Exchange Administrative Fee (EAF) is payable. The EAF for 2025 have not yet been confirmed (but will be shared once available). This amount includes:

- Airport transfers
- Orientation programme and catering
- Internet and email access
- Student card
- Photocopies
- Teas / coffees
- 2 x term functions
- Company visits with transport
- Course outlines
- E-books / textbooks



Excluded

-  • Accommodation
-  • Meals
-  • Transport
-  • Medical insurance and costs
-  • Flights

Important: Allow sufficient time to process your application

Due to new South African immigration regulations and policies, applications for study permits take longer than before. Application requirements have also changed.

It is imperative that your nominated student(s) contact the nearest South African Mission abroad as soon as possible to enquire about the requirements for study permits for South Africa. Your student(s) would only be able to apply for their study permits once they have received the admission letter from Stellenbosch Business School.

We will expedite our application process and provide admission letters by 30 August 2024.

The onus rests on each applicant to ensure that he/she is fully aware of the exact requirements and timelines of their nearest South African Mission abroad.

Kindly note the following important points

- Communication with foreign representative about applications: Stellenbosch Business School's International Affairs Office will not be able to speak to any foreign representative about the status of an application once submitted.
- Start with the application process in good time: Study permit applications at South African Missions abroad take a minimum of 9 weeks to process.
- Provide police clearance certificates: Full police clearance certificates will be required for every application for every country he/she has resided in for 12 months or longer since 18 years of age.
- Provide birth certificates: Full and unabridged birth certificates are required for all applicants.
- Provide certified documents in English: All documents should be certified and translated into English before submission (in order not to delay the outcome of the application).

