

Cape Town - University of Cape Town

Predeparture Information

Congratulations on your decision to study abroad! We have no doubt that studying abroad will be a life-changing adventure. We're glad to have you with us.

Here you will find more details about your program and find out what you need to do next. You should also begin filling out your online predeparture forms that are accessible in your **MyIESabroad account**.

Feeling lost? Your IES Abroad Advisor is here to help. Just call 800.995.2300 or email study@IESabroad.org.

How will study abroad redefine you? We can't wait to find out!

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Getting Started

WHAT YOU NEED TO DO



Confirm your Place in the Program

Submit the *Confirmation Form*.



Check, Renew, or Apply for your Passport

If you do not have a valid passport, renew or apply for one immediately.



Read Your Predeparture Information and IES Abroad Student Handbook

Navigate through this Predeparture Information using the tabs above.



Apply for Your South African Study Permit

You will need a study permit to study abroad in Cape Town! Be sure to thoroughly read the "Passports and Visas" section under the *Plan Travel* tab to figure out what is required for this process.



Submit your Online Forms

Pro tip: Keep this window open to refer to the detailed Predeparture Information while you complete your forms. Be sure you meet the forms deadlines!



Pre-register for IES Abroad Courses

Submit the *IES Abroad Pre-registration Form* as soon as you have received more detailed instructions from us. In the meantime, browse course syllabi online and meet with your home school advisor to get courses approved. You will register for UCT courses on-site.



Plan a Budget

Understand how to pay your bill by reading the "Tuition & Financial Aid" section under the *Your Program* tab above and talking to your current college or university study abroad office. Be sure to check out IES Abroad's scholarship and aid options.

WHAT YOU CAN EXPECT TO RECEIVE FROM US



Visa Letters

We will send some of the letters that you will need to submit to the consulate with your visa application. Read the "Passports and Visas" section under the *Plan Travel* tab for more information.



Housing Assignments

If you submit your *Housing Form*, *Form of Agreement & Waiver* and *Medical History & Physician's Exam* on time, you will receive your housing assignment at least three weeks

before the program begins.



Final Email with Arrival Information

Before you go, you'll receive an email from us that will include a program participants list, emergency contact information, and final arrival instructions.

HOW TO CONNECT WITH OTHER STUDENTS



Like our Cape Town Facebook Page and our main IES Abroad page.



Follow us on Instagram at **@iesabroad**.



Read student blogs.



Contact a past participant.

Plan Travel

We recommend reading this section of your Predeparture Information first to make sure you know right away:

- How to obtain any necessary travel documents
- Which dates to use when booking your international flights
- What to do once you land in your host city, and who to call if you run into bumps along the way

Passport & Visa

Passport

If you have not already done so, apply for your passport immediately!

You must have a valid passport before you can apply for any other required travel documents. Your passport must be valid for at least six months beyond the end date of your program. If it is not valid for at least six months beyond the program end date, you must renew it immediately before applying for any required visa or entry permit.

The U.S. Passport Application Process

The current passport application process requires:

- A passport application
- A true certified copy of your birth certificate
- Two identical passport photos
- An application fee
- A personal ID
- A photocopy of your ID

Processing your passport application can take up to six weeks. You can expedite this process by paying an additional fee.

For further instructions on obtaining a passport, visit travel.state.gov or call the National Passport Information Center at 877.487.2778. You can also call your local post office to locate passport agencies in your area.

Passports for Non-U.S. Citizens

If you are a non-U.S. citizen, follow your government's procedures for obtaining a passport. If you are not currently in your home country and

you need to renew your passport, contact your country's nearest consulate or embassy.

To obtain consulate phone numbers, please refer to www.state.gov/s/cpr/rls/fco.

Caring for your Passport

- Sign your passport as soon as you receive it.
- Keep a photocopy of your passport with you at all times, preferably in a money belt or similar carrier that can be concealed underneath your clothing.
- Leave copies of the identification page of your passport and any other governmental travel documents with a responsible third party or saved online in case your documents are lost or stolen.
- Do not carry your passport or wallet in a backpack. These are easy targets for thieves, especially in crowded areas.

Entry Documents

A study permit is a government-issued official authorization that is affixed to a valid passport, granting you the ability to stay in and travel around a particular country for an allotted time period. A study permit is required for a stay longer than 90 days and is mandatory for all IES Abroad semester and academic year programs in South Africa. U.S. citizens must obtain the study permit before they arrive on-site in South Africa. Ultimately, it is your responsibility to obtain your study permit. You can find more information about obtaining a study permit at www.southafrica-newyork.net/homeaffairs/permit_study.htm. The below instructions are meant to help you navigate the process of applying for your study permit.

WHAT YOU NEED TO DO TO GET A SOUTH AFRICAN STUDY PERMIT



STEP 1 - Confirm your Place in the Program and Submit your Online Forms

Submit the *Confirmation Form* and *Study Permit Information Form* in your MyIESabroad account. The information below will help you complete the *Study Permit Information Form*.



STEP 2 - Check the Validity of your Passport or Obtain a New Passport

Make sure you have a passport that is valid for at least 6 months after your program's end date and has at least 4 blank pages with 2 consecutive blank pages. If you do not have a passport, apply for your passport immediately using the information above.

Expediting the process is highly encouraged!

STEP 3 - Determine Where You Will Apply for a Study Permit

U.S. Citizens

U.S. citizens will apply for a study permit at a South African Consulate or Embassy in the United States. Your home address must fall within the jurisdiction of the Consulate or Embassy you are applying through. Follow the link below to determine which South African Consulate or Embassy you will use. Please note: It is usually very challenging to get in touch with the Consulates or Embassy in the U.S. Because it is difficult to reach them by phone or email, we encourage you to reach out to your consulate as soon as you can to confirm your application requirements.

South African Consulates

Non-U.S. Citizens

Non-U.S. citizens can typically apply for a South African study permit within the United States or in your home country. **If you plan to apply in the U.S., please contact the consulate or embassy immediately to determine if you have any special requirements or restrictions.** If you plan to apply outside the U.S., you should contact your South African Consulate and your IES Abroad advisor to discuss your application process immediately.

STEP 4 - Apply for your FBI Background Check and Gather Additional Study Permit Application Documents

FBI Background Check

When applying for a South African study permit in the U.S., you must present an FBI Background Check. These can take up to 14 weeks to process so we highly suggest you use an FBI Channeling Service to decrease the processing time. Please follow the link below to determine which Channeling

Services are approved by the federal government and available to you. *Non-U.S. citizens are typically restricted from using Channeling Services, so please begin the standard process immediately.*

We suggest using Accurate Biometrics (Accuratebiometrics.com) which has been reliable for numerous semesters.

You should contact the Channeler for their processing times, but it is typically somewhere from 1 day to 1 week. For more information about background checks and channelers visit the FBI website, and read the FBI Background Check Guide.

South African Study Permit Application

All students must complete the universal South African Study Permit Application. Please find the application and guide below.

South African Study Permit Application

Study Permit Application Guide

Additional Documents

In addition to your FBI Background Check, you will have a number of other documents to submit to the South African Consulate or Embassy. Some of the documents can take several weeks to obtain, so we recommend that you start gathering them immediately. Below, you will find a list of commonly requested documents. We highly encourage you to get in touch with the South African Consulate or Embassy to determine the requirements specific to your application.

Understanding Documents - Document Guide Fall 2017

IES Abroad and UCT Supporting Study Permit Letters

You should be prepared to apply for your Study Permit as soon as you receive your letters from IES Abroad and UCT. You will receive these letters shortly after you are accepted by UCT, at which point you should be ready to visit the consulate or embassy in person to submit your application.



STEP 5 - Apply for Your Study Permit in Person at the South African Consulate or Embassy in your Jurisdiction

Take all of the required documents to the South African Consulate or Embassy immediately after you have received your study permit letters from IES Abroad and UCT. Most consulates do not require that you make an appointment, but you should check their website to confirm this. We suggest you apply for your permit at least 6 weeks before you leave for South Africa and no more than 90 days before the official program start date.

Once you have received your Study Permit, please let us know by submitting your Entry Document Form in your MyIESAbroad account.

Need help? Check out the Frequently Asked Questions below and if you still have questions, contact your IES Abroad Program Advisor at 800.995.2300.

FAQs.pdf

IES Abroad advises on Student Visa procedures for travel requirements relevant to the IES Abroad program. IES Abroad is not responsible for advising students on visa issues should they wish to travel early, stay late, or visit other countries not required by the program. For that information, please contact the embassy of the country you intend to visit.

Travel Dates

Book your flight according to these official program dates:

Fall

Arrival

Consult your IES Portal

Arrive at the airport between 7:00 a.m. and 3:00 p.m. in order to be picked up by IES Abroad staff. You will be responsible for making your way to your IES Abroad housing if your flight falls outside of this timeframe. If your flight arrives before or after this time, please be sure that your arrival information is reflected in your Arrival form and that your IES Abroad advisor is informed of your plans as soon as possible.

Departure

Consult your IES Portal

Program Calendar

As soon as a preliminary program calendar is available (at least a few weeks before the program starts), it will appear above. However, this calendar is subject to change. Please do not make independent travel arrangements (including visits from family or friends) before you arrive on-site, receive any calendar updates from the IES Abroad Center staff during orientation, and finalize your course registration. Remember that you will not be excused from academic obligations, including final exams or required IES Abroad events, in order to travel independently. You can easily make personal travel plans once on-site!

Booking your Flight

These discount student travel websites may offer tickets with flexible return dates, usually for a fee:

- www.STAtravel.com
- www.StudentUniverse.com

Here are a few other travel websites that may have competitive fares:

- www.Kayak.com
- www.Expedia.com
- www.Orbitz.com
- www.Travelocity.com

IES Abroad does not endorse and cannot be held liable for any of these travel companies.

Early Arrival Policy

You may not move into your IES Abroad housing early. If you arrive before the official arrival date, you are responsible for your accommodations until you move in to your IES Abroad housing on the first day of the program.

If you plan to arrive early or stay beyond the program end date, we recommend that you purchase additional health insurance coverage through Cultural Insurance Services International (CISI), your IES Abroad health insurance provider during the duration of your program. See the *IES Abroad Student Handbook* for more information.

If you intend to arrive **before** the official start date of the program, you are responsible for making arrangements for your luggage storage in addition to your accommodations. Please let your advisor know that you will be arriving early at least one week before you depart. Upon arriving in Cape Town, please contact the Center (no later than one day before the program begins) and we will give you a **specific time** to meet our staff at your housing.

Please note that students who choose to arrive one or more days early can sometimes feel isolated, homesick, overwhelmed, or anxious in the days leading up to the start of orientation. There is really no need to arrive early, and it is not recommended unless you are highly independent or you have friends or family in Cape Town with whom you will be staying. If you must arrive early, please contact your IES Abroad Program Advisor for more information.

Late Arrival Policy

Late arrivals are not permitted unless warranted by a documented medical or family emergency and approved by IES Abroad.

If you are delayed due to flight cancellations or delays before you arrive in your host country, please contact IES Abroad Chicago (800.995.2300 during business hours; 800.766.7793 emergency phone after hours). Our staff will communicate the details of your delayed arrival to the on-

site Center staff.

If flight delays affect your scheduled arrival plans after you have left your home country and you will no longer arrive on or before the official arrival date, please contact the IES Abroad Cape Town staff directly to inform them of your new plans.

Early Departure Policy

Early departures are not permitted unless warranted by a documented medical or family emergency and approved by IES Abroad.

It is not possible to reschedule a final exam or final paper deadline in order to accommodate early departure for personal travel, including plans to attend events back home like a friend or relative's wedding, a family reunion, or a graduation ceremony.

Arrival

Arrival

PLANNING YOUR FLIGHTS

You are responsible for making your own travel arrangements to and from Cape Town. When making flight arrangements please refer to the arrival and departure dates listed on the travel dates page and arrange a flight that will arrive in Cape Town between 7 a.m. and 3 p.m. You are expected to arrive in Cape Town, not depart from the US, on the arrival date. Check your flight details before purchasing your air ticket as some flights travel overnight and you may only arrive the following day. Any changes to your arrival details must be communicated to your advisor **as soon as possible**.

All students must arrive in Cape Town by the listed arrival date and are required to stay through their last exam. Students will be assigned exam

dates according to their UCT courses, but all of the exams are before the listed departure date. You must inform the Center of your departure plans once you have finalized your course schedule on-site. We recommend that you book your return flight for the departure date so that you do not risk having a conflict with your exam dates and then have to reschedule your flight, which can be costly. More details on early and late arrivals can be found under the Travel Dates section of this predeparture guide.

ARRIVAL INSTRUCTIONS

Please fill out the Travel Itinerary (available under your My IES Abroad account) as soon as you have made your travel plans. If you are arriving on the arrival date between 7 a.m. and 3 p.m. and we have your up-to-date arrival information, an IES Abroad staff member or RA will meet you for pickup at the airport.

For students who arrive before 7 a.m. or after 3 p.m. on the official arrival day, the Cape Town Center might be available to assist with arranging transportation from the airport to the housing. The cost of this transportation will be the student's responsibility and must be paid directly to the driver. If you cannot book a flight that arrives within the pickup window, contact your IES Abroad advisor right away to discuss options.

Before departing for South Africa, exchange \$100 USD (or its equivalent) into Rands in order to cover incidental expenses during your first few days on the program. You may also use your ATM card at an ATM inside the Cape Town airport to withdraw cash (in Rands) before you leave the airport.

Follow these steps, once you land in Cape Town:

Go through customs, collect your luggage and walk into the arrivals terminal.

If your luggage is delayed, walk into the arrivals terminal where an IES Abroad Cape Town staff member or RA will be waiting and let them know. This is important as there may be several other students arriving at the same time, waiting for you.

Watch for an IES Abroad staff member or RA holding a sign that says "IES Abroad."

If you do not find an IES Abroad staff person, call the IES Abroad Cape Town Emergency phone number and wait for instructions.

From a U.S. phone (dial 011.27.71.841.9896)

From a South African phone (dial 071.841.9896)

Do not leave the airport until you have talked to IES Abroad staff, as the IES Abroad staff member will be waiting for you.

Note that you may have to wait a bit at the airport if there is more than one flight of students arriving at similar times.

Once the group is together, an IES Abroad staff member will accompany you in the pre-arranged transportation to your housing.

Please note: IES Abroad Cape Town only provides airport pick up at the start of the program for students who arrive on the official arrival day during the time specified (between 7 a.m. and 3 p.m.). Students must arrange their own transportation back to the airport for their return, at their own expense.

Orientation

IES ABROAD ORIENTATION

Immediately upon arrival, you will participate in IES Abroad's multi-day orientation program in Cape Town. The orientation program will introduce you to the city and will provide important information on IES Abroad policies and procedures, safety, security, academics, banking matters, and will tell you more about Cape Town and South Africa. Some meals will be provided. Orientation will end with an optional multi-day field trip along the Garden Route (for an additional cost).

UNIVERSITY OF CAPE TOWN ORIENTATION

After the IES Abroad orientation program, you will participate in a multi-day orientation at the University of Cape Town for international students, led by the International Academic Programmes Office (IAPO). This program will involve an academic orientation, an excursion around part of the Cape Peninsula, and an introduction to extracurricular activities and university life. Highlights include African-style drumming and a visit to the SHAWCO centers to get to start thinking about volunteer opportunities. Orientation culminates in class registration at UCT. The orientations may seem quite long, but are thorough and cover a lot of critical information from safety to academics, plus some fun, and you are expected to fully participate.

My Program

In this section of your Predeparture Information, it's time to dive into the nitty-gritty. There's a lot to do to get ready, and this section will guide you through:

- Packing—with suggestions from IES Abroad alumni
- Learning about and requesting housing
- Requesting courses from the specific academic offerings at your Center
- Calculating your program fee, learning about payment options, and making a personal budget
- Exploring the field trips offered at your Center and whether you need to sign up in advance
- Completing your IES Abroad *Medical History & Physician's Exam* Form, learning about health insurance coverage abroad, and planning for things like vaccinations and prescriptions

Each page contains a lot of useful information, so be sure to read them thoroughly! You'll be glad you did.

Packing

Packing and Luggage

- Pack light! Students rarely complain about taking too little, but many have said that they packed too much.
- Bring clothes you can mix and match.
- Leave room for additional possessions you acquire abroad.
- Prepare for overseas closets and storage spaces which are generally much smaller than they might be at home.
- Be able to carry your luggage up a flight of stairs on your own.
- Make sure your luggage will fit inside the trunk of a small taxi.
- Be aware of airlines' limits to the weight and number of bags.
- Do not pack your passport in your checked luggage. You will need it when you embark and disembark.
- In case your checked luggage is lost or delayed, bring a carry-on bag that includes bare essentials like toiletries, any necessary medications, and a change of clothes.
- Take your laptop on the plane with you as carry-on luggage to

avoid damage and customs fees.

Packing Tips

Check out these packing tips from former IES Abroad students.

<https://www.iesabroad.org/files/Cape%20Town%20Ambassador%20Packing%20Advice.pdf>

<https://www.iesabroad.org/files/IESMasterPackingList.pdf>

Weather and Local Dress

Consider South Africa's climate when packing. It is generally mild, lacking in extreme temperatures. Since South Africa is in the Southern Hemisphere, seasons are the reverse of what they are in the U.S. Summer occurs between December and February, when the temperature averages between 15°C and 35°C (59°F and 95°F); the coolest months are June through August, when temperatures drop to between 3°C and 18°C (38°F and 65°F).

In Cape Town, summer time (December-February) is very casual; students wear shorts and T-shirts to lectures. During the winter season, Cape Town can be cold and rainy, so packing warm sweaters, an umbrella, and raincoat is highly recommended. As most buildings do not have central heating, it is recommended that you bring clothes that can be layered, as well as warm pajamas for cooler evenings. IES Abroad will provide heaters for student apartments/houses during the colder months. See the housing section for more details.

Sunburn can happen quickly in South Africa and it is essential that you bring a protective hat, sunglasses, and sunscreen with a high protection factor both for traveling and everyday wear, especially during the summer. It is recommended that you bring good walking boots or shoes (i.e., solid rubber soles with a deep tread, preferably waterproof and with ankle support), and absorbent socks.

You may also want to bring a formal outfit (a dress for women, a coat and tie for men) to wear to special events. Many formal or semi-formal events in South Africa ask that guests wear formal or traditional attire. Wash and wear items are especially helpful when traveling. For more information on weather in South Africa, visit <http://www.weathersa.co.za>.

It is recommended that you do not bring valuable items, such as expensive jewelry and watches, to Cape Town.

Towels, Linens and Laundry

Bed linens and blankets will be supplied to you but you are responsible for keeping them clean. Buy or bring towels and washcloths for use in Cape Town and for traveling. Laundry facilities are located within walking distance and students can pay to have their laundry done.

Cell Phone

IES Abroad policy requires students to arrive on site with a cell phone or to procure one upon arrival but IES Abroad Cape Town strongly recommends and advises students to obtain a cell phone in Cape Town with a local phone number. This will be discussed during the IES Abroad orientation. You are also encouraged to research options before you get to Cape Town.

For more information on cell phones, please see the Communications section under Daily Life.

Shipping & Storing Luggage

Please do not ship luggage to the IES Abroad Center. A customs fee needs to be paid upon receipt, and the Center will not sign or pay for shipped luggage.

The IES Abroad Cape Town Center may not be used to store luggage prior to your arrival or while you are traveling.

Voltage and Adapters

Since electricity operates at a different voltage in South Africa than in the U.S., you will need a transformer in order to use U.S. appliances, unless they have a switch to run on 240. Additionally, you will need an adaptor to plug dual-voltage appliances into wall sockets in Cape Town. For this reason, past students have felt it wiser to keep appliances to a minimum.

Also, it is strongly advised that students should purchase adaptors in Cape Town, rather than bringing them from the U.S. You will be able to take care of this shopping during orientation after arrival.

Housing

How to Request Housing

- Check with your study abroad coordinator at your college or university for requirements related to your housing placement abroad before you submit your *Housing Form*. We are not responsible for administering your school's policy on housing placements abroad.
- Submit the *Housing Form*, *Form of Agreement and Waiver*, and *Medical History & Physician's Exam* in your **MyIESabroad account** as early as possible.
- We must receive all three documents before we can finalize housing arrangements on your behalf and release your housing assignment to you.
- It is in your best interest to be honest in filling out these documents.

Please be aware that some housing options carry an additional housing fee that will be billed after you arrive at your program location. Be certain to review all costs associated with your housing in advance of making your request.

We will try to meet your preference(s), but cannot guarantee that you will receive your first choice of housing or a housing assignment that meets all of your preferences.

Your specific housing assignment will be sent to you via email approximately three weeks before the program start date, provided you have submitted all three forms.

Housing Expectations

We find housing for our students that reflects typical student accommodations in the host city. You will have the best housing experience if you are open to adapting to your accommodations and trying to understand and respect the cultural context in which you are living. Please note that overnight guests are not allowed in your IES

Abroad housing placement.

Changing Your Housing On-Site

To give you time to adjust to your housing, we will not relocate you into a different housing assignment during the first two weeks of the program.

After two weeks, requests to be relocated will be reviewed by the on-site housing coordinator based on availability and valid reason for change.

You should be aware that substantial financial costs can be encumbered by requesting different housing.

Private Houses

Housing Calendar

Housing is provided during the official program dates. You are responsible for your own accommodation, transportation, meals and luggage storage during the periods not covered by IES Abroad housing.

IES Abroad housing is not available between terms for full-year students.

Student Apartments and Houses

IES Abroad students will live in private houses located near the University of Cape Town. An IES Abroad Resident Assistant (RA) lives in or near each student residence and can serve as a great resource for tips on integrating into the local culture.

The number of rooms will vary depending on location. These rooms can be singles or doubles, and rooms are furnished with:

- Bed
- Bed linens
- Bedside lamp
- Chair
- Cupboard/Wardrobe
- Desk
- Digital safe (provided by IES Abroad)
- Heaters (during winter season)

Students should bring, or purchase on site, a padlock to keep their belongings secure.

The house has shared bathroom facilities and includes a communal lounge and kitchen area. The kitchen has basic kitchen utensils. Laundry facilities (students pay per use) are available in close proximity to the housing. All houses have 24-hour security. All IES Abroad housing has secure gates to the property, plus a variety of locked gates and security doors leading to the apartment. Student bedroom doors also lock. Students are required to keep all gates, doors and windows shut and locked for security reasons. Students in this type of housing live with other students on the IES Abroad program.

Insects in housing units are a common occurrence in South Africa. IES Abroad is prepared to respond to insect infestations, and fumigates student housing on a regular basis. However, we expect you to keep your housing space clean and in good order. There will be a general cleaning of the common rooms in the IES Abroad housing (bathrooms, kitchen, lounge) once a week. Students are expected to clean their own bedrooms and to immediately notify the onsite RA of any problems, items that need maintenance or repair, or damage.

Towels, Sheets & Laundry

Students will be provided with bed linen (sheets, duvet, and pillow cases), which you will be required to wash. You will need to bring or purchase your own towels. You should take your own towel along when traveling. Due to the climate in Cape Town, clothes are usually hung up outside to dry, but dryers can be found.

Heating & Air Conditioning

Cape Town has a mild climate for most of the year, and it is not very common in South Africa for student housing to have heating or air conditioning. However, as it can get cold, heaters are provided by IES Abroad during the winter months. South Africa has higher energy costs than in the U.S., so it is not acceptable to have the heaters turned on for the entire day, especially when you are away from the room. It can be dangerous to do so, as they pose a fire risk, so you must turn them on only when you are at home. In the warmer months, you'll find some places that have air conditioning, such as bars, restaurants, and hospitals have good air conditioning systems, whereas private houses, in general, do not. Students are welcome to buy their own desk fans for their rooms during the summer.

Electricity

Electricity is more expensive in South Africa and there may be scheduled and unscheduled power outages due to restrictions, maintenance, and repairs. **This means you may encounter times**

when you do not have power. A period of prearranged power outage is called 'load shedding,' when electricity is turned off in certain areas on specific dates/times, often for a period of **about 2.5 hours**. Normally, these times are announced in advance so you can plan accordingly. Load shedding occurs when there is not enough electricity available to meet consumer demand and the supply of power is interrupted to certain areas. It is an effective way to avoid total collapse of the electricity supply grid (a national black-out). This defensive use of load shedding also means that in exceptional circumstances, it is used as an immediate controlled response to unplanned events (i.e. it could occur outside of the planned schedule), in order to protect the electrical power system from a total blackout. Like the local residents of South Africa, students need to be mindful of their electricity usage and should follow the paper and news to check for scheduled power outages.

In order to conserve electricity, please perform the following activities while you are studying abroad in South Africa.

- Switch off your heater when you are not home
- Switch off all unnecessary appliances and lighting
- Look for alternatives to keep warm - layer clothing, use blankets, etc.

Commuting and Public Transportation

Daily commuting is a reality for all who live in or near Cape Town. You will live within a short walking distance of the University Jammie Shuttle bus. This is a free service for UCT students which transports students from the neighboring areas to stops at UCT's Lower, Middle and Upper Campuses. Travel time between your residence and the IES Abroad Center may range from 10-20 minutes by Jammie Shuttle or from 20 to 35 minutes on foot.

Uber and Taxis

Uber has recently started operating in Cape Town and has proven very effective and convenient for local students to use around town. You can use your Uber account from home, linked to your credit card, to travel around Cape Town. Many students use this form of transportation regularly in and around the city.

Approved taxis are another recommended way to get around Cape Town. Some taxis use meters, while others do not, so you should agree on a price with the driver before getting in the taxi. Taxis generally require payment in cash.

Local Transportation

Student safety is a high priority at IES Abroad and therefore we strongly encourage you to follow all of the safety guidelines presented to you at orientation, including walking in groups (especially at night) and making use of approved taxis and other transportation systems, particularly at night. Local buses and trains are also optional, but we recommend you travel in groups and use these forms of public transport during the day.

Roommate Policy

If you will live in IES Abroad shared houses or apartments, you may request one roommate on your *Housing Form*. For the IES Abroad Cape Town Center staff to accommodate roommate requests, both students must indicate each other on the *Housing Form*, and submit their forms within a few days of each other. Depending on student enrollments and room availability, some students may be assigned to share a double room rather than a single room, even if it was not their first choice.

Guest Policy: No Overnight Guests

IES Abroad Cape Town housing does not permit overnight guests. Hosting overnight guests is considered a violation of University of Cape Town and IES Abroad Cape Town protocols. If family members or friends are planning to visit, the IES Abroad Cape Town staff can provide you with a list of accommodations that past visitors have recommended. Students who violate the IES Abroad guest policy will be subject to an administrative review.

Quiet Hours

Quiet hours in most IES Abroad housing are from 10 p.m. to 7 a.m. You are expected to be respectful of your roommates, fellow students and neighbors.

Meals and Cuisine

IES Abroad Cape Town does not offer meal plans. Each student is responsible to purchase their own food and prepare their own meals. We will provide you with basic crockery and cutlery to use in your student housing. Neighboring communities, downtown Cape Town, the popular Long Street area, and the coast, have a wide variety of ethnic and upscale restaurants as well as night spots. There are plenty of cafes, delis, grocery stores and fast food restaurants near the UCT campus and along Main Road by the IES Abroad Center. Within the immediate vicinity of the Center, you can find Thai, Indian, Portuguese chicken, sushi, pizza, burgers, frozen yogurt, and much more. There are also two grocery stores where you can buy all you need to start cooking. In Cape

Town, a city which attracts international tourists and students alike, you can find food from every continent in a wide and rich variety. Fusion food is available in South Africa as well. Vegetarians and students with other dietary restrictions will find food options they can eat, as can vegans, and options are always increasing, but they may need to be a little more selective in their shopping and dining locations.

Traditional South African food generally includes barbecued meat, curries, vegetables and fruits, milk and apricot desserts, as well as more unusual fare, such as game meat, including crocodile and ostrich. We encourage you to seek out and sample the diversity of South African cuisine, in order to become more connected with the South African culture and society. Tap water in South Africa is safe to drink at restaurants and other establishments.

Internet Access

Your housing will have wireless Internet, with monthly limited usage included in your program fee accessed through a WiFi modem provided by IES Abroad. You can purchase additional WiFi access if you run out. If you need additional data service, you can go onto campus or to the IES Abroad Center (during normal business hours) and use the WiFi there. Plan ahead for materials you want to download; doing that on campus will save some internet data usage in your housing.

Please remember that South Africa is a developing nation. You will not have the same Internet access, usage amount, or download speeds that you are used to in the U.S. The Internet in Cape Town can be unreliable at times, slow, and prone to outages. You will learn to adapt to this, as do all locals who have access (and you should remember that not everyone has access). One habit recommended by past students is to save your work often, to avoid losing it. IES Abroad cannot guarantee Internet access.

Academics

Academic Overview

Our mission is simple: to provide you with the best study abroad program possible—which includes the highest quality academic and cultural experiences. That is why we partnered with the University of Cape Town and added the option for students to take an IES Abroad

service learning class.

While in Cape Town, you will take a total of 15–19 credit hours per semester. You will create your own academic experience by selecting from the following required and optional program components:

- **Students usually select one of two options:**
 - Enroll in 15-19 IES Abroad credits at UCT (3-5 courses), without an IES Abroad course
 - Enroll in 15-19 IES Abroad credits while taking courses at both UCT and IES Abroad (courses are 1 or 3 credits).

Students are encouraged to take mostly 2000-level or 3000-level courses, with a maximum of one 1000-level course. We also require that one of your UCT courses be South Africa-focused. **For more information on the South African education system, available courses at UCT, and information about preregistration, please refer to the partner university link further down the page.**

IES Abroad Courses

IES Abroad currently offers three courses: Health Studies & Community Development, Polity & Community Development, and Dialogues on Difference. While optional, taking one of these courses is recommended.

The IES Abroad classes have required lectures each week. Service learning volunteer hours (for courses that require them) and course related excursions take place outside of the classroom, in some cases over the weekend, and are an integral part of each course. Students will need to verify that their course schedules have no conflicts so they can attend all required portions of the course. The lecture and discussion format of IES Abroad courses is similar to that of smaller liberal arts colleges in the U.S. IES Abroad courses have formal syllabi that detail what the instructor will cover. You must come to class prepared, complete written assignments out of class, and complete rigorous assignments at the midterm and end of each course. All midterms, finals, service placement hours, and papers are required. IES Abroad Cape Town does not, however, try to duplicate an American classroom in a South African setting. The faculty will tend to lecture in much the way they do in their own local university courses, and a considerable amount of independent effort will be expected of you. Our instructors are local university faculty, and have had experience teaching American students.

There are two types of courses currently available at IES Abroad: a

lecture and discussion-based seminar, and courses with a service-learning component.

IES Abroad Seminar (1 credit): This seminar will apply the findings of scholarly research and be grounded in dialogue-based teaching methods and practices. The seminar structure of the courses brings students together to talk about and further understand their experience outside the classroom.

IES Abroad Service Learning Course (3 credits): These courses are seminars which are focused on local conditions of a community near Cape Town. The optional service learning courses offered by IES Abroad have two themes and both require completion of community-based service learning and a research project. This includes placement at a local organizations, working on projects determined by and for the community.

Both classes include a community-based service learning requirement of 60 hours over the course of the semester in addition to a research project. Students will complete their service hours at a handful of organizations selected by the IES Abroad Cape Town Center and the IES Abroad Cape Town faculty. We organize group transportation to IES Abroad-selected organizations at set times for service learning placements and help students communicate with the organizations. Students who wish to find and organize their own service learning placement may use one of the organizations recommended by SHAWCO, through UCT. The faculty members of the service learning courses are local university faculty and have cultivated relationships with community-based organizations where IES Abroad students can complete their service placement.

SERVICE LEARNING PLACEMENTS

Service learning placements are unique community-based learning opportunities that will enable you to experience first-hand the social, environmental, and economic challenges of the area. These service learning placements and your donated time give you the opportunity to learn about the local culture and meet local residents, while making a difference in Cape Town and receiving academic credit through the supporting IES Abroad credit-bearing seminar.

Participating organizations for service learning will be determined by the course faculty and IES Abroad Cape Town's Service Learning Manager. Remember that you are committing to helping a community over the course of a semester and must complete 60 hours of service and a

research project, so decide carefully if this option is for you.

Service Learning Application

To pre-register for an IES Abroad Service Learning course, you must complete several pieces of the application (the *Service Learning Application*, the *Service Learning Approval Form*, and a resume) before the deadline. This form will be available to you in your **MyIESabroad account**.

Attendance Policy

Attendance is mandatory for all IES Abroad classes and course-related excursions. Any exams, tests, presentations, or other work missed due to absences can only be rescheduled in cases of documented medical or family emergencies. If you miss more than three classes in any course, half a letter grade will be deducted from the final grade for every additional absence.

Under no circumstances will exam schedules (midterm or final) be modified or special arrangements be made to accommodate independent travel. Students may not ask to make arrangements for early exams to take place before the official end of the program.

Academic Integrity

The IES Abroad Cape Town program ensures that you have a rigorous academic experience. All students are required to follow the IES Abroad Academic Code of Honor, which prohibits plagiarism and cheating. Both UCT and IES Abroad courses utilize an external examiner process, where final exams are graded both by the instructor and an outside expert.

Course Syllabi

A complete syllabus for all IES Abroad courses can be found in the Academics section of the IES Abroad Cape Town page at www.IESabroad.org/cape-town. A finalized copy of the syllabus will be provided during the first day of classes or will be made available on the Vula system (an academic learning management system) after registration onsite. For information on UCT syllabi, please contact your advisor.

Course Registration

You will have a dual registration process for the courses you will take in Cape Town. First, as part of your application process to UCT, you completed an academic pre-registration form, indicating which UCT

courses you would like to take. In addition, you will indicate which of the optional IES Abroad courses you would like to take via the pre-registration form in your My IES Abroad account. Follow the instructions on the pre-registration form carefully. For more information on preregistration and on-site registration, please refer to the partner institution link below.

University of Cape Town

Academic Calendar:

University of Cape Town Calendar

The South African academic calendar is divided into two semesters. The first semester runs from mid-February to mid-June; the second runs from late July to mid-December. Courses are listed as Semester I (U.S. Spring) and Semester II (U.S. Fall). These are also referred to as First semester and Second semester.

About the University

South Africa's oldest university, UCT was founded in 1829 as the South African College. The campus, divided into three main levels (Upper, Middle, and Lower Campus), is perched on the slopes of Devil's Peak on the Cape Peninsula, providing a commanding view of the surrounding area. Although UCT was designated a "whites only" institution during the apartheid era, the University opposed the government and fought to end discriminations, particularly in higher education, and encourage racial integration. Small numbers of non-white students attended the University after the 1920s and the number started to grow in the 1980s. During this period, students held anti-apartheid demonstrations on the UCT campus.

Today, the University's students, faculty, and staff now reflect the diversity of the South African population and the University is also host to nearly 4,500 international students from nearly 100 different countries. The University of Cape Town is the **highest ranked African university** in both global and African rankings (includes QS World University Rankings, Times Higher Education World University Rankings, and the Academic Ranking of World Universities) and it is internationally recognized as one of Africa's leading universities for research. The university counts five Nobel Laureates among its alumni.

UCT's curriculum is rigorous and admissions is highly competitive. You will find that your classes are quite challenging and your classmates will be among Africa's brightest. Many students in your classes will be international students from all over the African continent who are seeking a degree from UCT. You'll also have non-African international students, both matriculated and study abroad, in your classes. This makes for a very vibrant academic setting. UCT students tend to specialize very quickly in their academic career and focus on their intended major or minor very quickly and have few opportunities for exploratory courses that don't count directly towards their academic studies.

University of Cape Town **Enrollment Options**

University of Cape Town Courses

The University of Cape Town has a diverse array of courses. IES Abroad Cape Town students take two to five courses at the University of Cape Town each semester, for three to six credits each (depending on course level), from the following faculties:

- Faculty of Commerce
- Faculty of Engineering and the Built Environment
- Faculty of Humanities (including Fine Arts, Music, and Social Sciences)
- Faculty of Sciences
- Faculty of Law

Below is a chart detailing the disciplines (and discipline codes) offered by each faculty. Please note that the disciplines listed in *italics* are not open to study abroad students. If a discipline is not italicized, it may still have courses that are ineligible for study abroad students, so you should have your desired courses checked early.

Faculty of Commerce	Faculty of Science
Accounting (ACC)	Accounting (ACC)
Commercial Law (CML)	Archaeology (AGE)
Computer Science (CSC)	Astronomy (AST)
Education Development Unit	Biological Sciences (BIO)
Commerce (DOC)	Chemistry (CEM)
Economics (ECO)	Computer Science (CSC)
Engineering & the Built	Electrical Engineering (EEE)
Environment (END)	Environmental and Geographical
Environmental & Geographical	Science (EGS)
Science (EGS)	Finance and Tax (FTX)

Finance and Tax (FTX) Geological Sciences (GEO) Historical Studies (HST) Information Systems (INF) Management Sciences (BUS) Mathematics & Applied Mathematics (MAM) Philosophy (PHI) Political Science (POL) Private Law (RDL) Public Law (PBL) Psychology (PSY) Statistics (STA)	Geological Sciences (GEO) <i>Human Biology (HUB)</i> Information Systems (INF) Management Studies (BUS) Mathematics and Applied Mathematics (MAM) Molecular and Cell Biology (MCB) Oceanography (SEA) Physics (PHY) Statistical Sciences (STA)
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Faculty of Engineering & the Built Environment Accounting (ACC) African & Gender Studies, Anthropology & Linguistics (AXL) Architecture, Planning, and Geomatics (APG) Astronomy (AST) Biological Sciences (BIO) Chemical Engineering (CHE) Chemistry (CEM) Civil Engineering (CIV) Commercial Law (CML) Computer Science (CSC) Construction Economics and Management (CON) Economics (ECO) Electrical Engineering (EEE) Engineering & the Built Environment (END) Environmental & Geographical Sciences (EGS) Geological Sciences (GEO) Historical Studies (HST) Human Biology (HUB) Management Studies (BUS) Mathematics & Applied Mathematics (MAM) Mechanical Engineering (MEC) Philosophy (PHI) Physics (PHY)	Faculty of Humanities Accounting (ACC) African and Gender Studies, Anthropology, and Linguistics (AXL) Archaeology (AGE) Commercial Law (CML) Computer Science (CSC) Dance (under MUZ) Drama (DRM) Economics (ECO) Education (EDN) Education Development Unit (DOH) English Language and Literature (ELL) Environmental and Geographical Science (EGS) Film and Media Studies (FAM) Finance and Tax (FTX) Fine Art (FIN) Geological Sciences (GEO) Historical Studies (HST) Information Studies (INF) Management Studies (BUS) Mathematics and Applied Mathematics (MAM) Music (MUZ) Philosophy (PHI) Political Sciences (POL) Psychology (PSY)
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Political Studies (POL) Public Law (PBL) Sociology (SOC) Statistical Sciences (STA)	Religious Studies (REL) School of Language and Literature (SLL) <i>see below</i> Social Development (SWC) Sociology (SOC) Statistical Sciences (STA)
Faculty of Law Commercial Law (CML) <i>Dean of Law (DOL)</i> English Language and Literature (ELL) Mathematics and Applied Mathematics (MAM) Private Law (RDL) Public Law (PBL) School of Language and Literature (SLL) <i>see below</i>	

School of Language and Literature:

African Languages and Literatures (Xhosa, Sotho), Afrikaans, Arabic Language and Literature, Chinese Language and Literature, Classics (comprising Greek, Latin, and Classical Culture), French Language and Literature, German Language and Literature, Hebrew Language and Literature, Italian Studies, Portuguese Language and Literature, and Spanish Language and Literature.

Course Levels and Credits

UCT is a three-year institution, not a four-year institution like in the U.S. Undergraduate courses at UCT are offered as first, second, and third-year courses (1000, 2000, and 3000-level codes respectively). IES Abroad juniors and seniors will find that courses in the second and third year are a good academic fit.

- First year courses (1000-level) include three to four lectures per week and one tutorial.
- Second year courses (2000-level) generally have three lectures and one tutorial per week.
- IES Abroad students who wish to take 3000-level courses will usually have to prove to UCT they meet prerequisites for the course.
- Language classes (Xhosa and Sotho, for example) meet five times per week.
- Science courses generally have three lectures per week plus one laboratory or practicum. Some science courses will offer a pre-

semester field trip (organized by the faculty member for all students in the course). This trip can conflict with the IES Abroad on-site orientation, so the IES Abroad Center staff will assist students who must attend a required academic field trip make up missed orientation sessions.

- Courses in the Health Sciences faculty are not open to IES Abroad students.

Course Level	Contact Hours (approx.)
1000	45
2000	60
3000	60

IES Abroad uses the following **credit conversion** scale with 15-19 IES Abroad credits required:

A note on NQF: The National Qualifications Framework (or NQF), is the South African national system for assessing the academic level of a particular course. The standard UCT academic load is a minimum of 72 NQF and a maximum of 90 NQF per semester, enrolling up to 4 courses per term. Per the University of Cape Town, 18 NQF = 25%, 24 NQF = 33% of a semester load. 36 NQF = 50% of a semester load.

UCT NQF Credits	IES Abroad Credits	UCT NQF Credits	IES Abroad Credits
8	2	24	5
12	3	30	7
16	3	36	8
18	4	48	11
22	5		

For information about the number of credits for IES Abroad credits, please refer back to the Academics section.

REGISTRATION

Pre-registration

You will have a dual registration process for the courses you will take in Cape Town (pre-registration and on-site registration). First, you will complete an academic pre-registration form through IES Abroad before you depart for Cape Town, indicating which UCT courses you would like

to take. IES Abroad strongly recommends you choose at least 4-6 courses for pre-approval from UCT. You are not required to enroll in all of your pre-approved courses, but having a few extra courses pre-approved will facilitate on-site registration if you find there are schedule conflicts with any of your selected courses, or in case you do not meet the prerequisites for certain courses you'd like to take. In addition, you will indicate which of the optional IES Abroad service learning courses you would like to take. (For more information on the optional IES Abroad courses, please refer to the Academics page.) Follow the instructions on the pre-registration form carefully. If you do not select appropriate courses for the semester you will study in Cape Town, your course pre-registration materials will be returned to you for revision and this may cause a delay in your acceptance to the university.

The course pre-registration form is sent to UCT IAPO. Each course is then sent to the overarching faculty (i.e. the department) that oversee the course, and the student's background and experience, plus any prerequisites, is reviewed. The faculty will determine if you are pre-approved for the course or not. IES Abroad will receive notice from UCT about which courses you have been pre-approved to register for. This information will be sent to you. It is your responsibility to consult with your home institution academic advisor or study abroad advisor on the courses that are pre-approved, so they know what you may be taking onsite. If some courses are not pre-approved, then your home institution advisor can assist you in finding alternatives to try to take on-site. Final registration will take place in Cape Town during UCT's International Student Orientation. Students can be pre-approved for more courses once they arrive on-site.

Course Selection

- Search the UCT handbooks for coursework that appeals to you.
 - You may view course descriptions on the University's Handbook webpage, at <http://uct.ac.za/apply/handbooks>.
- Check the course code to determine if the course will be offered for your semester. Courses are formatted #####A.
 - The first number indicates the level of the course. (1000, 2000, or 3000)
 - The letter indicates when the course is offered. "**F**" refers to "**First Semester**," which is the IES Abroad spring semester. "**S**" refers to "**Second Semester**," which is the IES Abroad fall semester. Please note "**F**" does **not** stand for Fall and "**S**" does **not** stand for Spring.
 - L and J courses are not open to IES Abroad students. H

and W courses are year-long courses, and are restricted to students who are studying at UCT for the full calendar year.

- Ensure that your final registration meets IES Abroad requirements
 - Recommended no more than one 1000-level course
 - At least one South Africa-focused course
 - There are South Africa-focused course in various disciplines, such as literature, history, political science, language, music, dance, and religion, among others. If you have a question about what courses qualify as South Africa-focused, please consult with the IES Abroad Cape Town Academic Advisor after arrival.
 - Final courseload of 15-19 credits.
 - No Health Science courses.
- Visit the department websites for more information.
 - Navigate to the Faculty you're interested in and click on the drop-down menu for Departments. You can locate more detailed course information at many of these sites.

On-site Registration

When you arrive in Cape Town for orientation prior to the term, you will finalize your registration. You'll be given instructions on what to do and where to go after arrival. You will find a very different registration process from what you are likely used to at your home institution. Note that the registration process at UCT is not done electronically as on many U.S. campuses. It is a very manual process, and study abroad students experience the same process as do the local UCT students.

Registration is done in-person by standing in lines and making appointments, can take hours to complete, and sometimes you may need to return on more than one day. You will have to visit a representative for each faculty (department) to seek final approval of your ability to enroll in the courses that you received pre-approval for. This can be a great way to learn your way around the campus and meet other students, and we encourage you to look at it as one of your first important intercultural opportunities. You will also need to get a physical schedule on-site, so you can see where you may have class overlaps or scheduling conflicts. After checking for schedule overlaps or complications, you will finalize your registration. Again, this is not done electronically, but all must be done in person, with the necessary signatures and approvals. You will then need to submit a copy to the IES Abroad Cape Town Center to check that you have met the relevant

academic requirements.

As you work through the registration process, IES Abroad staff and RAs will be willing to assist you and provide explanations. This registration process will seem confusing and complicated, but you'll have a lot of assistance on-site. After arrival, students can get UCT course advice from department heads or the academic advisors and the IES Abroad Cape Town's Academic Manager will be available for course scheduling advising.

Class Structure

When taking classes at UCT, you may find the academic environment very different from what you are used to, back in the U.S., especially if you have attended a smaller college or university. UCT classes can be very large (often between 80 to 300 students) and you may notice a difference in the amount of personal contact students have with their professors at UCT. UCT classes usually meet for a 45-minute lecture several days per week and one class per week of tutorial, which is a helpful supplement to the lectures. In general, and especially in larger lectures, UCT professors are less accessible and do not have as much student interaction as some students may be used to.

The accompanying tutorials are designed to give you more interaction with other students and the tutorial leader, and provide a good venue for discussions and asking questions. There are about 25 students in a tutorial class. The tutorial is generally taught by a graduate student or a junior lecturer. The tutorial is where you will ask your questions, get clarity on content, and really connect with your tutor and other students. Make sure you attend the tutorials and engage with the tutor; you'll find this really benefits your understanding of the materials and engages you with the class.

COURSEWORK AND ASSESSMENT

UCT courses are challenging, and past students have noted the need to work diligently throughout the semester. Undergraduate courses at the University of Cape Town are usually assessed through a combination of essays, assignments, tests, class participation, presentations, and examinations. If you are taking courses in the same faculty you can expect that your assignments will fall around the same time (as they do in many schools). It is very important that you take initiative to keep up with readings and outside work.

Another major difference between the UCT system and most American coursework is in course makeup and assessment. In general, courses at

UCT **heavily weigh final exams.** It is not uncommon for a final exam to make up 50% or more of your final grade. Some courses are graded with 50% on the midterm and 50% on the final. There will not be continuous assessment over the term, unlike most American classrooms. Students must therefore take the initiative to review and independently assess their progress throughout the semester and work to keep up with course content so that they are adequately prepared for their exams. This is individually-driven work, as the instructors will not ask how your progress is going. Many past IES Abroad students comment that they had to become much more of an independent learner in Cape Town.

Once you receive your grades for the midterm (or any work assessed during the term), you should speak with your tutorial leader about questions or concerns you have. You should avail yourself of local university resources for tutorial help or academic assistance, and should certainly notify the IES Abroad Center staff if you find you are facing academic or personal challenges in classes. You can always ask the IES Abroad Cape Town staff for recommendations regarding on-campus academic assistance and university-support systems.

Final Exams

At the University of Cape Town, students must receive a DP (Duly Performed) Certificate in order to take their final exams. Students may not take their final exams without meeting specific DP Certificate requirements. Each department has different requirements, but the process generally requires that students attend their courses, hand in their coursework, and earn certain grades on those assignments in order to qualify to take the final exam. Students do not receive an actual certificate; rather, a list of students who do not qualify for a certificate is published prior to the commencement of the exam period. **Students who do not complete their final exam will fail the course, regardless of their grades on other assignments.** Past IES Abroad students have shared their worries that they would not receive the certificate, and would not be able to take the final exam. This is extra pressure during the semester, of course, but it is the reality of the academic system in Cape Town. To ensure objective grading, the University of Cape Town and IES Abroad use external examiners to grade the final exams.

Examination timetables are published by the faculty offices. They are set centrally by the University, are not flexible, and cannot be changed. All students take the course examination at the same time, in a predetermined venue. Do not book your departure flight from Cape Town for a date before your exams are scheduled. The exams are

provisionally announced near mid-point in the semester, and then finalized about one month before the end of the semester.

UCT does not use a grade point average system. Grades are awarded for individual courses. With the UCT grading system, a grade of 75% on an assignment, paper, or exam is considered a very good grade (normally only about 6% of the class will receive a mark of 75% or higher). IES Abroad uses a grade conversion scale to convert the UCT grades into IES Abroad grades, and we take this academic difference into account on that scale.

Education Technology

While most IES Abroad students use a learning management system called Moodle, students in Cape Town use a site called Vula, which is the local academic learning management system used by UCT. Students who take the IES Abroad service learning courses will also use Vula in the classroom. All students will need to check it for notification of field trips, class excursions, important program information (like safety alerts), as well as messages from the IES Abroad Center staff. It is very similar to Blackboard, a common educational technology software used in the United States.

Credit Transfer

How to Verify Credit Transfer with Your College or University

At the end of the program IES Abroad will issue a transcript in order to transfer your study abroad credit back to your college or university. The transcript will indicate each course you took, the institution it was taken at, the grade awarded and the number of credits earned. The transcript is normally issued about six weeks after the program end date for IES Abroad courses. Partner university grades are typically reported to IES Abroad at a much later date, and so transcripts including any courses from Institutions other than IES Abroad are normally issued much later.

What should I do to ensure that credit from my study abroad program transfers correctly and in a timely manner?

There are 3 main steps to ensuring that your credit transfers correctly after the end of your study abroad program. They are:

Getting course approval **before you leave for your program** from your academic advisor.

- Meet with your academic advisor and study abroad coordinator to verify which courses will transfer back to your college or university
- Select alternative courses in case your first choice is unavailable
- Discuss possible partner university courses (where applicable) with your advisor to verify that they will transfer
- Make copies while you are abroad of course descriptions, syllabi, reading lists, written assignments and other supporting materials that you may need to provide to your college or university after your return
- If you are taking partner university courses check with your IES Abroad advisor when grades are expected

Determine the correct type of transcript **before you leave for your program by checking with your college or university**

- **IES Abroad Transcript** - This type of transcript is issued automatically after the program. Some schools may not accept this type of transcript to transfer your credit.
- **School of Record transcript** –This type of transcript contains exactly the same information as the IES Abroad transcript except it is printed on accredited University of Rochester letterhead and processed by the University of Rochester. Even so, the credit is still issued by IES Abroad and this is indicated on the transcript. This type of transcript must be requested in your **MyIESabroad account**. The school of record transcript costs \$375 which will be reflected in your IES Abroad account balance. This type of transcript requires an additional 2-3 weeks processing time.

Ensuring that there is no Financial Hold on your account at the end of the program

- A financial hold is placed on your student account whenever there is an overdue balance and will **prevent us sending your transcript to your college or university**.
- Charges incurred during the program will be added to your balance and will result in a financial hold if they remain unpaid. These may include, but are not limited to:
 - Optional field trips

- Housing options carrying an additional fee
- Course readers and copyrights
- Cell phones and/or SIM cards
- Failure to return library resources upon departure
- Housing damage
- Failure to return keys

Check your balance online **five** weeks after your program ends by logging into your **MyIESabroad account** by clicking on “Program Invoice” in the Online Forms section.

Please note that any payments made by check or online Direct Account Debit will clear a Financial Hold in 5 business days. Payments made by Credit Card clear a Financial Hold in 1 business day.

Transcripts & Grades

Viewing Your Grades

Final grades are posted online via your **MyIESabroad account**.

- IES Abroad grades are typically posted online within six to eight weeks of the final day of the program and are made available for approximately six months.
- Grades can be viewed regardless of having a financial hold.
- Partner university grades will take longer to post.
- Non-reported "NR" grades indicate that your professor has not yet reported your grades.

Obtaining Your IES Abroad Transcript

- After all of your grades are reported, an official IES Abroad transcript will automatically be sent to your college or university if there is no financial hold on your account. A financial hold will be placed if there are any outstanding charges, some of which may be placed at the end of the term.
- Normally, we send your transcript to your college or university approximately six to eight weeks after the end of each program.
- If you are taking courses at a local university, be prepared for delays in receipt of transcripts due to the disparities in administrative procedures between overseas and U.S.

institutions.

If you have any questions about your transcript after your program ends, email the Registrar at registrar@IESabroad.org.

Tuition & Financial Aid

Tuition & Financial Aid

Paying IES Abroad Directly vs. Paying Your College or University

Whether you pay IES Abroad program fees directly (including the \$500 non-refundable confirmation deposit) or pay program fees to your college or university is based on your school's policies. Ask your study abroad and financial aid offices how this is managed.

Confirmation Deposit

Depending on your school's policies, you will either pay the confirmation deposit to IES Abroad or to your college or university.

The form in your account reflects your school's policy on deposits. Note that the \$500 is not refundable if you withdraw from participation, regardless of whether this amount is paid directly to IES Abroad or to your college or university.

What you should know about confirming your place in our program:

- To secure your place, submit the Confirmation Form with your \$500 non-refundable deposit.
- This form is due within three weeks of your acceptance to the program or by three weeks after the application deadline passes, whichever comes first.
- The due date is listed next to the form in your account.
- Contact your IES Abroad Program Advisor to discuss your options if you are unable to meet the stated deadline for any reason.
- If you decide to defer your enrollment in the program after paying the deposit, we will hold it for up to one calendar year. After one calendar year, you will need to pay a new \$500 deposit to confirm your place on a future IES Abroad program.

IES Abroad Financial Aid

We offer \$3 million in IES Abroad scholarships and aid to our students each year, including:

- Need-Based Aid
- Public University Grants
- Diversity Scholarships
- Boren and Gilman Scholarship Support Grants
- Donor-Funded Scholarships
- Disability Grants
- Other Study Abroad Scholarships & Aid

Visit www.iesabroad.org/study-abroad/scholarships to learn about our eligibility requirements and application deadlines.

Consult your study abroad coordinator and financial aid officer at your college or university to determine in advance how your school handles IES Abroad aid.

As the recipient of any IES Abroad aid, it is your responsibility to determine how this award might affect any other aid you receive.

- All IES Abroad financial aid will be applied as a credit to your program fees.
- If you pay your college or university for your study abroad program, the aid will appear as a credit on the invoice we send to your school.
- If you are billed directly by IES Abroad, funds will be applied to your portion of the program fee as a credit on the invoice mailed to your home address.
- IES Abroad aid cannot be deferred to a future term, but you may reapply for IES Abroad financial aid for a future term if you defer your enrollment.

College or University Financial Aid

If you plan to use financial aid from your college or university to pay for part or all of your IES Abroad program fees, send us an award letter stating how much aid will be awarded for the program and when it will be disbursed. Email your letter to our Accounting Department at accountsreceivable@IESabroad.org, or send a fax to 312.944.1448.

We understand that financial aid is often not disbursed until after the term begins. Once we receive your award letter, we will defer the amount you will be receiving in financial aid until disbursement is made. Upon receipt of your invoice, you are responsible for paying the amount

not covered by aid before your program begins.

Before leaving for your program, make a plan for paying the remainder of your balance once the funds are released, using one of the options below. If your college or university will not send the funds directly to IES Abroad, make sure someone has the ability to pay the balance due on your account once you are on-site.

Consortium Agreements

If your college or university requires a consortium agreement or other documentation to release financial aid funds to IES Abroad, send these documents to our Enrollment Management Department at enrollments@IESabroad.org.

We will complete and return these documents to your school's financial aid office along with a copy of the fee sheet for your IES Abroad program.

Federal and State College Tuition Savings Plans

If you have a 529 or state-sponsored college tuition savings plan, you may or may not be able to apply your funds to your IES Abroad program fees. IES Abroad is not eligible to apply for a US Department of Education Federal School Code, so we are typically not able to receive these funds directly from government agencies. If you are being billed for your program fees directly by IES Abroad, please check with your 529 administrator to see if your plan can be used for your program and how funds will be released.

If you are billed by your college or university for IES Abroad program fees, check with your study abroad office and bursar's office to be sure you understand your school's study abroad billing policies and how your funds can be applied to those fees.

Enrollment Certification

If you need letters certifying proof of enrollment in an IES Abroad program for any reason (scholarship, medical prescription, etc.), email your request to registrar@IESabroad.org.

Paying your IES Abroad Program Invoice

IES Abroad Program Invoices for program fees (tuition, housing, and health insurance) are generated on the following schedule:

- Summer and early-starting Fall programs: mid-April
- Fall programs: mid-June

- Spring and January Term programs: mid-November

If we are billing you directly for your program fees, a paper invoice will be mailed to the permanent home address you indicated on your application. An up-to-date version of your IES Abroad Program Invoice is also available in the Optional Forms section of your MyIESabroad account throughout your experience with us. Please note that this invoice will not be available until after the first charge (tuition, housing, etc) is added to your account.

Keep in mind that charges may be incurred before you leave, while you are abroad, and after you have returned. See “Fees Incurred On-Site” below for examples of the types of charges you may incur. Your invoice will be updated as charges are added, and a new paper version will be mailed each time this occurs.

You can submit full or partial payment via the following options.

Online Payment Options

- **Direct Account Debit** (also known as e-check or ACH) - submit a payment directly from your checking or savings account **(includes 1% additional fee)**.
- **Credit Card** – submit a payment with a credit card **(includes 2.5% additional fee)**.

Alternative Payment Options

- **Phone** - call the IES Abroad Billing Assistant at 800-995-2300 to pay by direct account debit **(includes 1% additional fee)** or credit card **(includes 2.5% additional fee)**.
- **Wire Transfer** - transfer funds to:

Account name: Institute for the International Education of Students

Account No: 886-079-151

Bank: JP Morgan Chase Bank N.A.

ABA: 071000013

SWIFT: CHASUS33

Address: 10 S Dearborn, Chicago, IL 60603

- **Mail** - send a personal check, certified check, or money order to our office in Chicago. Checks must be in U.S. dollars, drawn from a U.S.-based branch, and made out to “IES Abroad” or “The Institute for the International Education of Students.” Note the

student name and ID number on the check. Send your payment to:

IES Abroad - attn: Billing
33 West Monroe Street, Suite 2300
Chicago, IL 60603-5405

Payment Plans

If you are billed directly by IES Abroad for your program fees and you are studying abroad for a semester, academic year, or split year, we offer you the option of paying in interest-free installments for a one-time fee of \$125 for semester students and \$250 for academic year and split year students. A down payment of \$3,500, plus this one-time fee, is due to the IES Abroad office upon receipt of your IES Abroad Program Invoice. The remaining balance, due after the down payment is applied, is divided into three equal monthly payments for term students and six equal monthly payments for academic year and split year students.

To enroll in the payment plan, submit your first installment using one of the options above upon receiving your first IES Abroad Program Invoice.

Fees Incurred On-Site

Additional invoices may be generated after your arrival on-site. Charges may include, but are not limited to:

- Optional field trips
- Housing options carrying an additional fee
- Course readers and copyrights
- Cell phones and/or SIM cards
- Failure to return library resources upon departure
- Housing damage
- Failure to return keys

You may pay these fees by the same methods described above.

Refund Policy

Confirmation Deposit

The \$500 confirmation deposit is not refundable. Confirmation deposits can be deferred for up to one calendar year. After one calendar year, the deposit is forfeited and must be made again for any future enrollment with IES Abroad.

Withdrawal or Deferral Before the Program Begins

We make significant financial commitments on behalf of students well before the start of each IES Abroad program. Students who withdraw or defer to a future term after the issuance of the initial IES Abroad Program Invoice but before the program start date are responsible for payment of unrecoverable costs incurred by IES Abroad. A refund is issued only on recoverable costs and only after notice of withdrawal or deferral is received in the Chicago office.

Withdrawal After the Program Begins

On or after the published arrival date no refunds will be issued. Appeals for partial refunds will be considered only in cases of serious illness or emergency requiring a student's withdrawal and in consultation with the Chicago office. The amount of any possible refund will be determined individually on recoverable costs, and will be made at the sole discretion of IES Abroad at the time of withdrawal. Please note that these costs vary considerably and cannot be determined in advance.

Any student who is dismissed after beginning any IES Abroad program for any reason forfeits the possibility of any refund for used or unused expenses as well as the comprehensive fee.

Field Trips

TOWNSHIP OVERNIGHT EXPERIENCE

To help you experience traditional South African culture, you will have the opportunity to spend the night with an African family in a township over a weekend. IES Abroad will make arrangements for the group and will let you know when it is scheduled. The overnight experiences are located in the Cape Town region. You are encouraged to bring small gifts (food, pictures from your hometown, a small book or meaningful memento) from your home country to share with your host family.

FIELD TRIPS

A number of field trips and excursions are sponsored or co-sponsored by IES Abroad each year. In general, the cost of any field trip that is required as part of orientation or a course is covered by the program fee and is non-refundable. Please complete the Field Trip Interest Form in your MyIESabroad account to indicate whether you are interested in participating in any of the offered IES Abroad field trips. You will receive

further information during on-site orientation before you are asked to commit to the trips.

At IES Abroad Cape Town, there are two major field trips offered which are **optional** and will incur an additional subsidized cost to the student, which is noted in the links below. During your time at IES Abroad Cape Town there will also be a tour of a township, an overnight township experience, a visit to the District 6 Museum, Robben Island, and likely a rugby match or some other cultural event, all of which are included in the program fee.

Cape Town - Kruger National Park & Soweto Field Trip - Fall 2017

IES Abroad subsidizes some trips for students; **participating students will be billed for their portion of the fee to their home address.**

IES Abroad Cape Town offers an optional subsidized mid-semester field trip for all students. Past students have traveled to world-renowned Kruger National Park and Soweto. In the past, this trip has included:

- A one and a half day game-drive in an open safari vehicle with one of Kruger's experienced game rangers
- A two-hour eco-friendly bike tour of Soweto, a township outside of Johannesburg, to see a workers' hostel, the Meadowlands, and Nelson Mandela's former home

Please note: Students who participate in the optional Kruger National Park field trip should take anti-malaria drugs before, during, and after the trip to prevent malaria, per their medical professional's advice. Please consult your medical professional well in advance to make these arrangements.

Trip Length: 5 days Trip fee: \$420 US

Cape Town - Garden Route Field Trip - Fall 2017

IES Abroad subsidizes some trips for students; **participating students will be billed for their portion of the fee to their home address.**

This is an **optional** field trip that takes place during the IES Abroad

orientation. The famous Garden Route is a stretch of coastline that runs for nearly 200 kilometers along the southeastern coast of South Africa. The Garden Route is set between the Outeniqua and Tsitsikamma mountains, and along the Indian Ocean. Home to several nature and marine reserves, it is known for its remarkable biodiversity. Added to the coastal route are several inland attractions such as exploring the Cango Caves, visiting one of South Africa's famous ostrich farms, and a short hike. Other optional experiences are available during the trip, at the student's expense.

Trip Length: 3 days Trip fee: \$220 US

- Fees for optional field trips cover transportation, accommodations, tours and entrance fees, and some meals.
- Field trip enrollment may incur a non-refundable charge which you must pay even if you do not attend the trip.
- All field trip locations are subject to change.
- You are prohibited from bringing guests on IES Abroad-sponsored field trips.

Health & Safety

Safety

Visit the State Department's South Africa Information page here for detailed information about safety abroad: <http://travel.state.gov/content/passports/english/country/south-africa.html>

Important: Students participating in the optional Kruger National Park field trip should take anti-malaria drugs before, during, and after the trip to prevent malaria, per your medical professional's advice.

Health Insurance

Your health and safety abroad are our highest priority, therefore we require all students to be adequately covered by our prearranged comprehensive international student health insurance plan. Once you have confirmed your place on the program, we will automatically enroll you in the required Cultural Insurance Services International (CISI)

international health insurance on your behalf. The mandatory insurance is included in your program cost and cannot be waived.

You will receive an insurance confirmation/registration email prior to departure. The insurance plan is intended to cover all IES Abroad participants while abroad, but certain limits apply. The plan is not intended to replace your existing plan.

More information about your insurance:

- After completing the online insurance registration, you can print your insurance cards and brochures.
- IES Abroad Center staff will provide you with information on local hospitals and doctors during orientation.
- Your coverage will begin on the first day of your program and expire on the last day of your program.
- On-site staff will provide additional information regarding the in-country health insurance plans during orientation.

Students studying in Auckland, Christchurch, Nagoya, Sydney, or Tokyo will be enrolled with the CISI Australia/New Zealand/Japan plan (Policy #: GLM N04964998). Students attending programs at all other centers will be enrolled with the CISI standard plan (Policy #: GLM N04964986). This information can also be found in the *IES Abroad Student Handbook*.

Students studying for a semester or academic year in Australia, Ecuador, New Zealand, or Japan will also be enrolled in mandatory in-country health insurance plans in addition to the CISI plan above. Detailed information about these in-country plans can be found in the *IES Abroad Student Handbook*. IES Abroad Center staff will provide additional information regarding the in-country health insurance plans during orientation.

The CISI standard plan policy number is GLM N04964986.

Prescription Drugs

If you plan on taking any type of medicine or prescription drug while abroad, we strongly advise you to consult with your physician prior to departure regarding any need for monitoring.

You may also consult with your doctor regarding on-site referrals, though the IES Abroad Center staff will have a list of physicians available for consultation as well.

It is important that you disclose any health conditions and note any medications on your IES Abroad *Medical History & Physician's Exam* so that we can support you as best we can.

In addition:

- We recommend bringing enough medication to last the duration of your stay.
- If you plan to purchase a particular medication while abroad, you should make certain that it is available in country. If so, you will need to see a local physician to obtain a new prescription.
- Do not mail medicines or vitamins; they will be held up in customs, and a prescription from a local doctor must be shown to pick them up.
- Always carry prescription drugs in a drug store bottle with a label showing your name, the generic name, the dosage of the drug, and instructions for use.

Vaccinations

We recommend that you speak with your doctor and/or consult the Centers for Disease Control's international travelers' hotline to review up-to-date vaccination requirements for any region or country you select.

Contact the CDC at 800.232.4636 or visit www.cdc.gov.

Travel Safety

Cell Phones & TravelTracker™

Our long-standing commitment to student safety means we work very hard to establish and maintain avenues of communication and information tracking between students and staff.

- We require you to have a cell phone during your time abroad to encourage and simplify communications with both the IES Abroad Center and your parents in the event of an emergency.

- You will be required to provide your Center with your cell phone number and to keep your phone turned on and charged at all times for the duration of enrollment.
- You are also required to submit an electronic independent travel itinerary through TravelTracker™ and/or a paper independent travel itinerary form to Center staff any time you are away overnight.

This information is vital in the event of an emergency and students need to be reached when their cell phones are not functioning.

Travel Tips

When planning travel during your time abroad, be sure to keep the following basic health and safety provisions in mind. We recommend that you:

- Travel with a companion whenever possible and avoid walking alone at night, even if you are familiar with the area.
- Stay alert, confident, and aware of your surroundings. Walk purposefully and make eye contact with people around you. Trust your instincts.
- Use helmets, seat belts, life jackets, and other relevant safety devices.
- Always keep your door locked in any facility where you are staying.
- Investigate what emergency medical services are available in the region or country where you will be traveling.
- Choose safe, reliable transportation.
- Don't rent or buy a motorized vehicle.
- Don't swim after drinking alcohol.
- Pack a basic first aid kit.
- Leave jewelry and expensive watches at home.
- Carry money, tickets, and passport in body pouches; do not leave them in your hotel room or luggage.
- Carry photocopies of passport, credit cards, and airline tickets.
- Make sure luggage has identification inside and out.
- Keep luggage locked and securely stored.
- Be mindful when withdrawing money from an ATM when you are alone.
- Keep a low profile in public areas. Avoid displaying any object of value (jewelry, cameras, cell phones, electronic devices) that could attract the attention of bag snatchers and pickpockets.
- In addition, you must have your cell phone turned on and with you at all times so that you can be contacted in case of an

emergency. You should also inform yourself of any unique situations in specific countries that might necessitate taking additional special precautions.

- When traveling outside of your host country, in addition to leaving an itinerary with your Center, we encourage you to register with the U.S. Embassies/Consulates (or the Embassy/Consulate of the country whose passport you are carrying) in each of the countries you are visiting. In the event of an emergency, disaster or crisis in a country you are visiting, local consular officials will be better able to locate you if you register with them in advance. It is especially important for you to register if you are visiting a country “that is experiencing civil unrest, has an unstable political climate, or is undergoing a natural disaster, such as an earthquake or a hurricane.” As you make travel plans, you can easily register online at step.state.gov/step. Consular registration information is kept private and is not released to anyone without required permissions.

Daily Life

This section of your Predeparture Information delves into what daily life will be like for you in your host city.

This section will answer questions like:

- How will I communicate with my family and friends back home?
- What's the feel of the city and what are the best ways to meet locals?
- How diverse is my host country and how can my needs be accommodated?
- What are some of the expectations of me as an IES Abroad student?

Be sure to read through this entire section of your Predeparture Information so you feel as prepared as possible when you first step foot in your host country!

Center

Center Overview

The IES Abroad Cape Town Center is conveniently located by the University of Cape Town campus. The Center is a place where students can stop by and talk to staff, use WiFi, pick up their mail, and study in the library. IES Abroad courses are also offered in the Center classroom, and special guest lectures and other events may be held in the Center space. Located on the slope of Devil's Peak in a pleasant suburban area of Cape Town, UCT's scenic campus blends into the natural scenery and provides beautiful views.

Features at our Center include:

- Reception area
- Library and lounge
- Classrooms
- Meeting space
- Staff offices

The University of Cape Town campus offers students access to libraries, museums, theaters, cafés, and university sports facilities. There is a free UCT shuttle service (the Jammie shuttle) around campus and nearby areas for students.

Natanya van der Lingen Center Director

Natanya took up the position of Center Director at the IES Abroad Cape Town Center after working as the Assistant Director of the IES Abroad Center in London and as the Resident Director of an IES Abroad French language summer program in Quebec City, Canada. Originally from South Africa, she graduated from the University KwaZulu-Natal in Durban, South Africa where she majored in Spanish and French, and also studied Linguistics, Sociology, Drama, Zulu, and Afrikaans. She spent a year studying abroad in California as a Rotary International Exchange student and has also lived in the UK, Argentina, and France, and has traveled to over 40 other countries around the world.

Staff

IES Abroad Staff

Devonne Bobbert

Service Learning & Short Programmes Manager

Sarah Lowe

Academic & Internships Manager

Jody Felton

Housing & Office Manager

Communications

IES Abroad Cell Phone Access

According to IES Abroad policy, you must have a cell phone as soon as possible after your arrival. You have the option to get a local cell phone from a South African provider or bring an unlocked smartphone to insert a South African sim card. On the first or second day of the program, depending on your arrival time and store hours, RAs and IES Abroad staff members will assist you with adding credit to your phone (regardless of your choice) so that it is ready for use. Both options are explained below.

Purchasing a South African phone

This option has considerable advantages:

- By electing to purchase a local phone, you will not have to unlock your U.S. smart phone.
- You'll avoid the high costs of international phone plans through U.S. providers
- You can choose to purchase either a cheap flip phone or an entry-level smart phone with a local number (with either choice, the Center will provide you with a local sim card on your first day in Cape Town, at no charge).

Unlocking your smart phone

This option also has advantages:

- You will not need to worry about purchasing a phone upon arrival. A sim card with a local South African number will be given to you on your first day in Cape Town, at no charge.
- By using a smart phone from home, you will not need to purchase an additional phone/charger set, although you may need to purchase a local plug adapter.
- You'll avoid the high costs of international phone plans through U.S. providers.

Please note that inserting a South African sim card will only work with an unlocked phone. Speak to your phone service provider before you leave the US to ensure your phone is **definitely unlocked**. It is also important to note that the requirements for the unlocking process and the steps for unlocking your phone are different from carrier to carrier, so if your phone is not already unlocked, you will need to get in touch with your carrier to begin the process of unlocking your phone. Depending on your wireless carrier, **this process may take a few days**, so please start looking into your options early.

Please be advised that internet access roaming rates overseas are prohibitively expensive if you bring your own smart phone and don't make any changes to your service plan. You can still use the phone for music and access the internet over any wireless network, but using it to call and message in South Africa is not recommended unless you buy an international plan or insert a South African sim card. In addition, you should be aware that text messaging with U.S. phones in South Africa may not always work, as service is dependent on your phone service provider's roaming package. Check with your phone service provider for more details.

International Calls

Calls

International calls directly from your cell phone may be very expensive. We suggest that you communicate internationally through calling cards. Websites such as www.callingcards.com can help you find the best rates.

If you use calling cards to make long distance phone calls from abroad, it is best not to use them from your cell phone, as it usually makes a long distance call more expensive than if you simply dialed the number directly from your cell phone. Instead, use them from public phones or other landlines that you have permission to use.

Calls from the U.S.

Telephone service abroad can be much more expensive than in the U.S. To save money, have U.S.-based family and friends in the U.S. call you instead. Many students typically schedule times for family and friends to call them on their cell phones. Note: you may not make/receive personal phone calls at the Center except in emergency situations.

Ask your family's long-distance carrier about its international rates. For a monthly surcharge, most offer programs that substantially reduce rates for U.S.-originated calls. Other international calling plans can be researched at websites such as www.lowermybills.com or www.smartprice.com.

Keeping in Touch Online

Internet-based communication is an easy and free way to maintain contact with family and friends back home and abroad. Check out:

- Skype for free internet-based audio and video calling and messaging
- Viber for audio calling and messaging
- Wechat for audio calling and messaging
- Whatsapp for audio calling and messaging
- Google Hangout for audio video calling and messaging

Even if you purchase a basic cell phone abroad, you can use your smartphone's Internet-based communications when you are connected to WiFi.

Be sure to check with your cellular provider to ensure that you may access the Internet on your phone without incurring mobile data costs. You'll probably want to set your phone to Airplane Mode or turn Mobile Data OFF.

Keep in mind that high bandwidth services like Skype may not function as expected in areas with slow Internet connections.

Laptops

We strongly encourage you to bring your laptop computer to access the Internet and to complete coursework. Don't forget to insure it!

Technical Support

Our on-site staff is not trained to offer technical support for personal laptops or to assist with hardware or software malfunctions or

incompatibilities, though we will be able to direct you to local resources.

We cannot guarantee or support Internet in your housing, but Internet access is available at the IES Abroad Center and we will help you find convenient places that do provide Internet.

Data Usage

We do our best to maintain enough bandwidth for everyone at the Center to complete their academic work. We thank you in advance for limiting your internet data usage while at the Center and your housing, especially in regards to downloading non-academic files such as movies and music since this type of usage compromises the ability of other students to complete their online academic work. If you have questions about appropriate internet usage, the Center staff will gladly assist you.

Internet Access

Students have access to the Internet and email at the IES Abroad Cape Town Center. Students are encouraged to bring a laptop computer, if it is insured, for use at the Center and on campus, where there is Internet access in the libraries, computer labs, and all university buildings. This is in addition to the internet access that students have in their accommodations. That information is located in the housing section of this predeparture guide.

Students should be aware that Internet usage in Cape Town is not as reliable or available as it is in the U.S., and will be slower and interrupted more frequently. Additionally, Cape Town experiences temporary power outages, so be mindful of saving your work frequently.

You will not have unlimited data plans provided by IES Abroad, but you can purchase more if you find the provided amount is not sufficient. You can also use the free WiFi on the UCT campus to download items so as to reduce the data usage in your IES Abroad housing.

In order to access Internet outside of campus or your housing, you may choose to visit local Internet cafes, where Internet access is available for an hourly fee, university libraries, and other WiFi hotspots throughout the city. More information will be provided, including locations, hours, and pricing, during your on-site orientation.

Mail

Your mail may be addressed to you in care of the IES Abroad Cape Town Center:

C/P [Name of Student]
IES Abroad Cape Town
25 Main Road
Rondebosch
Cape Town
7700
South Africa

All mail or couriered items should be sent to the IES Abroad center address, as you will not be able to receive mail at your housing. Please remind friends and family that they must include "IES Abroad" in the address when sending mail to the Center, otherwise the post office may not deliver it. It's also important to tell your friends and family that any packages being mailed to you must arrive before you leave Cape Town. Any mail received after your departure cannot be forwarded or returned.

Customs

Helpful information about international travel and U.S. customs is available at the U.S. Department of Homeland Security's website at www.dhs.gov.

Shipping Precautions

- Shipping internationally can be very expensive.
- Packages aren't guaranteed to arrive, and IES Abroad cannot influence local custom rules.
- As fun as it may be to get packages from home while abroad, be prepared for potentially restrictive foreign customs and long

delays.

- If friends and family want to send you packages, we recommend they use online retailers that deliver to your host country. For example, Teleflora, FTD, and Amazon Global have international flower delivery options.
- If someone sends you a personal care package from the U.S. or elsewhere abroad, he or she should indicate that the contents are “used personal items” and give them a low customs value to reduce the risk of high customs fees, though fees are always possible and often unpredictable.
- Most students find it’s easier to take everything they’ll need for their term with them, or plan to buy items they need abroad.

Items Often Seized by Customs

We do not recommend shipping the following items overseas because they are often seized by customs:

- Prescription items, including medications, glasses, and contact lenses
- Toiletries
- Laptops, cellphones and other electronics (including parts and accessories)
- Homemade food items

Mailing Replacement Credit/Debit/ATM Cards

- Replacement credit/debit/ATM cards should be sent in a flat envelope delivered by a private carrier like FedEx or DHL.
- Do not include a replacement credit/debit/ATM card in a care package with other items. We don’t recommend one carrier over another—as long as the envelope is sent with a tracking number, the delivery should occur without significant problems or delays, though you may have to pay a customs fee.

Life in your City

City and Culture

Cape Town, known as “The Mother City,” is a place where change is visible. It is a city of contrasts. In many ways, Cape Town, which is the second most populous city in South Africa (over 5 million people), could be defined as both developed, and yet under-developed at the same

time. It is home to a cosmopolitan city center, comfortable neighborhoods and suburbs, but also to modest bungalows and impoverished suburban townships with squatters' shacks. Due to its multi-ethnic background, Cape Town is a diverse city which offers a wide selection of foods, arts, and activities, all influenced by the backgrounds of its people. Put simply, it is a city of many identities, which you'll have the opportunity to discover.

Many people feel that parts of Cape Town can resemble areas in Southern California, but what makes South Africa special is not the surface view, but the people and history not easily visible. Students studying here are encouraged to know more of Cape Town's differences and how special it is.

An excellent resource to look for is a collection of essays by noted Cape Town residents and writers called *Cape Town: A City Imagined*. The first essay, by Damon Galgut, is especially recommended to help you start deciphering the very complex and beautiful Cape Town. You can find the book here: http://www.amazon.com/A-City-Imagined-Stephen-Watson/dp/0143024736/ref=tmm_pap_title_0?ie=UTF8&qid=1406921745&sr=8-1.

Intercultural Competence

What you gain on your program will likely go beyond friendships, travel savvy, and academic achievement.

Study abroad also provides you the unique opportunity to develop intercultural competence, the set of skills required to work and communicate successfully and appropriately with people from other cultures.

Here are a few ways you can develop intercultural competence abroad.

- Be aware of your own cultural orientation and how it impacts your experience of and behavior in your new surroundings.
- Pay attention to the people in your host city, and try to recognize how their cultures impact their behaviors, communication styles, and reactions.
- As you get to know people in your new environment, ask them about behaviors and language that are appropriate in various

situations.

Gaining intercultural knowledge and skills can help you solve everyday problems more easily, develop a deeper understanding and appreciation for your experience abroad while you're there, and interact with diverse groups of people after you return home.

Culture Shock

As you know by now, study abroad is extremely rewarding, but it can also be emotionally, psychologically, and even physically challenging. To help you navigate your experience, it is helpful to familiarize yourself with the stages of culture shock that you may experience while abroad and reverse culture shock that you may experience after your return home as seen here: www.iesabroad.org/study-abroad/alumni/re-entry

CORE

Developing intercultural competence is not always easy, but we are here to support you! After you arrive, IES Abroad staff will help you set appropriate goals for intercultural learning through our Comprehensive Orientation and Re-Entry Experience (CORE), which starts during on-site orientation. Take advantage of CORE to debrief the experiences you have in your new environment, and to learn from our staff and from other students about ways to engage the cultures that you encounter.

Meeting the Locals

South Africans, especially the student population in Cape Town, are very outgoing, welcoming, and curious about other cultures. Passersby on the street will often greet you with a “Howzit,” and it is polite to return the greeting. You should also expect to receive very direct questions from locals about your country, politics, culture, etc. South Africans are increasingly more and more interested in the United States and American culture/pop-culture. Joining clubs, or volunteering is a great way to meet new people, and get a deeper glimpse into South African society.

In South Africa, you will be exposed to conditions and surroundings that might be completely foreign to you, such as beautiful landscapes and people, as well as extreme poverty, racism, and violence. Many people impulsively pull out their cameras and start taking pictures as soon as they encounter such scenes, but it is always better to ask before taking

photographs, and consider the context and your actions first. You are not on an "urban safari" but should be learning about the local conditions and situations.

Making friends in the local community is often a main priority for our students. It's not always easy to meet people, especially people your own age—doing so will likely require initiative on your part and also courage and perseverance.

Never hesitate to ask the staff at the Center for guidance—they will be glad to help you.

Think about how you get involved at your home campus and seek out opportunities to do something similar while abroad.

Here are some examples of how previous semester students got involved in the local community:

Volunteer.

- "I volunteered at two local high schools through a program called *Ubunye* where I mentored and tutored different subjects and topics."
- "I volunteered at *Africa Jam* where I taught poetry to elementary school students."

Take a class.

Join an athletic team or a local gym.

Join a faith community.

Join a local club or society that aligns with your interests.

Where to find or research opportunities for involvement:

- Ask the Center Staff
- Ask an Ambassador (past participant)
- Ask students at the local university
- Go to the club/society fair on the local university campus
- Online research

Public Transportation

SEMESTER STUDENTS

Daily commuting is a reality for all who live in or near Cape Town. UCT students will be within short walking distance of the University Jammie Shuttle bus. This is a free service for University of Cape Town students and transports students from the neighborhoods to stops in lower, middle and upper campus. Travel time between your accommodations and the IES Abroad Center may range from 10 to 25 minutes.

SUMMER STUDENTS

Your commute will vary depending on where your housing is. The Jammie Shuttle bus will be available to transport you on campus in the summer, which is especially helpful going from Lower to Middle or Upper Campus and back again.

Currency

The Rand (ZAR) is the currency of the Republic of South Africa, Namibia, Swaziland and Lesotho, what is known as the Common Monetary Area. It is subdivided into 100 cents, with coins in denominations of 5, 10, 20 and 50 cents, and 1-, 2-, and 5-Rands. Bank notes come in denominations of 10, 20, 50, 100, and 200 Rand and are designed with the images of wildlife species and former president Nelson Mandela. To determine the exchange rate, look in the business section of almost any newspaper or visit a currency converter website, such as www.xe.com.

Handling Money Abroad

Before departing for South Africa, exchange US\$100 into Rands in order to cover incidental expenses during your first few days in South Africa. If you do not have an opportunity to exchange money before departure,

you can also get some Rands from an ATM machine at the airport in Cape Town when you arrive. Make sure you have Rands in cash, as you will need funds for some meals, shopping, and other incidentals as soon as you arrive. Plus, you may need it for transportation. Do not expect to use your U.S.-based bank debit card to pay for things; cash is more widely used. During your time abroad, plan to obtain local currency primarily using an ATM card linked to your home bank account. In case of an emergency, however, you should have more than one way to access funds.

The following guidelines will help you plan for financial management abroad:

ATM

When accessing a bank account through an ATM card, we recommend:

- Before departing, notify your bank that you will be using the card for an extended period of time abroad and inquire about usage fees and any special procedures that may be necessary to use your card abroad
- If obtaining a new card, test your PIN before departing
- Give a family member access to the account in case of access problems
- Link the card to a checking rather than a savings account
- Bring a duplicate card in case the card gets damaged, lost, or stolen
- Observe the area around you carefully when going to an ATM and never go to an ATM alone
- Consider setting a reasonable lower daily withdrawal limit on debit and credit cards in order to protect against theft

Credit Card

Visa and MasterCard are most widely accepted internationally.

Consider:

- Before departing, notify your bank that you will be using the card for an extended period of time abroad and inquire about any additional fees that may be associated with using your card abroad
- Although accepted in many places, credit cards are not used as frequently in other countries as they are in the United States
- Arrange for someone at home to pay your monthly balance or sign up for online payments prior to departure
- You can obtain cash using a credit card, but you may have to

pay a finance charge and interest on the amount you withdraw

South African Bank Accounts

One of the most efficient means for semester students to deal with money in Cape Town is to have a local Cape Town-based checking account. This can be an easy way to handle funds without having to carry much with you, or store it in your housing. During orientation you will be advised on how to go about opening an account. If you choose to have an account, family members and friends can deposit money directly into that account.

Summer program students do not need to open a bank account in Cape Town and can rely on their ATM card to withdraw cash instead. You will want to be mindful of how much cash you take out at one time and how much you carry with you. Ask the Center staff for guidance if you have questions.

Emergency Funds: Traveler's Checks

We recommend that you carry \$100-200 in U.S. traveler's checks in case of an emergency. Traveler's checks are accepted many places in South Africa, and are easily and quickly replaced if lost or stolen, as long as you keep an accurate record of serial numbers. When you purchase the checks, you pay a commission of 1% of their total value. When you cash the checks for local currency, you also will pay a commission.

Do not send checks, cash, or endorsed traveler's checks through the mail.

It is essential that you and your parents realize that financial responsibilities above and beyond those outlined in the Form of Agreement and Waiver are your responsibility, and IES Abroad's general policy is not to provide students with personal loans. However, in case of emergencies (e.g., accidents, hospitalization) IES Abroad may be able to provide cash advances or make payments on your behalf.

Emergency Funds: Money Transfer Services

Western Union is a money transfer service that you can use to send and receive cash very quickly in case of emergency. For the Western Union location nearest to you, call 800.325.6000, or visit www.westernunion.com.

Another reliable way to receive money quickly is through Moneygram, which is available at selected Standard Bank branches. For more information visit www.standardbank.co.za or speak to Center staff on-

site.

Estimated on-site expenses

Item	Cost (in Rand)
Groceries per week	R1,500-2,000
Student restaurant (On campus)	R40-R90
Restaurants -- Breakfast	R50-R120
Restaurants -- lunch	R60-R150
Restaurants -- dinner	R80-R300
Coffee/Soft Drink	R20-40 / R15-20
Laundry (washing)	80-200
Movie	R75-R150
Theatre	R80-R300
Dance Club Cover Charge	R80-R300
Museum Fees	R60-R250
Fitness Club Membership	Varies
Jammie Shuttle (recommended form of transportation ON CAMPUS for UCT Students)	Free
Uber or Approved Taxi	R30-120 per short trip
Pre-paid local and international calling cards	R100-250
Internet use at a cyber cafe	R30-60/hour
Additional 10 gigs of Data (subject to change)	R500-700
Key replacement/deposit and security entrance tag to apartment block	R800-R1200
Cell phone usage	Varies*
Cell phone shipping and handling fee	Varies
Books, reading packets and materials	See Program Fees
*Some students have experienced extremely high cell phone bills --	

please read your provider's terms
and conditions carefully.

Community Involvement

WEEKEND TOWNSHIP OPPORTUNITY

To help you experience traditional South African culture, you will have the opportunity to live with an African township family for a weekend. This is an optional event, organized by IES Abroad. The families live in a specific township near Cape Town. You are encouraged to bring small gifts (food, picture from your hometown, a small book or memento that has meaning from your home to theirs) from your home country to share with the family that will host you.

Diversity

Initiative to Diversify Education Abroad (IDEA)

Our Initiative to Diversify Education Abroad (IDEA) strives to make studying abroad a learning experience accessible to all students, creating a student body that reflects the diversity of both the United States and U.S. college students.

We define a diverse student as someone who identifies as a racial/ethnic minority, first-generation college student, economically disadvantaged, LGBTQ, and/or is a student who has demonstrated a history of overcoming adversity (a physical or learning disability, for example). We hope the information here will answer some of the questions or concerns you might have.

If you have any questions or concerns, please feel free to contact our Diversity Director at 800.995.2300 or diversitydirector@iesabroad.org.

We are here to help you have the most enriching study abroad experience possible.

Diversity Abroad

There are few places where most of the population comes from one national, religious, or ethnic group. At IES Abroad, our faculty, staff, and programs are committed to recognizing and acquainting students with the diversity that exists within South Africa. IES Abroad students are continually provided with opportunities to explore the cultural richness of their host environment and learn about the economic, social, and political status of local populations.

Here are a few resources that you might find useful:

- IES Abroad Diversity Webpage
- IES Abroad Diversity Resources - [Click Here for a List of Resources about Diversity in Study Abroad](#)

DIVERSITY IN SOUTH AFRICA

- Diversity in South Africa - [Click Here for a List of Resources about Diversity in South Africa and in your Host City](#)

Minority Students

Students who are not of Black African descent will be considered racial and ethnic minorities in South Africa. The most recent census identifies 79% of the South African population as Black African, 9.6% White, 8.9% Coloured (of mixed heritage), and 2.5% as Indian or of another Asian background. In Western Cape province, the figures are a bit different: 53.91% of the population is identified as Coloured, 26.68% Black African, 18.41% White, and 1% Asian.

Since the 1996 Constitution was rewritten, laws have existed to protect residents from discrimination based upon race, gender or sexuality. However, the tremendous upheavals within South Africa's political, economic, and social systems have resulted in visible tensions and discrimination in formal and informal settings between groups. Whites, although a small demographic of the overall country's population, are still the economic elite. IES Abroad staff can provide information on support groups and cultural or social organizations in local ethnic communities.

Sexual Orientation and Gender Identity

In South Africa, same-sex marriage is legal. However, despite this law, attitudes toward LGBTQ persons remain conservative. An exception to this is Cape Town which, despite its history, has a steadily growing LGBTQ community and, through tourism, is coming to be referred to as the gay capital of Africa. Information on events related to the local gay scene is readily available at national tourist centers.

Before leaving, it is important to reflect on the culturally-based ideas and definitions of sexual identity, and consider how your sexual orientation and gender identity may affect your relationships with residents of your host country. Furthermore, IES Abroad staff can provide resources to LGBTQ students about support networks and services in Cape Town.

Religious Identity

CIA's World Fact Book describes most South Africans as Christians. However, Cape Town has a significant Muslim community, mostly descended from Malays who immigrated as indentured servants in the 19th century. Additionally, there are small, but visible Jewish and Baha'i populations. Students who ascribe to different religions can find a community of worship or practice. If you wish to participate in religious services, IES Abroad staff can assist you in finding an appropriate local place of worship.

Physical Disabilities

Although South Africa as a country is not fully accessible, current initiatives, projects and campaigns are being undertaken by the National Council for Persons with Disabilities in South Africa to increase awareness and development of accommodations for persons with limited mobility. For example, new buildings are designed for greater accessibility, and older ones, when possible, are also being modified. UCT dedicates resources, services, and advising to assist students and staff. Beyond the universities and larger urban centers, there will be fewer facilities and resources available. For more information about what accommodations will be available to you, please speak with an IES Abroad Dean in Student Services.

Student Conduct

Code of Student Responsibility

The *IES Abroad Code of Student Responsibility* is based on the premise

that our students are guests abroad. IES Abroad students are expected to abide by the customs of the country in which they are studying and are legally subject to the same laws that govern local students. Students who participate in IES Abroad programs are representatives of IES Abroad at all times for the duration of their enrollment. Any student who violates any policy outlined in the Code will be subject to administrative review and possible sanctions up to and including dismissal from the program. There are four parts to the *Code of Student Responsibility*: the Academic Integrity Code, the Academic Integrity Code Violation Review Process, the Student Code of Conduct, and Judicial Procedures. Systems for dealing with violations of these policies are outlined in detail in the online *IES Abroad Student Handbook*. It is in the best interest of all students to read and become familiar with these policies. The Code of Student Responsibility, the IT Policy, the Alcohol and Other Drug Policy, and the Student Sexual Harassment Policy can be found in your *IES Abroad Student Handbook*.

IES Abroad Alcohol and Other Drug Policy

The use of illegal drugs and the abuse of alcohol are seriously detrimental to one's health and well-being. IES Abroad allows for the consumption of alcohol, within reasonable limits, by students who are of legal age in their host countries. Students who choose to consume alcohol do so with the knowledge that they remain responsible for their actions at all times and are expected to drink responsibly. IES Abroad does not encourage the use of alcohol or condone any drinking patterns or behaviors that are detrimental to the health and welfare of the individual, IES Abroad, or the community. The possession, use, or distribution of any drugs that are considered by host country law to be illicit or illegal drugs or controlled substances is prohibited. Students are cautioned that ANY ALCOHOL OR OTHER DRUG INFRACTION WILL BE CONSIDERED A GRAVE VIOLATION OF POLICY AND WILL RESULT IN SERIOUS SANCTIONS THAT MAY INCLUDE DISMISSAL FROM THE PROGRAM. The complete Alcohol and Other Drug Policy can be found in the *IES Abroad Student Handbook*.

Contact Us

This section of your Predeparture Information gives detailed contact info for your IES Abroad Center and the IES Abroad Chicago office.

Chicago Contact Information

IES Abroad Headquarters

33 West Monroe Street, Suite 2300 | Chicago, IL 60603-5405

Hours: 8:30 AM - 4:30 PM CST

Phone: 800.995.2300 or 312.944.1750

Fax: 312.944.1448

Email: info@IESabroad.org

Emergencies: 800.953.0171 or 812.355.3099

Who to Contact at IES Abroad

Program-Specific Questions (before arrival)

Your IES Abroad Advisor at:

- study@IESabroad.org
- 800.995.2300 or 312.944.1750

IES Abroad Scholarships

Email application documents for IES Abroad scholarships:

- scholarships@IESabroad.org

In Transit/Flight Delays

Your IES Abroad Advisor at:

- study@IESabroad.org
- 800.766.7793 or 817.871.4100

Disability Accommodations, & Medical Concerns

Dean of Students Office (Chicago) at:

- studentaffairs2@IESabroad.org
- 800.995.2300 or 312.944.1750 (8:30 AM to 4:30 PM CST)

After-Hours Emergencies

- 800.766.7793 (for students preparing to attend an IES Abroad program or in transit to the program site)
- 800.953.0171 (for students who are on-site at an IES Abroad program)

- 812.355.3099 to reach a Program Dean at home

After Arrival (non-emergency)	IES Abroad Chicago office at 800.995.2300 or 312.944.1750
Billing Questions	Billing Assistant, Accounting Department (Chicago) at 800.995.2300
Credits & Transcripts	Office of the Registrar (Chicago) at 800.995.2300
After Return	IES Abroad Chicago office at 800.995.2300 or 312.944.1750

Center Contact Information

Center Address

IES Abroad Cape Town
25 Main Road
Rondebosch
Cape Town
7700
South Africa

IES Abroad Cape Town Center Phone Numbers

Telephone from the U.S.: +27.21.650.3051
Telephone from South Africa: 021.650.3051

IES Abroad Cape Town Center Office Hours

8:30 a.m. -- 4:30 p.m. UTC/GMT
8:30 a.m. -- 4:00 p.m. UTC/GMT on Fridays

Center Emergency Contacts

General Emergency Number**: 71.841.9896

If you are calling from South Africa -- dial 0 + numbers above
If you are calling from the U.S. -- dial 011.27 + numbers above

**The emergency contact is an on-duty staff member who speaks English. Please remind friends and family not to use this number except in the event of a real emergency and to consider the time difference between the U.S. and South Africa.