THANK YOU FOR CHOOSING THE UNIVERSITY OF MAURITIUS (UoM) TO STUDY/UNDERGO PLACEMENT OR INTERNSHIP ON A SHORT-TERM BASIS

To help you get started, you will find below a checklist of the procedures to be followed before and upon your arrival at the University of Mauritius:

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For students who wish to enrol on a full-time programme (3-4 years), please note that the call for applications is normally advertised on the University website [http://www.uom.ac.mu/index.php/study-at-uom/international-students/programmes-on-offer](http://www.uom.ac.mu/index.php/study-at-uom/international-students/programmes-on-offer) around February/March of each year.

Students should consult same and submit their Online Applications. The Admissions and Student Records Office (ASRO) is responsible for coordinating the University’s enrolment of students wishing to study on full-time programmes. You can send an e-mail to admissions@uom.ac.mu for further enquiries.
Before Arriving

The Student Welfare Office (SWO)

One of the roles of the Student Welfare Office (which falls under the Registrar's Office) is to internationalise the University of Mauritius by developing regional/international activities, increasing overseas students’ enrolment and encouraging exchange of students with foreign Universities for short periods.

The Office is also committed to provide a welcoming environment, such as on-campus assistance, advice and support to all international exchange students coming to the University. It assists and advises Faculties/Centres on the needs of these international students who come for a semester or a year to study modules, carry out research or undergo placement/internship. It also makes arrangements with regard to visa/residence permit for international students coming to the University on a short-term basis.

Students wishing to study modules on a short-term basis:

- Students are advised to consult the University Website www.uom.ac.mu to make a choice of modules they wish to study. Undergraduate students may study 3-5 modules for one semester and should cover a maximum of either 15 UoM credits or 30 LCCS credits (as applicable). Students may wish to study modules at Postgraduate level as well.

- The following documents must be submitted at the time of application:
  - An official request expressing your wish to study at the University and specifying for which semester(s);
  - A list of modules you wish to study at the University;
  - Copies of your educational certificates and University transcripts (duly translated in English);
  - A recommendation letter from your University; and
  - Students not possessing a recognised qualification in English Language should provide evidence of proficiency in same, e.g. TOEFL (Test of English as a Foreign Language), IELTS (International English Language Testing System), or other similar tests or any evidence of Proficiency in English Language that you may possess.

NOTE: Overseas students from 12 year schooling systems may be required to sit for SAT (Scholastic Aptitude Test)

- The University of Mauritius is currently on the yearly system, therefore for studying a yearly module for one semester, a student will be awarded half the number of credits, the module carries.

- Students joining in Semester II of an academic year and who wish to study yearly modules (taught over two(2) semesters), the onus will be on the student to catch up with the missed lectures held in Semester I.

- The medium of teaching is English, but some modules are taught in French.

- **Equivalence of UoM Credits to ECTS, UK and US Credits:**
  1 UoM credit = 1 US credit = 4 UK credits = 2 ECTS credits.

  You may also wish to browse the following link for further information regarding programme structure and credit system.


- Students are kindly requested to provide details regarding any major physical disability/handicap that may affect them during their studies in view of ensuring that existing infrastructure and facilities available at the University are sufficiently adequate.
Students wishing to undergo placement/internship on a short-term basis:

- The following documents must be submitted at the time of application:
  - i. An official request expressing your wish to study at the University and specifying the period of study;
  - ii. The title of your project and relevant details pertaining to same;
  - iii. A copy of your Curriculum Vitae;
  - iv. Copies of your educational certificates and University transcripts (duly translated in English);
  - v. A recommendation letter from your University; and
  - vi. Students not possessing a recognised qualification in English Language, should provide evidence of proficiency in same, e.g. TOEFL (Test of English as a Foreign Language), IELTS (International English Language Testing System), or other similar tests or any evidence of Proficiency in English Language that you may possess.

**NOTE:** Overseas students from 12 year schooling systems may be required to sit for SAT (Scholastic Aptitude Test)

- vii. Students are kindly requested to provide details regarding any major physical disability/handicap that may affect them during their placement/internship in view of ensuring that existing infrastructure and facilities available at the University are sufficiently adequate.

No scholarship/financial aid is available from the University to international students.

**Issue of the letter of offer:**

- Upon receipt of the above-mentioned documents, the SWO will forward the student’s application to the Dean of the relevant Faculty for recommendation.

- For a student who wishes to study modules on a short-term basis, the Dean of Faculty will confirm whether the chosen modules will be on offer during the semester(s) and whether the student may be admitted on the basis of his/her qualifications.

- For a student who wishes to undergo placement/internship on a short-term basis, the Dean of Faculty will confirm whether the student may be admitted on the basis of his/her qualifications and will assign a supervisor to the student.

- A student may personally contact a Project Supervisor and inform the SWO accordingly.

- The SWO will inform the student of the Dean's decision via email and in case of a positive reply, a letter of offer will then be issued to the student.

- The letter of offer will specify either the modules chosen or the title of the project (as appropriate) and the applicable University fees. Upon receipt of the letter of offer, the student must confirm whether s/he is agreeable to the University fees.

**Payment of University Fees:**

Payment of University fees should be made prior to your arrival in Mauritius, by bank transfer on the bank account of the University of Mauritius, which will be provided in your letter of offer. You will have to provide evidence of payment of full fees from your bank (including your full name, the amount credited to our account and the date) by emailing us a scanned copy of same on: intstupayst@uom.ac.mu
Please note that it is only upon payment of the University fees that candidates will be issued their student visa for entry in Mauritius. However, if the candidate does not obtain a visa from the Passport and Immigration Office (PIO), s/he will be refunded total fees paid excluding Application Fee.

Application for Visa/Residence Permit:

All students should submit the following, for application for visa/residence permit:

i. The form 'Application to enter Mauritius' (enclosed in the letter of offer) duly completed and signed;

ii. Two recent passport-size photographs of the applicant(s);

iii. An original Bank Statement bearing the signature of the Bank Officer and the seal of the Bank as evidence of adequate funds to meet the costs of their stay and studies in Mauritius;

iv. Photocopies of the first five pages of their passports;

v. A medical certificate attesting that they are free from any contagious or infectious disease;

vi. A scanned copy of their medical report (by email) prior to their arrival in Mauritius, certifying that they are not suffering from HIV, Hepatitis B and Chest Infection.

vii. An official document from the landlord specifying the name of the student, the address of the accommodation together with a copy the National Identity card of the landlord and a copy of the utility bill of the accommodation. (If the student is unable to provide a residential address, s/he will not clear immigration requirements and it will be difficult to leave the airport)

viii. A statement undertaking that s/he will not engage in gainful activities during the period of his/her studies.

Please note that the original documents at (i) to (iii) should be sent by courier delivery, while the other remaining documents can be sent by email. However, students may send all the documents by email first for verification purposes.

The above-mentioned documents should be submitted well in advance (at least 2-3 months prior to the student's arrival) and same will be sent to the Passport and Immigration Office which will then issue a Visa/Residence Permit. The SWO will send a scanned copy of the Visa/Residence Permit via email to the student. The document must be produced to the Immigration Control Officer upon arrival and departure from Mauritius in order to facilitate immigration clearance.

Prospective students/trainees travelling to Mauritius as tourists/visitors will not be issued any permit or extension of visas to follow studies/training courses after their arrival to Mauritius. They are allowed to travel to Mauritius only after their application for study/training in Mauritius will have been approved.

Accommodation

As the University is non-residential, students will have to make their accommodation arrangements. A list of accommodation providers is available upon request. International students will need approximately 12,000 to 15,000 Mauritian Rupees per month for accommodation and living expenses.
Arriving at UoM

Registration Formalities

Upon your arrival at the University, kindly call at the Student Welfare Office to collect the original copy of your Visa/Residence Permit. You will also be required to call at the Admissions and Student Records Office (ASRO) to complete registration formalities. You should produce the evidence of payment of fees from your bank (in original copy) together with two (2) recent passport-size photographs of yourself.

**NOTE:** Your attention is drawn to the fact that unless you have completed all registration formalities at ASRO, you will not be allowed to study at the University of Mauritius.

Before programmes start in the first semester, all students are requested to attend Induction Sessions at the University.

**NOTE:** After your arrival in Mauritius, you should undergo a test for HIV, Hepatitis B and a Chest X-ray at any private medical laboratory/clinic/hospital. The tests results and Chest X-ray report should be submitted to the Student Welfare Office not later than three (3) weeks after your arrival for onward transmission to the Passport and Immigration Office.

University Regulations

Students are strongly advised to consult the University Regulations on the link below:


The onus will be on the students to be fully conversant with the University Regulations and to strictly abide by same.

**NOTE:** All registered students of the University are bound to abide by the prevailing University Statutes, Rules and Regulations.

Medical Insurance

All registered students of the University of Mauritius benefit from a 24/7 Personal Accident Cover. However, international students may wish to take a health insurance cover for their stay in Mauritius.
About the University of Mauritius and Campus Facilities

The University became operational in June 1968 and started with the College of Agriculture. It has gradually expanded into six Faculties: Agriculture; Engineering; Information, Communication and Digital Technologies; Law & Management; Science; and Social Sciences & Humanities. The University also consists of the following Centres/Offices: the Centre for Biomedical and Biomaterials Research (CBBR), the Centre for Innovative and Lifelong Learning (CILL), the Centre for Information Technology and Systems (CITS), the Confucius Institute, the Centre for Research on Slavery and Indenture (CRSI), the Doctoral School, the International Affairs Office, the Knowledge Transfer Office, the Quality Assurance Office and the University of Arizona Micro-Campus at UoM. The University of Mauritius is located in Réduit, a small locality in the heart of Mauritius, the new educational hub of the Island and renowned for its historical buildings and its green environment.

- **Campus Facilities**
  - Public Relations Office
  - Library
  - University Canteen
  - IT Laboratories & Wifi
  - Sports Unit & Gym Facilities
  - First Aid Post
  - Finance Section

The Students’ Union

The Students’ Union is the official organisation of the students of the University.

It was established in 1971 and is run by and for the students. It offers a wide range of extra-curricular activities. All students are members as the membership fee is included in the registration fees.

Further information about the University of Mauritius can be found on the UoM website: [www.uom.ac.mu](http://www.uom.ac.mu)

For all other queries, please find below our contact details:

- **Address:** Student Welfare Office
  - Room 7.14, 7th Floor
  - Academic Complex Tower Block
  - University of Mauritius
  - Réduit, 80837
  - Republic of Mauritius
- **Tel:** 403-7421
- **Fax:** 454-9642
- **E-mail:** enquiry_international@uom.ac.mu

Contact Persons:

- **Mrs P TSE RAI WAI**, Assistant Registrar
- **Mrs B W HOSSENBACCUS**, Administrative Officer
- **Mrs S MUTTUR, Mrs S KOMUL** (Executive Assistants)

23 May 2019
SM/SK/BWH/TRW/5g