



STUDY IN SOUTH AFRICA AT A PRESTIGIOUS DESIGN INSTITUTE

Design is a funny word. Some people think design means how it looks.

But of course, if you dig deeper, it's really how it works.

- Steve Jobs -

TABLE OF CONTENTS

Why Study In South Africa?	3
How Open Window Can Assist You	4
What We Offer	5
Welcome Pack	5
How Do I Get To The Open Window?	5
Timetable And Dates	6
Degree Calendar	6
Certificate Calendar	6
Short Courses Calendar	6
Admission Requirements For South African Tertiary Institutions	7
Study Permits/Visas Required To Study In South Africa	8
How Do I Apply To Study At Open Window?	9
Registering For A Degree At The Open Window	10
Student Housing	10
Transport	11
Available Packages And Cost	12
Meet The Open Window Team	13
Experience South Africa	14
Conclusion	15





WHY STUDY IN SOUTH AFRICA?

South Africa is a multi-cultural and multi-ethnic country encompassing a wide variety of languages and religions. We have some of the most exquisite beaches, mountains, safaris and heritage sites in the world. South Africa is considered to be a newly industrialized country and the creative and digital industries are currently growing at an accelerated rate.

Pretoria overflows with a wealth of art, historical landmarks and architecture. It is affectionately known as the “Papastad” (Afrikaans translation to English – “Father City”) because it also happens to be one of the three capitals in South Africa. It has become a popular destination for international filmmakers due to the irresistibly hot weather and professionally trained and equipped film crews.

Our diverse and rich cultural history has paved the way for our designers, artists, photographers, filmmakers and creative directors to become leaders and trendsetters in their respective fields. Their originality and innovative approach to their work sets us apart and makes us global leaders in design, interaction arts and film.

Open Window alumni have gone on to achieve national and international success and have been honoured with prestigious awards for the past two decades.

HOW OPEN WINDOW CAN ASSIST YOU

Once you have made the decision to come and study at Open Window in sunny South Africa, we endeavour to be at your side every step of the way).

Please go through the following checklist carefully in order to ensure a smooth landing and adjustment to South Africa:

- ☐ Booking of flight ticket to south africa
- ☐ Transport from the airport upon arrival
- ☐ Furnished or unfurnished accommodation (see below list)
- ☐ Transport to and from campus (see gautrain section below)
- ☐ Guidance of the saqa evaluation of qualification
- ☐ Guidance of visa requirements
- ☐ Guidance of medical cover

By means of a facilitation fee, Open Window can assist in taking over a lot of the items that need to be fulfilled in order for a student to study with us:

- Open Window can place you in contact with Ingeniso who will assist you with accommodation that suits your needs.
- Full application and registration of student
- It setup of student laptop
- Acquisition of additional equipment required by the student
- Projects, printing or student material funds will be kept aside for the student to make use of when a project brief has been issued

There are exceptions where Open Window can provide guidance but cannot complete the process as these are governed by law in South Africa (a perfect example is the visa requirements and medical cover). Open Window will provide as much information and guidance in these cases as possible to make the process a lot smoother.



WHAT WE OFFER



The Open Window offers the following programmes:

A fully accredited BA Degree in:

- Visual Communication Design
- Film Arts
- Creative Technologies

The degree programme can be completed over 3, 4 or 5 years of study.

Open Window emphasises an interdisciplinary approach with the aim to produce well-rounded graduates. To this end, a student typically has four subjects on first year level that lead up to the major subjects on second and third year level. In the second year, the student can choose to specialise by taking a single major, or choose to double major. The degree may lead to postgraduate studies, specialising in Visual Communication or Film Arts or Creative Technologies.

One year programmes in:

We have two intakes per year for our Certificate programmes

- Photography
- Film & TV Production
- Design Techniques
- 3D Animation & Visual Effects

WELCOME PACK



As a new 1st year student at Open Window, a Welcome Pack will be issued.

Included in the Welcome Pack is:

- a Stationery Kit
- a Student Card
- a Memory Stick
- Open Window Promotional Items
- Free Internet Access on Campus
- Access to Open Window's Online Library
- a Café Voucher (cafeteria on campus use only)
- Study Guides
- an Information Guide (handy contact numbers are included)
- Safe Parking on Campus
- Adobe Software

HOW DO I GET TO THE OPEN WINDOW?



Physical address:

1297 John Vorster Drive ext. East,
Southdowns, Irene, South Africa

Postal address:

Po Box 68371
Highveld, Centurion
Gauteng
South Africa
0169

Click **here** for a map.

ADMISSION REQUIREMENTS FOR SOUTH AFRICAN TERTIARY INSTITUTIONS

EVALUATION REQUIREMENTS FOR INTERNATIONAL QUALIFICATIONS

In order to register for a Certificate Programme or Degree Course at Open Window, a SAQA (South African Qualifications Authority) evaluation certificate is a pre-requisite requirement in the case of students who are non-South African citizens and did not complete a South African National Senior Certificate (NSC) or Independent Examination Board (IEB) Qualification (i.e Grade 12 or “Matric” in South Africa).

The pre-requisite certificate referred to above can only be obtained by means of doing an online application for the evaluation of a foreign qualification. No other form of application is accepted by SAQA.

The online application procedure is as follows:

A. ONLINE REGISTRATION AND APPLICATION

- Go to www.saqa.org.za
- Click on “Services” , then “Evaluation of Foreign Qualifications” and select “Online Application

- Register your profile online and login
- Select “Evaluation Certificate” and read through all the information displayed
- Click “Next” , complete all the relevant sections
- Once the above has been done, print the online application form
- Read and sign the Declaration - this is important as unsigned application forms will not be processed by SAQA

B. RECEIPT OF SUBMISSION NUMBER AND PROOF OF PAYMENT

- When the online application form is printed, a submission number will automatically be issued. This number starts with 20...
- Take note of the number above as this is the reference number to use for all payments to SAQA. Proof of payment without a submission number is deemed invalid by SAQA.

C. SUBMISSION OF DOCUMENTS (WITH PRINTED ONLINE APPLICATION FORM)

SAQA will only process an application when all of the following documents are received:

- Printed and signed online application form
- Proof of payment – ensure submission number is used as the reference number (estimated costs below)
- Your correct documentation strictly according to the requirements stated on the online application form
- A certified copy of your official identity document (a South African Embassy, Consulate or public notary will be able to assist with the certification required)
- A consent form signed by the qualification holder

SAQA’s turnaround time for these applications is more or less 15 working days from confirmation of receipt of all documentation by SAQA

Estimated cost for a qualification evaluation by SAQA is R1200 (± US \$ 85)

Kindly visit and peruse the SAQA website for any additional information you require. Their website can be accessed [here](#).

Should you wish to contact SAQA, their contact details are:

Office Number	+27 (0) 12 431 5070
Helpdesk	+27 (0) 86 010 3188

STUDY PERMITS/VISAS REQUIRED TO STUDY IN SOUTH AFRICA

The below information is sourced directly from the Department of Home Affairs website (www.dhe.gov.za)

If you are a foreign student and wish to study in South Africa you can apply for a study visa by completing Form BI-1738. Study visas must be applied for at any VFS Centre in South Africa (click **here** for more info) or at the nearest South African embassy, mission or consulate abroad.

The following documents must be submitted with the BI-1738 application form as per Regulation 12 of the Immigration Act 13 (2002):

- A passport valid for no less than 30 days after the expiry of intended visit
- Payment of the prescribed fees of around R 1 800 (± US \$ 130)
- A vaccination certificate, if required by the Act
- Proof of financial means to cover envisaged living expenses during the sojourn in the Republic and to also pay for the tuition fees.

This should be in the form of:

- bank statements
- cash available, or travellers' cheques
- A cash deposit equivalent to the value of a return ticket

- In the case of African students, an undertaking from the

relevant government to take full responsibility of the student and to pay all costs, should it become necessary to deport the student.

Medical and radiology reports (medical cover recommended below covers chest X-Ray required for visa application, membership needs to be active in order to qualify for this benefit).

- An unabridged birth certificate in the case of minors
In the case of a minor, the particulars of the person in the Republic of South Africa who will act as the learner's guardian and a letter from such person confirming guardianship
- Consent from both parents for your stay in South Africa, or from the parent who has sole custody, along with proof of sole custody.
- An official letter from the educational institution, where you intend to study, confirming provisional acceptance and the duration of the course. See "How do I apply to study at Open Window".
- Proof of medical cover renewed annually for the period of study with a medical scheme registered in terms of the Medical Schemes Act.

If you are 18 years and older, a police clearance certificate from each country in which you resided for 12 months or longer since the age of 18 years is required. This should be

submitted with the application or within three months of submission.

The holder of a study visa may conduct part-time work for a period not exceeding 20 hours per week.

- The overriding consideration in processing applications for study permits are that:
- The student must have proof of sufficient funds to pay for day- to-day living expenses, accommodation as well as tuition fees during his/her stay in South Africa.
- The student must have adequate medical cover with a registered South African medical scheme and proof thereof.



HOW DO I APPLY TO STUDY AT OPEN WINDOW?

To apply for a Degree Programme, click **here**.

To apply for a Certificate Programme, click **here**.

In order to qualify for admission to the Degree programme, please note the minimum requirements:

A National Senior Certificate (issued from 2008) of a Grade 12 certificate or SAQA equivalent

- Minimum APS requirements for Degree studies: 22 (or p-count of at least 14)
- English subject with a minimum APS of 4 (50%)

Documentation to accompany your application form:

- Certified copy of your ID Document/ Passport
- Certified copy of SAQA Evaluation
- A recent colour ID photo (max 100kb) in jpg format
- Proof of payment of the application fee
- Skype interview

Artwork:

- Send us **three artworks** of your choice. These can be video, photography, written work, a game you have designed or any other form of creative output. Please send us a PDF or link to the following: **portfolio@openwindow.co.za**
- You can download the portfolio guidelines **here**.

STUDENT HOUSING

Once Open Window has received the application fee and relevant documentation, a Selection Interview needs to take place with the prospective student. This interview assesses the creative mind of the student and also serves as a guide as to whether or not the student has selected the correct degree based on their strengths. This interview can be held via Skype should the student not be in the area to come to the campus in person. Once this interview has been concluded, the student will receive an acceptance letter with registration instructions. It is imperative that the student has their visa as the student cannot be deemed registered without this document.

STUDENT HOUSING

Open Window offers student housing 5.5 kilometers (\pm 3.5 miles) from the campus in Eco Park East.

These newly built rental apartments are secure, spacious and ideal for students. Each apartment has 2 bedrooms, 2 bathrooms and a covered parking.

The features of the units include: access controlled buildings, 24 hour on site security and CCTV, security gates on all units' front doors, communal braai areas, communal swimming pool facility, wash bays, laundry facility, Broadband Wi-Fi available, plug and play DSTV (satellite television, cable, etc), generators for emergency services, generous landscaping and the closest Gautrain bus stop is 800 m (\pm 0.5 miles) away.

The standard apartments are unfurnished but furnished units are available at your request at an additional cost.

For more information regarding accommodation, please contact Marike Botha at marike@openwindow.co.za





TRANSPORT

The Gautrain was launched in June 2012 and it is an 80 kilometer mass rapid transit railway system in Gauteng with high security in the form of hundreds of CCTV cameras, 24 hour manned security presence at all stations, continuous satellite tracking of all feeder and distributor buses and secure fencing along the route to prevent unauthorised access and vandalism of critical security assets.

The Gautrain provides a link between Johannesburg, Pretoria, Ekurhuleni and OR Tambo International Airport.

The project included a roll-out of 125 buses to provide ease of accessibility to the Gautrain.

The buses operate on the following schedule:
Buses leave the station 8 minutes after the train has arrived.

- Peak Periods (05:30 – 08:30 and 16:00 – 19:00)
- Every 12 minutes
- Off-peak Periods (08:30 – 16:00 and 19:00 – 20:30)
- Every 20 minutes

Open Window has a bus stop right outside the main entrance of the campus.

In order to make use of the buses and/or Gautrain, you will need to purchase a Gold Card for R 14 (± US \$ 1). The closest retailer to Open Window is Highveld Spar (corner of John Vorster Drive and Logan Avenue, Highveld) or, alternatively, a card can also be purchased at any of the Gautrain Stations. This card needs to then be registered. Click **here** for more information.

This card allows access to the buses as well as the trains. The card has to be pre-loaded with funds to a maximum amount of R 2 600 (± US \$ 200).

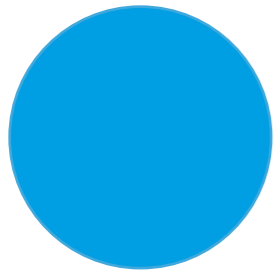
In order to use the bus service, simply scan your Gold Card as you enter the bus – a trip costs R 20 (± US \$ 1.50). This will be deducted from the balance of available funds on your card.

The Gautrain is a wonderful way to explore what the smallest province in South Africa has to offer. Click **here** for a glimpse into what the Gautrain can show you.

For more information about the Gautrain and its bus system, click **here**.

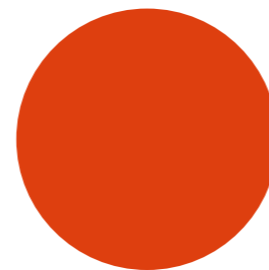
INTERNATIONAL STUDENT SUPPORT TEAM

The staff members below will be the team that prospective international students can make use of at any point during the year, no matter how big or small the query is.



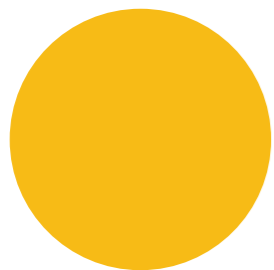
THEALANI BARNARD - REGISTRAR

E-mail Address: thealani@openwindow.co.za
Contact Number: +27 (0)12 648 9239



MARIKE BOTHA - CRM HEAD

E-mail Address: marike@openwindow.co.za
Contact Number: +27 (0)81 277 0671



ADELE KOTZE - FINANCE

E-mail Address: adele@openwindow.co.za
Contact Number: +27 (0)12 648 9220

EXPERIENCE SOUTH AFRICA

Once you've been captivated by the beauty of South Africa, the thought of going home for the holidays will be a thing of the past. There is so much to see and do right on your doorstep. Gauteng may be the smallest province in the country but there is no shortage of activities and sightseeing.

Art lovers can enjoy a tour of the various museums in Pretoria and Johannesburg; you can explore the beauty of the botanical gardens, take a tour of Johannesburg CBD, which includes a visit to the popular "Neighbourgoods" market, or visit the Lion Park.

Jump in your car and drive from Pretoria to the Magaliesberg along the 120kms stretch that forms the Magalies Meander. Stop at various viewpoints that provide splendid vistas of the koppies and rolling grasslands.



CONCLUSION

We welcome you into our world, our minds, our culture and more importantly, we look forward to meeting you and building a solid relationship with you as you embark on a journey like no other.

“Education is the most powerful weapon which you can use to change the world.” - *Nelson Mandela* -

Like our **Facebook page** and please do not hesitate to contact us if you have any questions.

CONTACT US

Email: crm@openwindow.co.za

Phone: +27 (12) 648 9200

