



UNICAF
UNIVERSITY

**INTERNATIONAL
STUDENT GUIDE
ZAMBIA**



International Student Guide

Welcome to Zambia!

Zambia is hailed as one of the safest countries in the world to visit. Here you will be greeted by Zambia's welcoming people, living in peace and harmony. And here, in the warm heart of Africa, you will find the mighty Mosi-oa-Tunya, or Victoria Falls, which is one of the most admired natural wonders on earth. In Zambia you will also find some of the most exciting safari experiences on the planet.

As one of the fastest developing countries in Africa, Zambia offers a wide range of stores with famous international brands, restaurants serving local and international delicacies, and a host of diverse entertainment venues.

Zambia is known for its fine institutions of Higher Education, which include Unicaf University. Multi-campus Unicaf University offers quality, international education with a local focus. Unicaf University in Zambia is fast becoming a hub of excellence for learning, teaching and research for the countries in the region. We congratulate you for choosing to expand your horizons and secure your future by studying with Unicaf University toward a degree of international quality, accredited by the Higher Education Authority of Zambia.

Before your arrival at Unicaf University in Zambia, it is essential that you make the right preparations regarding your trip and your life as a student in our country.

University Requirements

Nationals of most countries in Africa do not require an entry visa for Zambia. However, you are strongly advised to check with the Immigration Office of your country, to find out whether you need a visa or not.

You are required to make the following payments to the University by the appropriate due date, and before travelling to Zambia:

- Tuition fees as shown in your invoice. This consists of advance payment of the first year's fees for Bachelor degrees, and advance payment of the total of fees for Master's degrees.
- The Visa Fee, US \$50 for 30 days single entry, or US \$80 for 90 days double entry. SADC countries are exempted from visa fees in Zambia.
- The Student Residence Permit fee, US \$225, payable every year; you will need to present the letter of admission and your passport to support your application for the permit.

Finally, please be advised that you will have to register with the Zambia Immigration Authorities during the first week of your stay in the country.



Visa policy of Zambia

Visitors to Zambia must obtain a visa from the Zambian diplomatic missions in their countries before arrival, unless they come from one of the visa exempt countries, or from a country the citizens of which are eligible for visa on arrival. Visitors may alternatively obtain an electronic visa. (See below for e-visa). All visitors must hold a passport valid for at least 6 months to be allowed entry. As of November 2014 Zambia and Zimbabwe also offer a universal visa. More information on Zambia's visa policy can be found at https://en.wikipedia.org/wiki/Visa_policy_of_Zambia

Visa exemption countries

Holders of passports issued in 43 countries and territories do not need a visa to enter Zambia for up to 90 days in one year as tourists, or for 30 days in one year for business, (check your country's visa status in Zambia here https://en.wikipedia.org/wiki/Visa_policy_of_Zambia).

Visa on arrival in Zambia

Nationals of 95 foreign countries and territories may obtain a visa upon arrival to Zambia for up to 90 days as tourists, or for 30 days for business purposes, (check your country's visa status in Zambia here https://en.wikipedia.org/wiki/Visa_policy_of_Zambia). Holders of diplomatic or official passports of any country may also obtain a visa upon arrival in Zambia.

e-visa (evisa.zambiaimmigration.gov.zm)

Zambia introduced an e-visa system in late 2014. It is an alternative to visas issued at Zambian missions abroad, or upon arrival. e-visa holders can stay in Zambia for a period of 90 days from the date of entry into the country, during any given calendar year. For foreign country nationals who are eligible to obtain visas at ports of entry to the country, the e-visa takes 3 working days to process, while for foreign nationals that require a visa prior to travelling to Zambia, the processing time takes a minimum of 5 working days.



DOCUMENTS TO HAVE WITH YOU WHILE TRAVELLING

It is very important that, while traveling to Zambia, you carry with you, (and not in your luggage), at all times the following documents, which you will be required to present at the Immigration Check Point, upon arrival in Lusaka, at Kenneth Kaunda International Airport, also known as Lusaka International Airport, or if you are traveling by road, at the port of entry into Zambia.

- Original passport valid for a period of 2 years or more
- Letter of acceptance to Unicaf University
- Health passport (Yellow Book) for yellow fever
- Copies of Unicaf University receipts for the payments you have made to the University
- Visa Processing Fee of US \$50 for 30 days, or US \$80 for 90 days, or its equivalent in Zambian Kwacha (ZMW); you can check the rate of the US dollar to the Zambian Kwacha here: www.xe.com
- Copy of your Entry Visa application letter, that was sent to you by the Unicaf University Admissions Office
- Open ticket, valid for return to your home country
- The original educational documents and qualifications you possess (degrees, diplomas, certificates)

USEFUL TIPS WHILE TRAVELLING

- Wear comfortable clothing and comfortable shoes, preferably sneakers. It is important to feel relaxed and comfortable while travelling.
- Make sure you carry a pen and paper with you, in case you need to write something down.
- Carry all prescribed medication and some pain killers with you, as travelling sometimes causes a headache.
- Carry with you your address in Zambia, if you already know it, and the address of the Unicaf University campus in Lusaka.
- Carry with you the telephone numbers to call in an emergency (i.e. the Police emergency number in Lusaka, 991, and the number of the Unicaf University Lusaka campus +260 (0) 21125 0522).
- Carry a book or magazine to read on the plane or bus, or an MP3 player to listen to music.
- Carry your address book with contact details of family and friends.
- Keep a journal with details of your trip, from the moment you set off from home to the moment you arrive in Zambia.



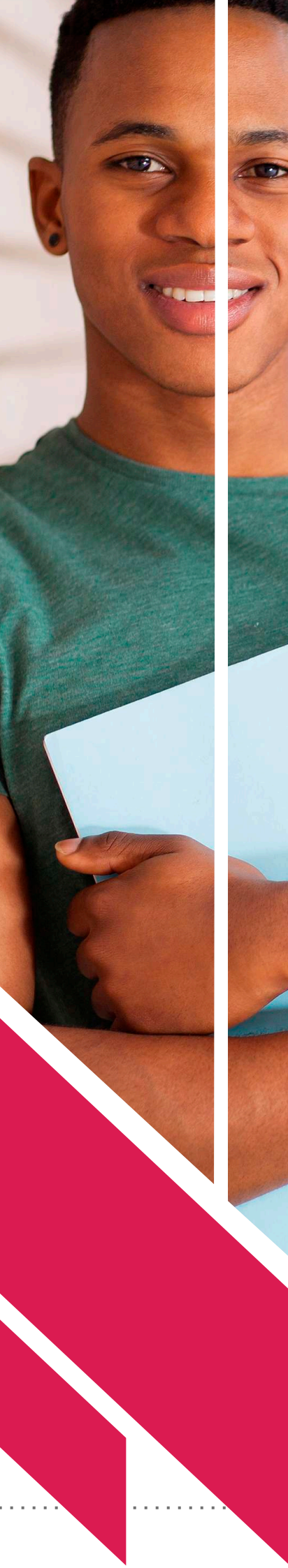
AIRPORT PICKUP

If you would like to be met at the airport and transferred to the campus, please email the following information to **international@zambia.unicaf.org** at least five (5) working days prior to your arrival in Zambia:

- Your name
- Your Unicaf University student ID number
- Your home country
- Your e-mail address and telephone number
- A copy of your travel itinerary
- Confirmation that you wish to be picked up from Kenneth Kaunda International Airport (KKIA), also known as Lusaka International Airport

IMPORTANT NOTES

- Please make sure you e-mail the above information to **international@zambia.unicaf.org** at least five (5) working days prior to your arrival in Zambia.
- A Unicaf University representative will be waiting to pick you up at the airport exit, holding a placard with the University sign and your name.



YOUR FIRST VISIT TO THE UNIVERSITY CAMPUS

Upon your arrival in Zambia, it is important to visit the University's Admissions Office for official registration and orientation. The Admissions Office is open Monday to Friday from 8.00 a.m. – 5.00 p.m.

ACCOMMODATION

The University's Student Affairs Department provides assistance to students searching for accommodation within a short distance from the University campus. If you require this assistance, you should state it clearly in an email you must send to **international@zambia.unicaf.org** at least five (5) working days prior to your arrival in Zambia.

You may select any of the following types of accommodation:

- Hotel accommodation: there are various options to choose, suitable for the first few days
- Lodges: with lower charges than formal hotels, suitable for the first few days
- University arranged houses
- Boarding houses
- Student arranged accommodation

The choice of accommodation is the responsibility of the student.

PERSONAL LIVING EXPENSES

In addition to the payment of your tuition fees, you also need to budget for personal and living expenses.

The estimated basic expenses for one academic year are:

- i. Accommodation
- ii. Food and personal expenses
- iii. Books and stationery, which you may occasionally be required to buy

However, Unicaf University has a well-equipped digital library, containing text books, articles and other study material.

Breakdown of monthly expenses:

1. Food..... ZMW 1,000 (US \$100)
2. Accommodation..... ZMW 500 - 900 (US \$50 - \$90)
3. Transportation..... ZMW 200 - 500 (US \$20 - \$50)
4. Utility Bills..... ZMW 500 (US \$50)
5. Health Care..... ZMW 300 (US \$30)
6. Miscellaneous..... ZMW 500 (US \$50)



COMMUNICATION

The budget for communication depends on each individual student's needs. However, an average amount of ZMW 100 (US \$10) per month for internet access and use and an additional ZMW 100 (US \$10) for local telephone calls and faxes is usually adequate.

MEDICAL AND HEALTH INSURANCE

It is essential, but not a must, to have health insurance cover while living in Zambia. There are several service providers, which include Madison Health Solutions and Zambia Liberty Health. Government hospitals offer both paid and free services; private hospitals supplement the services of government hospitals at a fee.

FEELING HOMESICK

Homesickness is common to most students who are away from home and family for the first time. But alongside home sickness there is also a feeling of excitement about every new adventure. Feeling homesick is perfectly normal for all students who pursue studies abroad. Unicaf University faculty and staff understand the difficulties and concerns of students trying to adapt to a new culture and way of life. Students have the opportunity to talk with someone about how they feel, and are encouraged to join in student activities, social functions and University events, to socialise with fellow students, make new friends and network.

THE WEATHER IN ZAMBIA

Zambia's weather is generally quite pleasant and warm. It's rainy from November to April, and you will need an umbrella during this period. During the months of May, June, July and August temperatures drop. This is the winter season for Zambia, but there is no snow or frost. However, warm clothing and heavier bed covers are required. September is a month of mild dry weather, while October and a part of November is the hot period of the year. Rainfall usually comes in mid-November and lasts until March.



WORKING IN ZAMBIA

Students wishing to get part time jobs in Zambia during their studies will not only need a study permit but also a work permit, which costs US \$600 for a period of 6 months.

Requirements for issuance of a Student Employment Permit:

- Covering letter from the employer addressed to the Director General of Immigration
- Completed Application for a Student Employment Permit
- Employment contract/Job offer letter
- Police Clearance from your country of residence
- Curriculum Vitae
- Registration certificate from the relevant professional body in Zambia, (where required)
- Certified copies of academic and professional qualifications
- Copy of birth certificate and marriage certificate, (where applicable)
- Certified copy of valid passport particulars, (bio data and last endorsement stamp for Zambia)
- Certified certificate of share capital and list of Directors of the company you are applying to work for
- Two recent passport size photographs
- Required fee of US \$600

FINANCIAL INSTITUTIONS

Zambia has a variety of financial institutions offering banking services to foreign students. The requirements to open a bank account in Zambia are as follows:

- Certificate of registration
- Two passport-size photos of all bank account signatories
- Proof of residence, (a utility bill or other proof)
- Completed application form

Zambia has a variety of banks such as ZANACO, FNB, Barclays Bank, ECOBANK, Stanbic Bank, Standard Chartered Bank, Access Bank, Cavmont Bank, INDO Zambia Bank, Investrust Bank, Bank of Zambia etc



FACILITIES

Lusaka is the busiest town in Zambia; it is also home to many shopping malls, such as Manda Hill, East Park, Arcades, Levy Mall, Makeni Mall, Cosmopolitan, Garden City, Waterfall, Kabulonga Mall, Crossroads Mall and many others, offering a variety of shopping opportunities.

The capital of Zambia offers many tourist attractions, such as the Lusaka National Park, home to 22 different species of animals and open to visitors daily, the Kalimba Crocodile Farms and the Mighty Kafue River, 45 minutes drive from Lusaka, offering recreational and sports opportunities.

The main mobile telephony service providers are MTN, Zamtel, Airtel and Vodafone. Their stores are located at the airport and in many other places, including easily accessible shopping malls.

FOREIGN MISSIONS

Most major foreign missions and embassies are located in central Longacres, where the University campus is also located. All foreign embassies in Zambia are easy to locate and Zambians are friendly and approachable people, always helpful when asked for directions.



Address:

Plot 20842, Off Alick Nkhata Road, Longacres,
Lusaka Zambia, P. O. Box 50171

Telephone: +260 (0) 211 250522

Email: info@unicafzambia.com

Web: www.unicafuniversity.ac.zm www.unicafuniversity.com