



THE UNIVERSITY OF THE SOUTH PACIFIC

**Factsheet for Study Abroad
&
Exchange**



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ABOUT US



The University of the South Pacific



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[2024 Handbook & Calendar](#)



USP International Office, The University of the South Pacific, Laucala Campus, Suva, Fiji Islands

POINT OF CONTACT



Mornish Goundar
International Student Officer
(E) Mornish.Goundar@usp.ac.fj



Litiana Taniela
International Mobility Officer
(E) litiana.taniela@usp.ac.fj



International Office
(E) international@usp.ac.fj

KEY DATES

* Note that the dates provided may subject to change.

| EVENTS SEMESTER | SEMESTER 1, 2025 | SEMESTER 2, 2025 |
|----------------------------------|--|---|
| Nomination Deadline | 22 nd September, 2024 | 22 nd March, 2025 |
| Admission Application Deadline | 30 th October, 2024 | 5 th April, 2025 |
| Visa Application Deadline | 8 th November, 2024 | 2 nd May, 2025 |
| Orientation Session | 17 th – 21 st February, 2025 | 14 th July – 18 th July, 2025 |
| Class Start Date | 24 th February, 2025 | 21 st July, 2025 |
| Mid Semester Break | 12 th – 21 st April, 2025 | 6 th – 14 th September, 2025 |
| Exam Period | 9 th – 20 th June, 2025 | 3 rd – 14 th November, 2025 |



NOMINATION PROCESS

1. Email the nominees details to the International Mobility Officer on:

- Email: litiana.taniela@usp.ac.fj & copy: international@uspac.fj

2. Nomination to include:

- Students Name,
- GPA,
- Programme of Study,
- Email address



DOCUMENTS REQUIRED FOR ADMISSION APPLICATION

- Complete USP Admission Application Form (attached in email),
- Course Selection Sheet (attached in email),
- Certified academic transcripts and certificates,
- Passport Biodata page or Birth Certificate,
- 2 passport sized photos.
- Please refer to this link <https://www.usp.ac.fj/study-at-usp/international-students/apply-international-students/admissions-process/> for more admission information and process.



LANGUAGE REQUIREMENTS (IF APPLICABLE)

Enclosed is the English proficiency requirement for admission of International Applicants. Please refer to pages 77 of the 2024 Handbook for more information.

*For study abroad and exchange students, an English proficiency letter from the home university will be acceptable as well.

| English Exam or Preparation | Foundation | Diploma And Undergraduate | Postgraduate |
|--|---|--|--|
| IELTS | 5.0 overall (minimum of 5.0 in writing) | 6.0 overall (minimum of 6.0 in writing) | 6.5 overall (minimum of 6.5 in writing) |
| TOEFL | Paper - 417 overall (minimum of 52 in writing) | Paper - 497 overall (minimum of 59 in writing) Computer - 170 overall (minimum of 25 in writing) iBT - 60 overall (minimum of 22 in writing) | Paper - 550 overall (minimum of 61 in writing) Computer - 213 overall (minimum of 26 in writing) iBT - 79 overall (minimum of 24 in writing) |
| Pearson Test of Academic English | Overall score of 42 with no score less than 35 | Overall score of 50 with no score less than 42 | Overall Score of 58 with no score less than 50 |
| Cambridge Certificate in Advanced English | 47 overall | 52 overall | 58 overall |
| International Baccalaureate | Standard Level - score of 5 or higher | Higher Level - score of 4 or higher | N/A |
| Secondary Education | At least two years of full- time study at the secondary education level where the medium of instruction was English | At least three years of full- time study at the secondary education level where the medium of instruction was English. | N/A |
| Tertiary Education | N/A | At least one year of full- time study at the undergraduate level, where the medium of instruction was English. | At least two years of full- time study at the undergraduate level, where the medium of instruction was English. |



COURSE SELECTION INSTRUCTIONS

As a Study Abroad or Exchange student, you can only take up to 4 courses each semester.

- Please select your courses from the USP Handbook & Calendar (starting from page 241). Please indicate your top 4 preferences and 2 alternative courses.
- International will only seek approval for your top 4 preferences. Your alternative courses will only be taken into consideration if 2/4 courses are not approved.
- You are not permitted to take Preliminary and Foundation courses. Any courses where the third alphabet is “P” and “F” means they are a Preliminary or Foundation Courses, for example, LLF11, SOP10. Any courses where the codes 400, 600, 700 or 800 Graduate courses, for example, ED700, TS700, PA800 etc.

Different modes of delivery are as follows:

- Face to Face (F) – offered on face-to-face mode with at least two hours of lectures per week and face to face tutorials during the semester of offers.
- Print (P) – Offered on Print mode. These courses do not offer weekly lectures and face to face tutorials during the semester to offer.
- Blended Mode (B) – offered on blended mode and blends online and face to face delivery. Furthermore, a blended courses is one where a substantial proportion of the content that is 30-79% is delivered online. Typically uses online discussion and has some face-to-face interaction between student and lecturers or tutor.
- Online (O) – offered as an online course where most of the content is delivered online and typically has no face-to-face meetings, that is, 80% is offered in the online mode.

Refer to this link <https://www.usp.ac.fj/handbookandcalendar2024/university-requirement-and-regulations/course-identification-system/> for information on Course Identification System. This will help understand the course codes, letters and modes (s) it will be offered in and the campuses at which it will be offered.

An example of an entry in the course prescriptions chapter is explained below.

| Code | Title |
|--|------------------------------|
| JN203 | Television Journalism |
| Prerequisites: JN101 and JN103 | |
| Semester 1: Not offered | Semester 2: F at L |
| The course distinguishes the process involved in writing for television as distinct from other media. It puts stress on teaching visual language skills. Workshops will include video scripting, camera techniques, sound and lighting, location issues, editing with Final Cut Pro, and producing TV news, news features, and documentaries. The focus of the course is journalistic as well as technical. Lecture topics will include the history and development of television/cinema in the Pacific and internationally. | |
| Explanation | |
| This course has a course code of JN203, the JN prefix meaning it is a Journalism course, and the first digit of the three-number suffix indicating it is a 200-level (a second-year course). In Semester 1, it is Not Offered. In Semester 2, it is offered Face-to-Face (F) at the Laucala Campus (L). | |
| The prerequisite for the course is JN101 and JN103. This means a student must have already passed the course JN101 and JN103 before being permitted to register for JN203. The material in JN101 and JN103 is an essential foundation for understanding JN203. | |



CREDIT TRANSFER

Upon completion of the exchange period, an official credit letter can be provided by USP upon request. An official transcript will also be mailed to the student's correspondence address.

Exchange/Study Abroad students can take up to 4 undergraduate units from any of our 6 schools. [Please note any pre-requisites]

- [School of Accounting, Finance and Economics \[SAFE\]](#)
- [School of Information Technology, Engineering, Mathematics and Physics \[STEMP\]](#)
- [School of Law and Social Sciences \[SOLASS\]](#)
- [School of Business and Management \[SBM\]](#)
- [School of Agriculture, Geography, Environment, Ocean and Natural Sciences \[SAGEONS\]](#)
- [School of Pacific Arts, Communication and Education \[SPACE\]](#)

Students must send their course selections to USP International well in advance in order for us to seek pre-approvals as inbound international/study abroad students will not have access to online course selection. Please visit the online Handbook & Calendar to view all courses and programmes: [Handbook and Calendar](#).

Individuals Timetable: Individuals timetables will be posted on the students' online accounts on Student Online Services [SOLS], once all their courses are registered.

University timetable: Can be accessed via following - <https://www.usp.ac.fj/sas/student-administrative-services/timetable-and-room-allocations/>



CREDIT EQUIVALENCY

All undergraduate courses 18 weeks long have a credit point value of 7.5 credit points per course.

We issue a Credit Letter for students (upon request) intending to take credits back to the programmes at their home University by indicating the number of contact hours per course.



NUMBER OF UNITS - EXCHANGE AND STUDY ABROAD STUDENTS

3-4 undergraduate courses by face to face [F-F] mode to meet Fiji study permit requirements. Distance and flexible learning courses [DFL] need special approval.



COURSES NOT AVAILABLE FOR EXCHANGE STUDENTS

400, 600, 700, 800 level courses as these are only for Graduate students.



INSURANCE COVER

Incoming students to USP are advised to purchase a comprehensive insurance cover, including; medical, travel [including travel within the region and abroad], cover for the loss or damage to personal property etc. from their home country before they depart for USP.



TUITION

- Exchange students' tuition fees are waived.
- Study abroad tuitions fees are approximately FJ \$9,000 per semester. *Subject to change.



ACCOMMODATION

- Accommodation options vary between the Halls of Residence: Waqavuka Flats, USP Lodges and Off-campus accommodations.
- Please visit link: <https://www.usp.ac.fj/commercial-operations/accommodation-services/> and <https://www.usp.ac.fj/commercial-operations/usp-lodges/waqavuka-flats/>
- Students can email their queries to: international@usp.ac.fj



LIVING EXPENSES (FIJI)

- Once can expect to pay between FJD\$4000 - \$6000 for a semester but it is dependent on the type of activities a student engages in.
- Please visit the link: <https://www.usp.ac.fj/study-at-usp/international-students/estimated-cost-of-living-fiji/>



LOCAL TRANSPORTATION (FIJI)

The cost of public transportation is reasonable, since USP is centrally located. Bus fare from USP to the city is FJD\$1.20 one way. Taxi fare is FJD\$2.00 and FJD\$3 after 9pm, So a ride into town from USP will cost around FJD\$6.00. If students are thinking of travelling around the main Island, Sunbeam Transport and Pacific Transport are the 2 main bus companies that have buses these routes.

https://www.airportsfiji.com/pdf/Sunbeam_timetable.pdf

<http://www.pacifictransport.com.fj/time-table.html>



VISA & IMMIGRATION INFORMATION

Exchange and study abroad students are required to apply for a study permit prior to entry. USP International Office handles study permit applications for all international students enrolled.

Students are required to submit study permit application via email to litiana.taniela@usp.ac.fj & copy: international@usp.ac.fj

| Submission of Study Permit application | |
|--|---------------------------|
| SEMESTER 1, 2024 | SEMESTER 2, 2025 |
| 8 th November, 2024 | 2 nd May, 2025 |
| Deadline for Study Permit Fee | |
| 15 th November, 2024 | 9 th May, 2025 |

Note the deadlines for submission of study permit application and study permit fee. The study permit fee is \$528.20 [\$328.20 application fee and \$200.00 administration fee].
Submission of Study Permit application

For all international students, attending one of the campuses in Fiji, you are requested to apply for study/research permit via International Office after you have received your Offer Letter.

The details of study/research permit application including; checklist, forms and requisite fees will be provided to you upon issue of your Offer letter. The International Office will assist with lodgment of your application.

Students attending one of Fiji campuses

While students are able to lodge the application for study permit on their own, it is strongly recommended to lodge the application via the International Office. Soft copies of the complete application and supporting documents can be emailed to litiana.taniela@usp.ac.fj[copy: international@usp.ac.fj] and visa fee can be remitted online by the stated deadlines above. Students can make online payments at <https://www.usp.ac.fj/study-at-usp/tuition-fees/> and provide copy of generated receipt to litiana.taniela@usp.ac.fj.

Please visit the Fiji Immigration Department website for more information: [Fiji Immigration Department – Fiji Passports, Fiji Permits](#)

Students attending other regional campuses

Students, attending USP campuses other than Fiji, will have to follow the visa & immigration + COVID-19 travel protocols (if any) according to the country chosen to study from. You may also have to apply for the visa on your own. The USP International will assist with establishing contact with the campus staff for further assistance.



ARRIVAL ASSISTANCE

For students attending one of Fiji campuses

We advise all inbound international exchange/study abroad students to arrive at the Suva/Nausori Airport the weekend before Orientation or during the USP IO working hours (Monday – Friday between 8am to 5pm, where possible) and we will be able to arrange transportation from the airport to USP. For students who board the Coral Sun bus from Nadi Airport, our staff will be at the Holiday Inn to meet them. Students can call the USP International staff for assistance if they prefer to find their own way to USP from Nadi Airport.

Under no circumstances students are to travel in a taxi from Nadi Airport to Suva alone or board minibuses. Taxis can be expensive for ‘foreigners’ and minibuses are not a safe mode of transportation. If students are disembarking at Nadi Airport and wish to find their own way to Suva, ask airport personnel for assistance or refer to Local Transportation above for bus schedules. One-way bus fare from Nadi Airport to Suva City is approximately FJD\$35.

Students attending campuses, other than Fiji

You may have to make your own arrangement for transportation. The USP International will assist with establishing contact with the campus staff for further assistance.



CAMPUS FACILITIES

Please refer to the following site for details on campus facilities:

<https://www.usp.ac.fj/campus/>



CAMPUS MAPS

<https://www.usp.ac.fj/campus/>

Scroll to the bottom of page to check campus maps



INTERNATIONAL OFFICE - LOCATION

The USP International Office is based at Fiji's, Laucala Campus Only. For information about all other campuses please visit this [page](#) or contact the International Office on international@usp.ac.fj