

# POSTGRADUATE REGISTRATION PROCESS FOR 2024

## Now that you have been admitted for 2024



UNIVERSITEIT VAN PRETORIA  
UNIVERSITY OF PRETORIA  
YUNIBESITHI YA PRETORIA

Make today matter  
www.up.ac.za

## WHAT COMES NEXT?

### 1 LOG INTO YOUR PORTAL TO ACCEPT/REJECT OFFER.

#### Accept/reject instructions:

Login to your student portal.

Locate and select the "Student Centre" hyperlink, then click on "UP Student Centre" to access your personal information.

Under Admission select "Admission Status" to open the Applications status window.

On the 2024 Applications window, check status under "Application Status" column. If you have been accepted, click on "Accept/Reject" in the "Accept Status" column. Select "Accept" to accept the offer or "Reject" to reject/cancel the admissions offer.

#### New user login instructions:



### 2

#### PAY INITIAL FEE

The initial payment is R12 500; if you have been placed in residence, pay a further R5 700 as soon as possible. International Students/Applicants who are admitted for postgraduate studies, who are not citizens from the Southern African Development Community (SADC), will be required to pay 50% of the total 2024 fee before registration is possible.

#### Banking details and payment instructions:



### 3

#### COMPLETE ENROLMENT CONTRACT.

##### Deliver the signed contract to UP.

Postal address: University of Pretoria Contracts  
Private Bag X20 Hatfield  
0028

Courier address: University of Pretoria Contracts  
c/o Lynnwood and Roper Roads  
Hatfield 0083

There are contract drop-off boxes situated at the Hatfield Campus entrances.

#### How to complete your contract:



#### How to sign your contract:



### 4

#### REGISTER

MAST and DOCT students: If you have no other holds, you can register online from 16 December 2023. All other postgrads can register from 3 January 2024.

Should you need any assistance with registration, phone the helpdesk at 012 420 5347 or send an email to [registration@up.ac.za](mailto:registration@up.ac.za)

#### Registration guidelines:



### 5

#### ACCESS CARD

You will need a UP access card to enter the campus. Once you have registered, you will get a confirmation of registration and you can make a booking to collect your student card in person.

The booking system can be accessed by registered students via their UP Portal - UP Student Self-Service - Academic Information tile - Student Card Bookings.

### 6

You can interact with Faculty Administration staff and get information on the correct module choice(s), credits, and prerequisites

### 7

Check the UP web ([www.up.ac.za](http://www.up.ac.za)) regularly for the latest information.

To stay informed of what is happening, download the UP App.

#### How to Download the UP App:



### 8

Note that UP follows a blended teaching and learning approach, which includes both online learning and in-person classes. It is therefore important for students to have access to an internet-enabled device, preferably a laptop.

Please consult the faculty websites for more faculty-specific requirements for the laptop.