



## 2017 GENERAL INFORMATION FOR FIRST YEAR STUDENTS

### GENERAL INFORMATION

2017 Online registration will be available for first year students from 16 January 2017 on the UP Portal, Student Centre.

Students are encouraged to register online and collect their student card at the LC de Villiers Sports Campus (can only be collected 24 hours after registering online) as access to the Prinshof Campus for Orientation will be restricted to students who are registered and can produce their student card.

Students who experience problems registering online will be able to register at the LC de Villiers Sports Campus with assistance from Health Sciences administrative staff on the following days:

Saturday, 21 January 2017: 07:30-12:00

Friday, 27 January 2017: 07:30-16:00

Saturday, 28 January 2017: 07:30-14:00

Please note that you must confirm that you are taking up the offer of a place in the undergraduate programme for which you were selected in the Faculty of Health Sciences and have registered by 28 January 2017.

If you will be taking up the offer of a place for the degree programme you were selected for but will be unable to register by 28 January 2017 you must kindly inform one of the following administrative staff members in the Faculty of Health Sciences:

Ms CH Anthony  
Tel: 012 356 3057 Email: [celisa.anthony@up.ac.za](mailto:celisa.anthony@up.ac.za)

Ms K Fortune  
Tel 012 356 3055 Email: [karin.fortune@up.ac.za](mailto:karin.fortune@up.ac.za)

Ms F Moasa  
Tel: 012 356 3056 Email: [frieda.moasa@up.ac.za](mailto:frieda.moasa@up.ac.za)

### INITIAL PAYMENTS

The total of the fees mentioned below is payable (should it be applicable to you) before you may register:

With regard to accommodation in a residence: R5 700

In respect of tuition fees (all students): R5 000

International students:

Additional international administration levy R2 900

### PAYMENTS

**Please quote you eight-digit student number whenever a payment is made.**

#### Bank or internet payments

Payments can be made into the University's bank account at:

**ABSA:** Hatfield Account number: 214 000 0054

Branch number: 632005. Swift code: ABSAZAJCPT

or

**STANDARD BANK:** Hatfield Account number: 01 260 260 4

Branch number: 01 1545 15. Swift code SBZAZAJJ

#### Important:

**There is a minimum clearance period of three days for any bank or Internet payment before the payment becomes effective and you will be allowed to register.**

#### Credit card payments

Payments can be made online at:

<http://www.up.ac.za/credit-card-payments>

Should any problems be experienced with credit card payments please phone 012 420 3111

#### Bursary holders:

A bursary holder must submit proof of his/her bursary award to one of the consultants who will be available at the LC de Villiers Sports Campus on 21, 27 or 28 January 2017 (see General Information).

### CONTRACTS

Please take note that a contract needs to be concluded between you and the University of Pretoria prior to registration. If your contract is still outstanding, please complete your contract online on the UP Portal, Student Centre at [www.up.ac.za/portalstudent](http://www.up.ac.za/portalstudent).

Print out the completed contract, have it signed by all relevant parties and submit the original to the University. You can submit your contract personally at 563 Richard Street, Hatfield, Pretoria from 4-17 January 2017 (08:00-15:00 weekdays) or hand it in at LC de Villiers, Sports Campus from 18 January onwards.

### APPLICATIONS

No applications will be reconsidered during January, except for those candidates whose names already appear on the waiting list, should selected students forfeit their places or decide not to take up their place to study at the University of Pretoria.

It is therefore important that you investigate alternative possibilities of study at this stage.

#### ► If you wrote the NSC/IEB Grade 12 examinations in 2016:

Check your admission status on your UP Student Centre from 10 January 2017 and, if you complied with the final requirements, you will be allowed to register online from 16 January, except if you receive communication from the Faculty of Health Sciences to the contrary.

#### ► If you are transferring from another tertiary institution to UP:

- Please upload your final academic record and certificate of good conduct to your UP Student Centre.
- If applicable, disclose and disciplinary actions on your UP Student Centre under Admissions before the end of December 2016.

### ORIENTATION PROGRAMME

You are referred to the Orientation Programme and requested to print a copy which you must bring along for easy reference when attending orientation.

Please ensure that you have your student card on your person at all times in order to gain access to the Prinshof Campus.

### QUERIES

Should you have any queries kindly contact the following administrative staff members in the Faculty of Health Sciences:

#### Selection/Waiting list

Ms C Anthony (Manager)  
Tel: 012 356 3057 Email: [celisa.anthony@up.ac.za](mailto:celisa.anthony@up.ac.za)

Ms K Fortune  
Tel: 012 356 3055 Email: [karin.fortune@up.ac.za](mailto:karin.fortune@up.ac.za)

Ms F Moasa  
Tel: 012 356 3056 Email: [frieda.moasa@up.ac.za](mailto:frieda.moasa@up.ac.za)

Ms C Hood  
Tel: 012 356 3058 Email: [christa.hood@up.ac.za](mailto:christa.hood@up.ac.za)

#### Fees/Student Accounts/Bursaries/Student Cards/Residences

Mr E Rosenstrauch (Manager)  
Tel: 012 356 3035 Email: [eugene.rosenstrauch@up.ac.za](mailto:eugene.rosenstrauch@up.ac.za)

Ms E Eksteen  
Tel: 012 356 3044 Email: [elsa.eksteen@up.ac.za](mailto:elsa.eksteen@up.ac.za)

Ms B Makhado  
Tel: 012 356 3043 Email: [molly.makhado@up.ac.za](mailto:molly.makhado@up.ac.za)

Ms R Aphane  
Tel 012 356 3045 Email: [refilwe.aphane@up.ac.za](mailto:refilwe.aphane@up.ac.za)

#### Administrative queries

#### MBChB/BSportSci/HCert (Sports Science)BRad/BNurs/BOT

Ms E Malan  
Tel: 012 356 3042 Email: [edith.malan@up.ac.za](mailto:edith.malan@up.ac.za)

#### BChD/BOH/BPhysio/BDietetics/BCMP

Ms H Bester  
Tel: 012 356 3036 Email: [henda.bester@up.ac.za](mailto:henda.bester@up.ac.za)