



## ONLINE REGISTRATION 2017

### GENERAL INFORMATION

2017 Online Registration will be available for senior students as from early January 2017 on the UP student portal (ClickUP).

**Please note that should you not comply with the following requirements you will not be allowed to register online:**

- Your **account** for the previous year must be fully paid up, and all outstanding **library material** must be returned. Students are welcome to visit a Student Account consultant at the Student Administration Centre in the Tswelopele Building (Ground Floor) for possible financial arrangements.
- NSFAS applications closed on 30 November 2016. The National Student Financial Aid Scheme has, however, announced that it will reopen the application process from 9-20 January 2017 in order to allow more students to apply for higher education funding in 2017. The results of such applications will be made known from 1 February 2017.
- If your **studies** have been **discontinued** due to unsatisfactory academic progress, the procedure will be communicated to you in a separate letter from the faculty's Student Administration. Application for readmission must be submitted before 6 January 2017 (no late applications will be considered) and you will not be able to register until you are readmitted.
- Senior students should have submitted a Grade 12 certificate in the first year of study. If you have not done so you will have to submit a copy (also ensure that you bring the original certificate for verification) to Student Administration before you will be able to register.
- Students who have not submitted their ID document will not be allowed to register online until they have done so.
- Students who have not submitted a valid contract will not be allowed to register online. 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.
- International students should consult the International Office at the **Graduate Centre** before registration. Contact: +27 12 420 3111
- **Initial payment:**

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

**All international students please note that according to the National Department of Home Affairs, new study permit regulations are in place from 1 January 2017.**

### PAYMENTS

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

#### ➤ **Bursary holders:**

A bursary holder must submit proof of his/her bursary award to the consultants at Counter 1 or 2 at the Student Administration Centre in the Tswelopele Building (Ground Floor).

**Important:** There is a **minimum clearance period of 3 days before you can register.**

#### ➤ **Bank and/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.

#### **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.

#### ➤ **Payments at the cashiers:**

The initial payment can be paid at the cashier at the Student Administration Centre, Counter 7, Tswelopele Building, or if preferred, directly into one of the University bank accounts.

#### **Important:**

There is a **minimum clearance period of three hours before a cash payment becomes effective** and you will be allowed register.

### STUDENT CARDS

- Students must keep their 2016 student cards as new student cards for 2017 will not be issued on registration. The current cards will be reactivated automatically on a daily basis as students renew their registration.

### GENERAL

- A female student who married in 2016 and who chooses to be registered under her married name must submit a copy of her marriage certificate when registering.

### REGISTRATION

- Students must register online (opens 3 January 2017).
- There will be assisted registration (for students who are unable to register online) at the Green IT Lab (next to the BMS Building) on the following days:
  - ▶ Tuesday, 3 January 2017: 07:30-16:00
  - ▶ Friday, 6 January 2017: 07:30-16:00
  - ▶ Monday, 9 January 2017: 07:30-16:00
- Students who are unable to register online or on the abovementioned dates and need assistance must report to the Student Administration Centre (Tswelopele Building, Ground Floor).