

# UNIVERSITY OF PRETORIA

## How to accept or decline admission to a study programme

### STEP 1: As a first-time user of the UP Portal:

1. Go to <https://www.up.ac.za/portal>.
2. Click on the "new users" link just below the login box.
3. Login with your username which is 'u' followed by your student number (EMPLID) on your student card or application letter, eg u12345678.
4. Click the 'Proceed' button.
5. Follow the process to create and save a password.
6. Select three questions from the list of challenge questions.
7. Enter and save the answers to the challenge questions.
8. Click the 'Save' button.

### STEP 2: You are now ready to access the UP Portal:

1. Go to <https://www.up.ac.za/portal>.
2. Login with your username which is 'u' followed by your student number, eg u12345678.
3. Enter the password you have created as explained in STEP 1.
4. Click on 'Login'.

**UP Student Portal**

HELP | LOGOUT 24 Feb 12:36

My view Student Add / remove portlets Customise portlets Reset portal layout

Faculty Websites E-mail and Student Help Academic Support Student Support Finances Social Student Life Admin / other links English | Afrikaans

**UP My Career**  
The Careers Office is a division within the Client Service Centre. It is the first point of contact for potential employers to make contact with registered students and for students seeking employment to interact with potential employers.

**UP Student Centre**  
This suite facilitates the management of student and academic processes - student enrolment, applications, student records, financial aid, student financials (fees), alumni, fund raising, residences, etc. However only a small subset of this functionality is currently available.

[Student Centre Important Registration Information](#)  
[Time and Study Centres in 2014](#)  
[Self-help guides](#)

Course	Term	Status
AIM 101	2014 - 51	ENROLLED
AIM 111	2014 - 51	ENROLLED
AIM 121	2014 - 52	ENROLLED
ALL 124	2014 - 52	ENROLLED
EKN 110	2014 - 51	ENROLLED
MTL 180	2014 - 51	DISCONTINUED
OBS 122	2014 - 52	ENROLLED
UPO 101	2014 - Y1	ENROLLED
VKU 120	2014 - 52	ENROLLED
VKU 122	2014 - 52	ENROLLED

**UP Timetables**  
All timetable related matters  
[Hatfield Campus Lecture Timetable](#)  
[Faculty of Theology Lecture Timetable](#)  
[School of Engineering Lecture Timetable](#)  
[Groenkloof Campus Lecture Timetable](#)  
[Mamelodi Campus Lecture Timetable](#)  
[Examination, Supplementary Examination and Test Timetables](#)

**UP Student Help**  
For any queries please contact Student Help  
Phone - 012 420 3837  
E-mail - [studenthelp@t.up.ac.za](mailto:studenthelp@t.up.ac.za)

**Crisis service (24 hours)**  
Crisis number  
Tel: 0800 006 428 (toll-free)

**24 hour Operational Management Centre:**  
Tel: +27 (0)12 420 2310 or +27 (0)12 420 2760

**24 hour Operational Manager**

**UP clickUP**  
New clickUP  
Go to the [new clickUP home page](#).

**Gmail**  
This application provides the users access to their TUKS Gmail e-mail account.  
[TUKS Gmail](#)  
[TUKS Gmail help](#)  
Get help using your TUKS Gmail, calendar, documents and other Google Apps <http://learn.googleapps.com/home>

Unread emails	Date retrieved	Refresh
0	2014-02-24 12:24:40	Refresh

**Notices**

**Special offers on Laptops & Tablets**

**New Parking System available**

**Let's start talking**

**UP How to use this Portal**  
You are more than welcome to "Add/remove" or "Customise" the look of your portal by dragging the blocks to new positions.  
For any queries please contact IT Help.

ID: 25000056



**Academic Information**

[Student Academic Readiness Survey Report](#)  
[View Current Enrollment](#)  
[Print Current Term Enrollments](#)  
[Print Academic Record](#)  
[Druk Akademiese Rekord](#)  
[Re-application for Exclusion](#)  
[Online Registration](#)

**Finances**

**Account**  
[Student Finances](#)

**Financial Aid**  
[View Financial Aid](#)  
[Apply for Financial Aid](#)

**Admission**

[Admission Status](#)  
[Online Contract](#)  
[Internet Registration](#)

**Residence**

[Campus Residence](#)

**Personal & Contact Information**

[Addresses](#)  
[Names](#)  
[Phones](#)  
[Email Addresses](#)  
[Emergency Contact](#)  
[Demographic Data](#)

**Documents**

[Upload Supporting Documentation](#)

**Holds**

Financially unsuitable (Gibs)  
 No Bill/Statement to be sent  
 Ignore for Fin Suitability

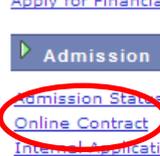
[details ▶](#)

**Communications**

22/01/2014 A00  
 22/01/2014 A00

[details ▶](#)

**Comments**



Scroll down to the "Online Contract" link

### STEP 3: Complete your online contract

Before a student will be able to register, a contract needs to be concluded between the student and the University of Pretoria. Students must access the contract online on the UP Portal, Student Centre, at [www.up.ac.za/portal](http://www.up.ac.za/portal). Students are requested to complete the contract online, and then to print and sign the contract. As soon as possible thereafter the completed and signed contract must be submitted to the Client Service Centre by hand or per courier or sent by post to Client Service Centre, University of Pretoria, Private Bag X20, Hatfield, 0028. Please follow these important steps:

1. First click on the link at the top that says: Please read these instructions before completing the contract. Read the instructions and then check the box that states that you have read the instruction notes. Click on the Continue button.
2. Please provide all the information in the fields as required.
3. Once completed, click "Validate" to validate the data you have entered.
4. If all the required information is correct, click "Submit" and then "Print/View PDF" to generate a PDF file of the contract.
5. Print this file, sign it and obtain the signatures of all relevant parties.
6. Please note that once you have clicked "Submit", no further changes can be made.
7. If you are under the age of 18 years, details of your parent/guardian are required; the

- parent/guardian is required to co-sign the contract.
8. The signature of the parent/guardian serves as consent and assistance to the student to enter into this agreement.
  9. If you are under the age of 25 years, an undertaking by a surety is required.
  10. The surety may be the same person as the parent/guardian of the student.
  11. If you are under the age of 25 years and you are financially independent, you must furnish proof of income sufficient to settle due and payable fees.
  12. If a student under the age of 25 years is sponsored by a bursar, an undertaking by a surety, other than the bursar, is still required.
  13. Students are requested to complete the contract online, and then to print and sign the contract. As soon as possible thereafter the completed and signed contract must be submitted to the Client Service Centre by hand or per courier or sent by post to Client Service Centre, University of Pretoria, Private Bag X20, Hatfield, 0028.

#### **STEP 4: Contract status**

1. Contracts have to be processed by the University's Legal Department, and this may take some time.
2. The Contract Status on your Student Centre will only change once the contract has been processed.
3. If your contract has been processed and has been completed correctly and in full, you will not have any contract-related notifications under your "To Do List".
4. If your contract has been processed and has been completed incorrectly, the required information will appear under your "To Do List", eg Signature missing or No date supplied.