

# Online application process for studies in 2020

Please read through all the steps below to determine which actions are relevant for your application to study at the University of Pretoria in 2020. Non-South African citizens should also take note of the steps below with specific reference to the important information on page 2.

## 1

### Choose a programme

Read about all undergraduate programmes offered at UP from page 5 in this brochure.

- It is important to indicate a first- as well as a second-choice programme on your Online Application. The Application only makes provision for two study choices. If you want to add a third choice, or if you want to change your study choice after you have already submitted your online application, please forward your request to [ssc@up.ac.za](mailto:ssc@up.ac.za).
- Your second-choice programme will automatically be considered should your application for your first-choice programme be unsuccessful or if your first choice is a selection programme.
- Ensure that your first- and second-choice programmes meet the minimum admission requirements as well as the faculty's selection guidelines.
- Please note that certain programmes will not be considered if indicated as your second choice. Refer to the faculty tables from page 5.
- For study advice, make an appointment with a Student Advisor via Ms Carol Bosch at +27 (0)12 420 5144 or [carol.bosch@up.ac.za](mailto:carol.bosch@up.ac.za).

More information is available at [www.up.ac.za](http://www.up.ac.za) > Study at UP

## 2

### Tuition and residence fees

For more information on tuition and residence fees, go to [www.up.ac.za/fees-and-funding](http://www.up.ac.za/fees-and-funding).

- Fee quotation:** Please go to <http://www.up.ac.za/en/fees-and-funding/article/2582340/quotations> to get an estimation of the study fees for the programme/s that you are interested in.
- Family discount:** When two or more dependent children of the same family are registered simultaneously at the University of Pretoria, they may apply for a rebate on tuition fees.
- The 2.5% discount:** If the student account is paid in full (ie 100%) by 30 April, a 2.5% discount is applicable.
- Initial payment:** This payment is not an additional amount payable, but the first payment towards the tuition fees.
- Residence reservation fee:** This fee will be payable within 30 days after placement in a UP residence. For residence room fees, go to [www.up.ac.za/accommodation](http://www.up.ac.za/accommodation).
- Fees paid by bursaries:** Students must submit written proof from the sponsor of the bursary awarded to them prior to registration, otherwise they are responsible for the initial payment. The final decision regarding the acceptance of a bursary letter rests with the University.
- How and where to pay:** Cashiers are available on all our campuses from Mondays to Fridays from 08:00 to 16:00. For EFT and credit card payments, please allow at least 5 working days for payment to reflect on your student account.
- UP banking details:** See page 1.

## 3

### Apply to study at UP

Apply ONLINE at [www.up.ac.za/apply](http://www.up.ac.za/apply) from 1 March in the year preceding studies.

- Before you start to complete the Online Application, please watch a video on "How to complete the online Application" at <https://youtu.be/kGRmciWG9Eg>.
- Ensure that the email address that you indicate on your Online Application is correct as your temporary password and T number will be sent to this email address.
- Ensure that you apply before the closing dates of both your first- and second-choice programmes. The closing dates are indicated in the faculty tables; see page 5 in this brochure or go to [www.up.ac.za/closingdates](http://www.up.ac.za/closingdates).
- You will receive your student number within 10 working days after you have submitted your Online Application.
- On receipt of your student number, you will be able to track your application status on the UP Student Portal. Refer to Step 7 for instructions on how to gain access to your Student Portal.

## 4

### Apply for residence placement

The Online Application has a section to be completed if you are interested in residence placement.

- Residence placement is based on academic merit and date of application.
- The demand for accommodation by far exceeds the available spaces – apply as soon as possible from 1 March.
- Preference is given to students with an academic average of 75% and above.
- To qualify for guaranteed placement in a UP residence, the prospective student must:
  - apply before 1 May in the year preceding studies;
  - have obtained a minimum average of 85% in the examination with which the student applies to study at UP; and
  - be conditionally admitted to a programme.

More information is available at [www.up.ac.za/accommodation](http://www.up.ac.za/accommodation).

## 5

### Apply for bursaries and loans

Visit the relevant website for closing dates.

#### UP bursaries and loans

- Applications must be submitted via the UP Student Portal or [www.up.ac.za/fees-and-funding](http://www.up.ac.za/fees-and-funding). No late applications will be accepted.
- UP sports bursaries: [www.up.ac.za/sport](http://www.up.ac.za/sport)

#### National Student Financial Aid Scheme (NSFAS)

- For applications and comprehensive information, visit [www.nsfas.org.za](http://www.nsfas.org.za).

#### Fundi (previously known as Eduloan)

As a registered credit provider, Fundi covers a wide range of student-related necessities such as books, accessories, laptops, university and private accommodation, as well as study tuition with a fixed monthly instalment. Anyone can apply for a loan (students, parents or guardians), provided that the applicant is in full-time employment or has a registered business. For more information, visit [www.fundi.co.za](http://www.fundi.co.za).

#### Other bursary options

- Bursaries according to field of study: [www.gostudy.mobi](http://www.gostudy.mobi)
- The Bursary Register: Contact [rlevin@mweb.co.za](mailto:rlevin@mweb.co.za) or +27 (0)11 672 6559

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## 6

### National Benchmark Test (NBT)

The National Benchmark Test is not compulsory for all programmes.

- Register to write the NBT at [www.nbt.ac.za](http://www.nbt.ac.za).
- The NBT results support, but do not replace or duplicate final school examination results.
- It is indicated at the programmes in the faculty tables from page 5 whether or not the NBT is required.
- The tests are confidential.
- There are no previous test papers available.
- The NBT consists of two components:
  - (1) AQL: Academic Literacy and Quantitative Literacy (which are combined). Quantitative Literacy is similar to Mathematical Literacy. The AQL test has also been translated into Braille.
  - (2) MAT: Mathematics.
- A complete schedule with all the test centres can be found at [www.nbt.ac.za](http://www.nbt.ac.za).

## 7

### How to access the UP Student Portal

Go to [www.up.ac.za](http://www.up.ac.za) and click on My UP Login.

NOTE: A T number is a temporary number and NOT a student number. This T number is issued to the applicant at the beginning of the Online Application process. An applicant will receive a UP student number within 10 working days after his/her application has been submitted successfully.

Applicants will only be able to access the UP Student Portal once they have received a UP student number, eg u18123456.

Click on the "New user" link below the Login tab.

- Type in your Username (u followed by your student number) and your National ID or Passport number. Click the "Proceed" button.
- Set up your new password and confirm the password in the second block. Click the "Proceed" button.

- A message is displayed to inform the user that the password was set successfully. Click the "OK" button.
- A list of challenge questions appears and you may select to answer any 3 of these.
- Select any three-challenge questions and then click on the "Submit" button.
- Enter your answer on each challenge question. Click the "Save" button.
- A message will be displayed to inform you that your challenge questions have been set up. Click the "OK" button.
- You are now ready to access the UP Student Portal.
- Sign in again with your username and password.

## 8

### Faculty of Health Sciences Value-added Questionnaire Faculty of Veterinary Science Value-added Form

- These documents will be made available on the UP Student Portal, only for prospective students in the above-mentioned faculties who meet the minimum admission requirements. Visit your Student Portal regularly for notices in this regard.
- Be sure to complete and submit the relevant document before the due date. The faculty will communicate the due date to applicants on the UP Student Portal under "Communications".

Enquiries may be directed to [ssc@up.ac.za](mailto:ssc@up.ac.za).

## 9

### UP Student 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 Student Portal at [www.up.ac.za](http://www.up.ac.za) > My UP Login.
- The contract should be completed online, and then printed and signed.
- The completed and signed original contract must be handed in at the Student Service Centre or posted to the Student Service Centre, University of Pretoria, Private Bag X20, Hatfield, 0028. The University of Pretoria does not accept faxed, scanned or emailed contracts.
- Watch a video on "How to complete the UP Student Contract" at <https://youtu.be/OOaHDREGrG>

## 10

### Orientation for new first-year students

- The Orientation Programme will be available on [www.up.ac.za](http://www.up.ac.za)/orientation by the end of December 2019.
- The dates for online registration of first-year students will be communicated to students by the end of December 2019.

## 11

### Special package offer to academic achievers

The special package offer to new first-year students is based on the academic average percentage obtained in the final school-year end examination. (See page 2 for further information).

- The special package offer includes:
    - Guaranteed achievement awards to students who qualify.
    - Guaranteed admission to first- or second-choice non-selection programmes for prospective students with an academic average percentage of between 75% and 100%, if the application is received no later than 1 May of the year preceding commencement of studies.
  - Guaranteed placement in a UP residence to prospective students with an academic average percentage of between 85% and 100% if:
    - your application is received no later than 1 May of the year preceding commencement of studies; and
    - you have been conditionally admitted to a programme.
- More information is available at [www.up.ac.za/fees-and-funding](http://www.up.ac.za/fees-and-funding).