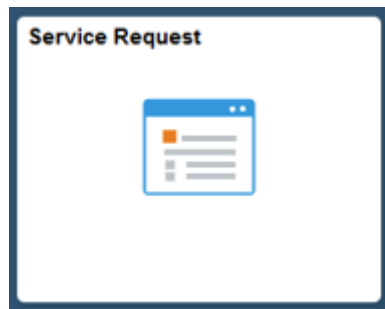


New Application process for extension of study period:

- ❖ The student must download the application form on the homepage of the University <https://www.up.ac.za>
 - ❖ Click on the **'Students'** link;
 - ❖ Click "Postgraduate" link;
 - ❖ Download list - select Forms / Request to change information;
 - ❖ Download/Print the form: Application for extension of study period – Mast & PHD
 - ❖ Complete and Sign the form;
 - ❖ Send the form to your Supervisor/HOD for approval;
 - ❖ Once approved, Save the document(s) as PDF document(s)
-
- **Go to your Student Services Portal,**
 - **Click on Service request**



Click on "Create New Request"

My Service Requests

Request Number	Request Type	Request Subtype	Request Date	Status	Status Date

[Create New Request](#)

Click on Enrollment related and click on Next

Academic Institution

Select a Request Category

Request Category
<input type="radio"/> Enrollment related
<input type="radio"/> Internal Funding
<input type="radio"/> External Funding

[Cancel](#) [Next >](#)

Select Study Extension and click on Next

Dionisius Swanepoel

Select a Request Type



Select a Request Type Personalize | Find | View All | [Print] | [Refresh] First 1-2 of 2 Last

Request Type	
<input type="radio"/>	Sick Exam Application
<input type="radio"/>	Extension of Study

Select relevant faculty and click on next

Dionisius Swanepoel

Select a Request Subtype



Select a Request Subtype

Request Subtype	
<input type="radio"/>	Faculty of Theology

#only 8 of the 9 faculties are displayed. Click on [View All](#) to display all faculties

Attach an application form as a PDF document and click submit

Dionisius Swanepoel

My Request Detail

Category Enrollment related Type Extension of Study
 Subtype Faculty of Theology Request Date 20/01/2022
 Status
 Comment

Normal Font Size **B** *I* U **S**

[List Icons]

Comment

File Attachments Personalize | Find | [Print] | [Refresh] First 1 of 1 Last

Attached File	Description	View
HWSETA.xlsx	HWSETA.xlsx	View <input type="button" value="-"/>

Please note that if your application was denied due to unsupported documentation, a new request must be submitted, do not add the attachments to the existing request.

