

How to complete your online contract

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

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

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

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

Locate and select the Student Centre hyperlink to access your personal information.

UP Study Applicant System Portlets

Mr. D de Bruin
EMPLID: 15216978
Username: u15216978

My view Study Applicant 17 Jan 11:36

Add / remove portlets Customise portlets Reset portal layout

UP Credit Card Payments
Pay per electronic transaction.
[Electronic credit card payment](#)

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

[Student Centre](#)
[Important Registration Information](#)
[Apply for Financial Aid 2015](#)
[Self-help guides](#)

RSS News Feed
Orientation week for new students: 19 - 23 January 2015
16/01/2015
The University of Pretoria's orientation programme for new students will take place from 19 - 23 January 2015.

Linking science, business and leadership
16/01/2015
The Albert Lutuli Centre for Responsible Leadership (ALCRL) hosted the 3rd International Conference on Responsible Leadership at the University of Pretoria during November 2014. The conference, attended by more than 80 international and local delegates, discussed the theme of 'Bringing science, business and leadership together'.

Ernst & Young collaborates with students on Project Platinum
15/01/2015
Project Platinum is an Accounting Sciences communication and public speaking project, sponsored by Ernst & Young, that focuses on improving the communication skills of accounting students through the first-year Communication Management Skills for Business and the Professors course. This is a compulsory...

GIBS partners with MTN in the Spirit of Youth and Career Expo 2015
13/01/2015
The University of Pretoria's Gordon Institute of Business Science (GIBS) has partnered with the MTN Group to roll out the institute's leadership development programme, known as the Spirit of Youth initiative.

General Announcements

6.



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

Welcome [redacted] to Campus Production (PSC)

Favorites | Main Menu > Self Service > UP Student Centre

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](#)
- [Internal Application](#)

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

details ▶

Comments

STEP 3 Complete your online contract:

A completed and signed contract between yourself and the University of Pretoria should be submitted to the university as soon as possible. The contract is available on the UP Student Portal. Please follow these important steps:

1. First click on the link on 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. Once the printed contract has been signed and initialled by all parties, the **original** must be submitted by hand to the Client Service Centre or sent by post to Client Service Centre, University of Pretoria, Private Bag X20, Hatfield, 0028.
14. No emailed and faxed contracts are accepted.



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.