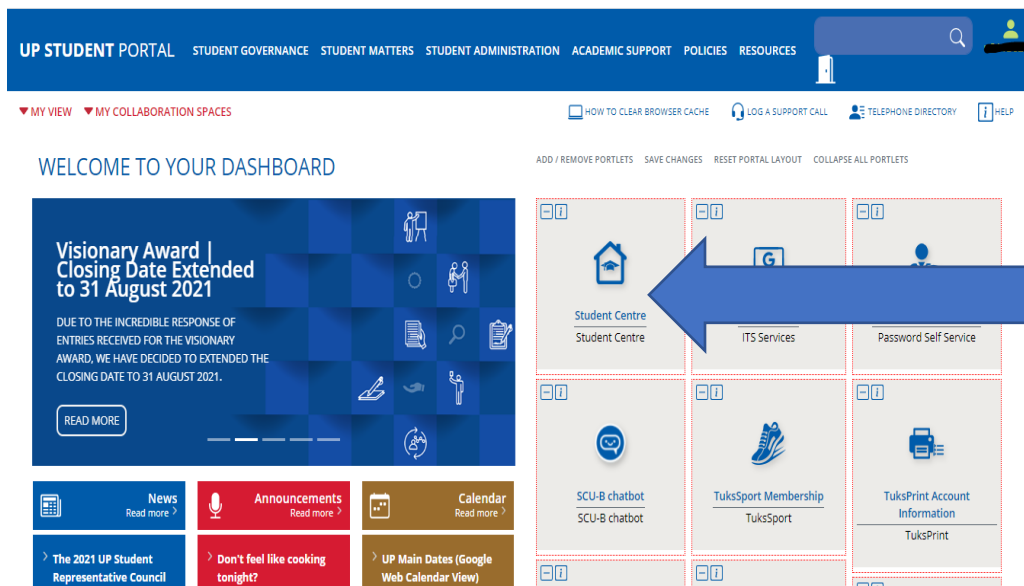


How to complete your online enrolment contract

Students must access the contract online on the UP Portal, Student Centre. Students are requested to complete the contract online, and then to print and sign the contract. To visit the Student Centre, please follow these steps:

1. Go to the UP website at www.up.ac.za
2. Click on the My UP Login at the top of the website
3. Click on New user (the link above the username and password fields)
4. Enter your username (student number with a “u” in front) and your 13-digit South African ID number or passport number you used when you applied and click on Proceed
5. The portal will then lead the user through the process of creating a new password for future use
6. Once done, enter your username and newly created password and click Submit
7. This should log you into the UP Portal where you can click on the tile “Student Centre”




The screenshot shows the UP Student Portal dashboard. At the top, there is a navigation bar with links for STUDENT GOVERNANCE, STUDENT MATTERS, STUDENT ADMINISTRATION, ACADEMIC SUPPORT, POLICIES, and RESOURCES. Below this, there is a search bar and a user profile icon. The main content area is titled "WELCOME TO YOUR DASHBOARD" and features a grid of portlets. A large blue arrow points to the "Student Centre" tile, which is located in the top row of the grid. Other tiles include "ITS Services", "Password Self Service", "SCU-B chatbot", "TuksSport Membership", and "TuksPrint Account Information".

You will be directed to the UP Student Self-Service landing page.

Click on the 'UP Student Centre' tile



Scroll down to the 'Online Contract' link



▼ **Academic Information**

- UP Readiness Survey Report
- View Current Enrollment/Results
- Print Current Term Enrollments/Results
- Print/View Academic Record
- Registration/Module Changes
- Graduation Information
- Previous academic history/results
- Postgraduate Information
- Credit List

▼ **Finances**

Account

- Student Finances

Financial Aid

- View Current Year Financial Aid Award
- View UP Financial Aid Application prior to 2020
- View historic Fee adjustment grant

▼ **Admission**

- Admission Status
- Online Contract**
- Internal Application
- Capture Academic Record

▼ **Residence**

- Campus Residence

You will be directed to the online contract page

Instructions

Please read these Instructions before completing the Contract

Personal Details

Emplid:	██████████	National ID:	██████████
Title:	██	National ID Type:	NID
Name Initials:	██	Contract Status:	New
First Name:	██████████	Contract Outstanding:	Y
Middle Name:		Admit Term:	2022
Last Name:	██████████		

[Refresh Biographical Information](#)

Applicant Domicilium Citandi et Executandi (physical street address, not postal address)

*Country:	<input type="text"/>	*Marital Status:	<input type="text" value="0"/> Unknown
*Address Line 1:	<input type="text"/>	Address Line 2:	<input type="text"/>
Address Line 3:	<input type="text"/>	Address Line 4:	<input type="text"/>
City/Suburb:	<input type="text"/>	Postal Code:	<input type="text"/>
	Select City/Postcode	State/Province:	<input type="text"/>

Parent/Guardian Details (Please provide physical address)

Last Name:	<input type="text"/>	First Name(s):	<input type="text"/>
National ID:	<input type="text"/>		<input type="checkbox"/> Married in community of Property
Country:	<input type="text"/>	Address Line 1:	<input type="text"/>
Address Line 1:	<input type="text"/>	Address Line 2:	<input type="text"/>
Address Line 3:	<input type="text"/>	Address Line 4:	<input type="text"/>
City/Suburb:	<input type="text"/>	Postal Code:	<input type="text"/>
	Select City / Postcode	State/Province:	<input type="text"/>
Parent Email:	<input type="text"/>		

Financially Independent

Student is Financially Independent Proof of income must be furnished if financially independent

Fee Guarantor Details (Please provide physical address)

Fee Guarantor same as parent

Last Name:	<input type="text"/>	First Name(s):	<input type="text"/>
National ID:	<input type="text"/>		<input type="checkbox"/> Married in community of Property
Country:	<input type="text"/>	Address Line 1:	<input type="text"/>
Address Line 1:	<input type="text"/>	Address Line 2:	<input type="text"/>
Address Line 3:	<input type="text"/>	Address Line 4:	<input type="text"/>
City/Suburb:	<input type="text"/>	Postal Code:	<input type="text"/>
	Select City/Postcode	State/Province:	<input type="text"/>
Email:	<input type="text"/>		

[Validate](#)

[Submit](#)

[Print/View PDF](#)

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.