UP ONLINE APPLICATION PROCESS FOR STUDIES IN 2025

Please read through all the steps below to determine which actions are relevant for your application to study at the University of Pretoria in 2025. Citizens from countries other than South Africa* should also take note of the steps below with specific reference to the important information above the tables in this brochure and in the brochure: *International undergraduate prospectus 2025: Applicants with a school leaving certificate not issued by Umalusi (South Africa)* available at: www.up.ac.za/programmes > Undergraduate > Admission information.

1 Choose a study programme

Admission requirements for undergraduate programmes offered at UP appears in the faculty tables in this brochure. The faculty brochures are available at: www.up.ac.za/programmes > Undergraduate > Faculty brochures

- It is important to indicate a first- as well as a second-choice programme on your Online Application. The Online Application Form 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.
- 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 brochures at www.up.ac.za/programmes > Undergraduate > Faculty brochures.
- Your application will be considered for all study programmes that you applied for and you will be notified via the UP Student Portal on your application status.
- For study advice, make an appointment with a Student Advisor via Ms Carol Bosch at carol.bosch@up.ac.za.

More information is available at www.up.ac.za/programmes > Undergraduate.

2 Tuition and residence fees

For more information on tuition and residence fees, go to www.up.ac.za/article/2749200/fees-and-funding.

- **Fee quotation:** Please go to www.up.ac.za/student-fees 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.

- **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:** We encourage you to make EFT or Credit card payments. Please allow at least 5 working days for the payment to reflect on your student account.
- **UP banking details:** Refer to www.up.ac.za/student-fees/article/2735940/up-bank-details

More information is available at https://www.up.ac.za/student-fees/article/2735925/summary-of-fees-and-levies.

3 Apply to study at UP in 2025

Apply ONLINE at www.up.ac.za/apply from 1 April in the year preceding studies.

- Applications open on 1 April. All study programmes at the University of Pretoria are number-limited. You are encouraged to submit your application as soon as possible after 1 April.
- Applications for programmes in the Faculty of Veterinary Science close on 31 May. Applications for programmes in all the other faculties close on 30 June.
- Before you start to complete the Online Application, please watch an online application demonstration at https://youtu.be/fZH3ACaZklM?si=qwkzDv4Ekdov3PIm
- 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.
- 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 6 for instructions on how to gain access to your UP Student Portal.

More information is available at www.up.ac.za/online-application.

4 Apply for residence placement

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

- The demand for accommodation by far exceeds the available spaces. Applications open on 1 April 2024. The earlier you apply the better your chances.

More information is available at www.up.ac.za/accommodation.

- A student who is admitted to a University of Pretoria residence for the first time, must pay a reservation levy within the prescribed period. This amount is communicated in the placement letter.

*Applicants who are not South African citizens.

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. No late applications will be accepted.
- UP sports bursaries: www.up.ac.za/sport

National Student Financial Aid Scheme (NSFAS)
- For applications and comprehensive information, visit 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.

Other bursary options
- Bursaries according to field of study: www.gostudy.mobi
- The Bursary Register: Contact rlevin@mweb.co.za or +27 (0)11 672 6559

6 — How to access the UP Student Portal

Go to 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 the 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 u23123456.

Please watch a video demonstration on: 'How to access the UP Student Portal' at https://youtu.be/Yd4pWr8IvNk.

Go to www1.up.ac.za and click on the "New user" link.
- 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. Select any three of these challenge questions and then click on the "Submit" button. Enter your answer on the three challenge questions you chose and click on 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.

7 — 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 > My UP Login.
- The contract should be completed online, and then printed and signed.
- Hand your original, signed UP Student Contract in at the Student Service Centre, Hatfield Campus.
  - You can also post your contract to the Student Service Centre, University of Pretoria, Private Bag X20, Hatfield, 0028.
  - Or you can courier your contract to University of Pretoria (Contracts), University Road entrance, Hatfield, Pretoria, 0083.
- The University of Pretoria does not accept faxed, scanned or emailed contracts.
- Before you start to complete the UP Student Contract, please watch a video demonstration on 'How to complete the UP Student Contract' at https://youtu.be/27zRF5Kji_Y?si=N4rPBmU-zEozV6fA

8 — Orientation and Registration for new first-year students

- The Orientation Programme will be available on www.up.ac.za/orientation by the end of December 2024.
- Online Registration information will be available on www.up.ac.za/online-registration by the end of December 2024.

9 — Fly@UP Assist First-Year Awards

- First-year students who register for studies at UP directly after their final school-year (NSC Grade 12 or equivalent qualification), who meet the award criteria, will be considered.
- Students do not apply for these awards.
- Terms and Conditions apply.
- Refer to page 2 for more information on FLY@UP Assist First-Year Awards and other achievement awards.

More information is available at www.up.ac.za/student-funding > Fly@UP Assist First-Year Awards.