

# Online application process for studies in 2023

Please read through all the steps below to determine which actions are relevant for your application to study at the University of Pretoria in 2023. 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 the brochure: Undergraduate programme information for National Senior Certificate (NSC) and Independent Examination Board (IEB) available at [www.up.ac.za/programmes](http://www.up.ac.za/programmes) > Undergraduate > Admission information.

# 1

## Choose a programme

Read about all undergraduate programmes offered at UP in the brochure:

Undergraduate programme information for National Senior Certificate (NSC) and Independent Examination Board (IEB) available at [www.up.ac.za/programmes](http://www.up.ac.za/programmes) > Undergraduate > Admission information.

- 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](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.
- More information is available at [www.up.ac.za/programmes](http://www.up.ac.za/programmes) > Undergraduate > Admission information.
- 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 in the abovementioned brochure available at [www.up.ac.za/programmes](http://www.up.ac.za/programmes) > Undergraduate > Admission information.
- For study advice, make an appointment with a Student Advisor via Ms Carol Bosch at [carol.bosch@up.ac.za](mailto:carol.bosch@up.ac.za).

# 2

## Tuition and residence fees

For more information on tuition and residence fees, go to [www.up.ac.za/article/2749200/fees-and-funding](http://www.up.ac.za/article/2749200/fees-and-funding).

- Fee quotation:** Please go to [www.up.ac.za/student-fees](http://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](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:** 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](http://www.up.ac.za/student-fees/article/2735940/up-bank-details).

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

# 3

## Apply to study at UP in 2023

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

- The closing date for all selection programmes is **30 June 2022**. The University of Pretoria has decided not to set a specific closing date for applications to non-selection programmes for 2023. Applications will close when the available study spaces are filled (**close on availability of space**). Once the available number of study places for a specific programme are filled, no further applications for that particular programme will be considered. All applicants are therefore strongly advised and encouraged to submit their applications as soon as possible after 1 April 2022 and to check the application site (UP Student Portal) regularly.
- Before you start to complete the Online Application, please watch an online application demonstration at [www.up.ac.za/juniortukkie](http://www.up.ac.za/juniortukkie) > Study at UP.
- 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 or go to [www.up.ac.za/online-application](http://www.up.ac.za/online-application) > Closing dates.
- 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 UP 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. Applications open on 1 April 2022. The earlier you apply the better your chances.
- Preference is given to students with an academic average of 70% and above.
- Academic achievers will receive guaranteed residence placement if they meet the following criteria:
  - applied before 1 May in the year preceding studies;
  - obtained a minimum average of 85% in the examination with which the student applies to study at UP; and
  - received conditional admission to a study programme.

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

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## 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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### National Benchmark Test (NBT)

The National Benchmark Test (NBT) is not required for any undergraduate programme in 2023.

## 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 u23123456.

Please watch a video demonstration on: 'How to access the UP Student Portal' at <https://youtu.be/Yd4pWr8lvNk>.

Go to [www1.up.ac.za](http://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.

## 8

### Veterinary Science Value-added Form (VSVAF) and Veterinary Nurse Value-added Form (VNVAF)

- These documents will be made available on the UP Student Portal, only for prospective students in the Faculty of Veterinary Science, who meet the minimum admission requirements. Visit the UP Student Portal regularly for notices in this regard.
- For detailed information about the VSVAF and VNVAF, please refer to the Faculty of Veterinary Science undergraduate brochure at [www.up.ac.za/programmes](http://www.up.ac.za/programmes) > Undergraduate > Faculty brochures.
- 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.
- Due to COVID-19 restrictions, clients are not allowed onto campus yet.
  - We however have a contract drop-off box at Security at the following entrances to the Hatfield Campus: Prospect Street, Roper Street, University Road, where your completed and signed original contract can be dropped off.
  - 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 [www.up.ac.za/juniortukkie](http://www.up.ac.za/juniortukkie) > Study at UP.

## 10

### Orientation and Registration for new first-year students

- The Orientation Programme will be available on [www.up.ac.za/orientation](http://www.up.ac.za/orientation) by the end of December 2022.
- Online Registration information will be available on [www.up.ac.za/online-registration](http://www.up.ac.za/online-registration) by the end of December 2022.

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### 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.

The special package offer includes:

- Guaranteed achievement awards (FLY@UP Assist First-year 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 85% 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/student-funding](http://www.up.ac.za/student-funding) > Fly@UP Assist 1st Year Awards.