



UNIVERSITEIT VAN PRETORIA  
UNIVERSITY OF PRETORIA  
YUNIBESITHI YA PRETORIA

## Faculty of Economic and Management Sciences

Fakulteit Ekonomiese en Bestuurswetenskappe  
Lefapha la Disaense tša Ekonomi le Taolo

### FAQs PERTAINING TO THE UP ENROLMENT CONTRACT

**1. Who should complete the UP contract?**

The University of Pretoria enrolment contract is only available to students if they have been admitted or conditionally admitted. All students when they enroll for a degree for the first time (that is new first-year students) should complete the contract and submit it before registration will be possible. This means that all prospective first-years students should complete a contract, first time Honours or PGDip students should also complete it, as well as new Master's and PhD students.

**2. When should I submit the contract?**

You should submit the contract as soon as possible (preferably before the end of the year), since it creates massive bottle-necks and delays in January and February when the academic year commences. These problems are caused by everybody wanting to submit their contracts at the same time and increases the turnaround time and this in turn delays your registration.

**3. What happens if I am a prospective first-year student at UP and although I was conditionally /provisionally accepted/admitted, I no longer meet the NSC/IEB set admission requirement for my chosen degree by the end of the year immediately preceding my first year of studies at UP?**

The contract is prepared in such a way that it will lapse if you do not comply, and you will not be bound by it. Thus, the contract only becomes legally binding when a student registers at UP.

**4. Where should I submit the contract?**

Note that the university insists on a physical signed original contract due to legal requirements. Although you are able to courier or mail the contract as per the instructions contained in the body of the contract, it is probably safer and simpler to place it in the dedicated boxes at the Lynnwood Road (c/o Roper), University Road Gates of UP (running parallel to Loftus Park and the Gautrain railway line) or the Prospect Street entrance (c/o Prospect and Festival Streets). It is important to note that dedicated boxes are only available at these gates.

Students from the Pretoria region are encouraged strongly to drop their contract into these dedicated boxes as it is the most efficient way to ensure that the contract uses the university in time and will save you must frustration at a later stage.

**5. How do I know how to complete the contract?**

Guidance on exactly how the contract should be completed, appears in the first two sections of the contract. Read this very carefully after printing the contract and before completing it. Please follow the link for guidelines on where to access and how to complete your contract: [click here](#).

**6. Who should sign the contract and where?**

The contract should be signed at the bottom of every page where space is provided by the following parties to the contract:

- The parent or guardian of the prospective student,
- The prospective student,

- If the student is married in community of property, both the student and the student's spouse must sign the contract.
- If you are below the age of 25, another person must sign as surety. This person could be a parent, guardian or somebody else, but it must be someone other than your bursar if you have been awarded a bursary. In most instances the parent/guardian and person providing the surety, will be the same person.

### **7. What happens when you get to point 11, *Signatories*?**

The student should complete section 11.1 carefully (some of it is prepopulated) and the same witness who signed at the bottom of the other pages must also sign fully (provide a full signature) under this section.

- Section 1.2 will only be completed if the student is married in community of property and the spouse is then expected to complete this and sign here. The latter will be the exception rather than the rule.
- Section 11.3 should be completed by the parent of the prospective student if the student is under the age of 18.
- Section 11.4 should be completed by the person that provides the surety and mostly this will be your parent or guardian but not you bursar if you have been awarded a bursary.
- Section 11.5 should be completed by your surety's spouse only if your surety is married in community of property.

Follow this link for guidelines on how to sign your contract: [click here](#).

### **8. I have completed the contract, but how can I make sure that is indeed completely and correctly filled out?**

If you want to ensure that you have completed the contract correctly and signed at the correct places before sending us or dropping off the original document, you can upload it to your UP Student Centre. Instructions on how to upload your contract are available at [click here](#).

We recommend that you submit the contract without any delay once you have ensured via this service that all is in order. This will ensure that your registration in early 2022 runs smoothly.