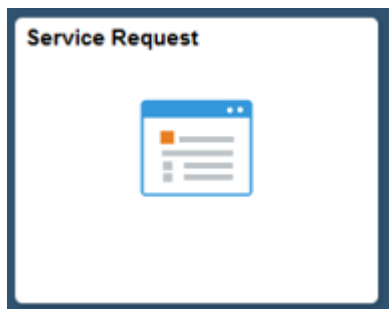


New Application process for sick exams:

- ❖ The student must download the application form on the homepage of the University <https://www.up.ac.za>
 - ❖ Click on the '**Students**' link;
 - ❖ Click "Undergraduate" link;
 - ❖ Download list - select Forms / Request to change information;
 - ❖ Download/Print the form 'Application for Admission to Extraordinary/Aegrotat Examinations';
 - ❖ Complete, sign and scan as a PDF document
 - ❖ Scan the medical certificate as a PDF document.
- Go to your Student Services Portal, Click on Service request
- The following is displayed



Click on "Create New Request"

My Service Requests

My Service Requests						Personalize Find View All [Print] [Export]	First	1 of 1	Last
Request Number	Request Type	Request Subtype	Request Date	Status	Status Date				
Create New Request									

Click on Enrollment related and click on Next

Academic Institution: University of Pretoria

Select a Request Category

Select a Request Category		Personalize Find View All [Print] [Export]	First	1-3 of 3	Last
Request Category					
<input type="radio"/> Enrollment related					
<input type="radio"/> Internal Funding					
<input type="radio"/> External Funding					

Cancel Next >

Select Sick Exam Application and click on Next

Select a Request Type

Select a Request Type		Personalize Find View All [Print] [Export]	First	1 of 1	Last
Request Type					
<input checked="" type="radio"/> Sick Exam Application					

Cancel < Previous Next >

Select relevant faculty and click on next

Select a Request Subtype



Select a Request Subtype Personalize | Find | View All | 6/21 | First 1-8 of 9 Last

Request Subtype
<input type="radio"/> Faculty of Engineering, Built and Information Tech
<input type="radio"/> Faculty of Education
<input type="radio"/> Faculty of Economic and Management Sciences
<input type="radio"/> Faculty of Humanities
<input type="radio"/> Faculty of Veterinary Science
<input type="radio"/> Faculty of Health Sciences
<input type="radio"/> Faculty of Natural and Agricultural Sciences
<input type="radio"/> Faculty of Theology and Religion

Cancel < Previous Next >

#Only 8 of the 9 faculties are displayed. Click on [View All](#) to display all faculties

Enter information pertaining to your illness and for which modules you are applying for.
Attach medical certificate as and application form as a PDF document and click submit

My Request Detail

Category Enrollment related Type Sick Exam Application
Subtype Faculty Law Request Date 2021/11/24

Status

Comment

Tested positively for Covid

Applying for SPR 411 and SIP 410

File Attachments Personalize | Find | 6/21 | First 1-2 of 2 Last

Attached File	Description	View
Application_for_Sick_Exam.pdf	Application_for_Sick_Exam.pdf	View <input type="button" value="-"/>
Medical_Certificate.pdf	Medical_Certificate.pdf	View <input type="button" value="-"/>

Submit Cancel

Please note that if your application was denied due to unsupported documentation, a new request must be submitted, do not add the attachments to the existing request.

NB:

- Submit the original documents (the form plus the medical certificate) on the day the sick test is written at the relevant Faculty Administration
- Should any fraudulent medical certificates then be found, the marks will be removed and the module will be failed.