

POSTGRADUATE REGISTRATION PROCESS FOR 2025

Now that you've been admitted for 2025...



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

Make today matter

#ChooseUP

What comes next?

1 Log into your UP Student Portal to **ACCEPT OR REJECT** your admission offer.

[New user login instructions.](#)

3 **COMPLETE YOUR STUDENT CONTRACT** on the UP Student Portal if you haven't already.

Click on the **Admissions** tile, print the contract, sign it, and mail or courier it to **Private Bag X20, Hatfield, 0028**.

You can also deliver it to the Student Service Centre, Hatfield Campus (c/o Lynnwood and Roper Roads). **You will not be able to register if you haven't submitted your contract.**

[More information on contracts.](#)

STUDENTS AGED 25 YEARS OR OLDER can sign digitally using **Adobe Acrobat Sign**. This provides a convenient way to sign and submit your contract digitally. The service costs R250. Should you choose to use it, **please send your request (with your student number) to** pdfenrolmentcontract@up.ac.za.

If you have **completed your contract and it has been verified**, you will not have a contract hold when you click on the Tasks tile, and can continue to registration.

7 For help with module choices, credits and prerequisites, contact your **FACULTY ADMINISTRATION STAFF**.

9 Should you need further assistance with registration, phone the help desk at **012 420 5347** or send an email to registration@up.ac.za

2 PAY YOUR INITIAL FEE of **R12 500**. If you've been placed in a **UP residence**, pay an additional **R5 700** as soon as possible.

[UP bank details and payment instructions.](#)

[International student fees.](#)

4 Now you can **REGISTER!**

- **Master's and doctoral students** can register online from **19 December 2024** (if you don't have any holds when you click on the Tasks tile on your Student Portal).
- **Honours and other postgraduate students** can register online from **3 January 2025**.

5 Please collect your **STUDENT CARD** (if applicable) at the Student Service Centre on your campus.

6 All students registered for a second or postgraduate qualification qualify for **POSTGRADUATE PARKING**. Students may only park on campus if you have a parking disc.

- Honours and master's students may park on campus after 14:00.
- Doctoral students qualify for 24-hour parking.
- Apply online via the UP Portal (Student Centre), then collect your parking disc from the Parking Division in the Student Service Centre.

8 **Download the UP App** to **STAY INFORMED** about UP news.