



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

Faculty of Education

Fakulteit Opvoedkunde
Lefapha la Thuto

December 2018

Dear PGCE student of 2019

A very warm and friendly welcome to the Faculty of Education!

All the information is also available on the Faculty's web page:
[www.up.ac.za/faculty-of-education/study/ registration 2019/PGCE students](http://www.up.ac.za/faculty-of-education/study/registration%202019/PGCE%20students)

REGISTRATION PROCESS

- **Registration:** Online registration opens on 3 January 2019. All PGCE students must register **before 28 January 2019**.
- **Contracts:** All students have to upload signed contracts on the Student Portal. The original signed document must be posted or submitted to: Student Service Centre, Faculty of Education, c/o George Storrer and Leyds Streets, Groenkloof Campus, University of Pretoria, Pretoria, before registration can take place.
- **Fees payable prior to registration:**
Registration fees: R7 500
International levy: R2 700
- **Registration fee:** You will not be able to register online unless your registration fee of R7 500 has been paid. Please note that the full registration fee needs to be paid and that no arrangements can be made to pay the registration fee in instalments. If you qualify for any bursary that will exempt you from the registration fee, please visit the university web page: www.up.ac.za/fees-and-funding.
- **Bursary holders:**
Bursary holders must submit proof of the bursary award to the Student Service Centre on Groenkloof Campus or via email to ssc@up.ac.za in order to clear the financial block on the student's record. Please note that a student remains responsible for the student account if the bursary sponsor does not pay the account.
- **UP's bank accounts detail:**

ABSA	Standard Bank
Branch: Hatfield	Branch: Hatfield
Branch code: 632005	Branch code: 011545
Account number:	Account number:



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214 000 0054	012 602 604
Swift code: ABSAZAJJ	Swift code: SBZAZAJJ
Ref: Student number	Ref: Student number

- **Payments at cashiers:**
Payments can be made at the cashiers at the Student Services Centre on the Groenkloof Campus, or directly into one of the University bank accounts.
- **Proof of registration:**
You are only regarded as a registered student once your proof of registration appears on the portal. The payment of a deposit, an initial payment or tuition fee does not constitute registration.
- **International students:**
International students must submit copies of their passports, study visas and medical aid together with the international form to the Student Service Centre on the Hatfield Campus before they will be allowed to register.
- **Student card:**
After registration, a student must obtain/renew his/her student card at the Hillcrest Campus at LC de Villiers, or Student Service Centre on Groenkloof Campus. Proof of registration is required.

HOW TO REGISTER ONLINE

- **GO** to the University of Pretoria's web page: <http://www.up.ac.za/online-registration>.
- Please note that the online registration link in the UP Student Centre will be available **from 3 January 2019**.
- **Online registration guidelines:**
Step 1: Login to the University portal, click on the UP Student Centre link and check whether you have any holds on your record. The holds refer to your contract, ID document, or academic record outstanding, that need to be submitted before you can be allowed to register.
- **Step 2:** Watch the video to get specific instructions on how to use the online registration program.
- **Step 3:** Print your proof of registration.



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- **Step 4:** Collect your student card at the Hillcrest Campus at LC de Villiers, or Student Support Service Centre on Groenkloof Campus before 28 January 2019.

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You can also contact our Faculty's Call Centre: Tel: 012 420 4670.

Mrs MH Joubert
Assistant Director
Student Administration