



## How to complete the UP Student Contract

Being accepted into the University of Pretoria is an exciting step in your journey to becoming a UP student and a highly esteemed graduate.

After being admitted or conditionally admitted, your enrolment contract is made available to you online on the UP Student Portal. To ensure that your contract is completed correctly and handed in on time, we have made it easy by providing some guidelines to help with the process:

1. Complete the contract information online on the UP Student Portal at [www.up.ac.za/portalstudent](http://www.up.ac.za/portalstudent). Be sure that your physical or residential addresses are completed on the contract, as postal addresses are not acceptable.
2. The next important aspect is printing your contract. If you are unable to print it, please check your internet browser settings, making sure that the pop-up blocker is disabled or turned off.
3. Once you have printed your contract, all the necessary parties need to have signed and initialled the contract where required, using a black pen. It is important to note that you cannot email or upload your contract. Digital as well as scanned signatures will also not be accepted.
4. The original hard copy contract then needs to be delivered directly to UP as soon as possible. You can post, courier or personally drop off the contract. Our postal address is:
  - **University of Pretoria, Private Bag X20, Hatfield, 0028**  
or you can drop the contract at our physical address:
  - **University of Pretoria, Hatfield Campus, University Road , Hatfield**  
We have made a contract drop-off box available at the security booth at the University Road entrance of our Hatfield Campus.



It is important to be aware that completing and submitting a contract before registration does not guarantee you a study space at UP. So be certain that you read your admission letter carefully and meet all the requirements.

For more information on where to access your contract and complete it effectively, you can watch the full contract workshop at: [www.youtube.com/watch?v=glCozTFjyh](https://www.youtube.com/watch?v=glCozTFjyh)

Congratulations on making it this far with your application. We look forward to welcoming you into UP's academic community!

Enquiries may be forwarded to [ssc@up.ac.za](mailto:ssc@up.ac.za)

Published on: 28 July 2021

**UNIVERSITY OF PRETORIA Disclaimer:** Information submitted via the JuniorTukkie APP contains information about regulations, policies, tuition fees, curricula and programmes of the University of Pretoria applicable at the time of publication. Amendments to or updating of the information on this application may be effected from time to time without prior notification. The accuracy, correctness or validity of the information contained on this application is therefore not guaranteed by the University at any given time and is always subject to verification. The user is kindly requested, at all times, to verify the correctness of the published information with the University. Failure to do so will not give rise to any claim or action of any nature against the University by any party whatsoever.



UNIVERSITEIT VAN PRETORIA  
UNIVERSITY OF PRETORIA  
YUNIBESITHI YA PRETORIA

**JT**  
JuniorTukkie

Source: [www.up.ac.za/portalstudent](http://www.up.ac.za/portalstudent)



**UNIVERSITY OF PRETORIA Disclaimer:** Information submitted via the JuniorTukkie APP contains information about regulations, policies, tuition fees, curricula and programmes of the University of Pretoria applicable at the time of publication. Amendments to or updating of the information on this application may be effected from time to time without prior notification. The accuracy, correctness or validity of the information contained on this application is therefore not guaranteed by the University at any given time and is always subject to verification. The user is kindly requested, at all times, to verify the correctness of the published information with the University. Failure to do so will not give rise to any claim or action of any nature against the University by any party whatsoever.

ISBN 978-1-86854-802-6