



POSTGRADUATE REGISTRATION 2019

FACULTY OF HEALTH SCIENCES

ONLINE REGISTRATION

- **Online registration: 3 January until 28 February 2019.**
- If you experience any problems which could prevent you from registering e.g. outstanding fees, library material outstanding or academic exclusion, please contact a Student Consultant in the Tswelopele Building, Prinshof Campus at Student Administration. Once all blocks have been lifted and you have paid your registration fee of R7500, you should be able to register online for 2019.
- To register online, log on to "UP Login" with your userID (u and studentnumber) and password, then click on Student Centre on the next screen. Scroll down to "Registration"
- If you do not have access to Internet facilities, you may report to the postgraduate section of Student Administration in the Tswelopele Building on the first floor during office hours.
- Proof of registration can be printed from the available computers on the ground floor of Student Administration at the Tswelopele building.
- MCur/MNurs students will be assisted with their online registration on 24 and 25 January 2019 in the Green Computer Lab, Prinshof Campus.

GENERAL INFORMATION

- If your studies were interrupted for longer than a calendar year, you must apply for re-admission before you can register.
- Please take note that the payment of the initial amount or tuition fee does not constitute registration on the system.
- If you have exceeded the maximum period of study for the qualification, you must obtain approval from the Dean to continue with your studies. The form for this re-registration is available on your Student Centre.
- **Please ensure that your registration is completed between January and end of February 2019.**

INTERNATIONAL STUDENTS

- Refer to the International Student Division at the Graduate Centre on Hatfield (Contact: +27 12 420 5108 or email isd@up.ac.za) or our Student Administration on the ground floor, at Mr Eugene Rosenstrauch's office.
- **Please email your appropriate documents to the ISD (i.e. your visa, proof of medical aid, copy of passport, with your student number) BEFORE registration and allow enough time for them to lift your international block.**

EXEMPTION for MMED registrars

If you wrote a CMSA examination in the past year, please complete the attached exemption form, have your HOD sign it, and email it to us together with the proof of the college.

PAYMENTS

Please quote your eight-digit student number whenever a payment is made.

- **Initial payment:**
The following is payable **before** online registration:

In respect of tuition fees:	
Postgraduate reregistration	R7 500.00
International students	
International administration levy (to be confirmed for 2019)	R3 130.00

Important: There may be a clearance period of up to 5 days before you can register.

- **Bursary Holders:**
A bursary holder must submit proof of a bursary award to the Finance consultants in the Student Administration offices in the Tswelopele Building.
- **Bank and/or Internet payments:**
Details of the University's bank accounts:
ABSA: Hatfield account number 214 000 0054, branch number 632005, Swift code ABSAZAJJCCPT
or
STANDARD BANK: Hatfield account number 01 260 260 4, branch number 01 1545 15 Swift code SBZAZAJJ

- **Credit card payments:**
Payments can be made online at <http://www.up.ac.za/credit-card-payments>
Should any problems be experienced with payment by credit card please phone 012 420 3111.

- **Payments at the cashiers at the Prinshof Campus:**
Important: There is a minimum of 3 hours clearance period before a cash or credit card payment becomes effective and you may register.

STUDENT CARDS

- Student cards can be issued at the Student Administration offices in the Tswelopele building directly after registration during office hours. If you are a returning student who have been issued a new card in 2017 already, you keep that card.

CONTACT DETAILS

- **Postgraduate Office**
 - Annette Welman 012 356 3062, Annette.welman@up.ac.za
 - Elsa Eksteen 012 356 3044, elsa.eksteen@up.ac.za
 - Hellen Ramatswi 012 356 3060, hellen.ramatswi@up.ac.za
- **Finances**
 - Eugene Rosenstrauch 012 356 3035, Eugene.rosenstrauch@up.ac.za

**UNIVERSITY OF PRETORIA
FACULTY OF HEALTH SCIENCES
APPLICATION FOR CREDIT OF MODULES (TRANSFER CREDITS)**

NB: THE ORIGINAL PROOF IN RESPECT OF MODULES PASSED ELSEWHERE MUST ACCOMPANY THIS APPLICATION.
THIS FORM MUST BE SUBMITTED TO- THE STUDENT ADMINISTRATION OFFICE OF THE FACULTY CONCERNED

Last name, Initials, title		Student number		Acad. Program		Term	20....	Acad. year
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Code of course	Corresponding course passed	Year in which course was passed & %		Tertiary institution where course was passed	Approved		Recommendation/Signature : Head of Dept. or Programme Manager
		Year	%		Yes	No	

Do you have full Matriculation exemption? YES | NO

Year obtained:

Did you complete the degree for which the above course(s) were needed? YES | NO

.....
STUDENT

.....
DATE

VIR KANTOORGEBRUIK 1 FOR OFFICE USE:

On behalf of DEAN :

DATE :

Captured on system :

DATE :