

**POSTGRADUATE REGISTRATION 2020**

## FACULTY OF HEALTH SCIENCES

**ONLINE REGISTRATION**

* ***Online registration: 3 January until 28 February 2020.***
* 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 initial fee of R7 500, you should be able to register online for 2020.
* To register online, log on to “UP Login” with your userID (u and student number) 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 23 and 24 January 2020 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 attached to this document.
* **Please ensure that your registration is completed between January and end of February 2020.**

**INTERNATIONAL STUDENTS**

* + Please email your appropriate documents (copy of passport, visa/permit and proof of medical aid) to the International Student Division (ISD) at [isd@up.ac.za](mailto:isd@up.ac.za)) BEFORE registration and allow enough time for them to lift your international block.
* ISD can also be contacted via telephone at +27 12 420 5108.

**MMED REGISTRARS**

* **If you would like us to assist you registering for 2020**, please request your departmental secretary to contact us, or send us an email with your student number. (after the initial fees and outstanding accounts have been paid)
* If you wrote a CMSA examination in the past year, please email the College pass letter to us.
* Also complete the attached form, have your dept. confirm the details and email it to us.

**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 initial fee | | | R7 500.00 |
| **International students** |  | | |
| International administration levy | | | R3 470.00 |

**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 ABSAZAJJCPT **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.
  + Students must keep their 2019 student cards as new student cards for 2020 will not be issued on registration. The current cards will be reactivated automatically on a daily basis as students renew their registration.
  + Please note that the cost for a lost/replacement card is R80.00.

**CONTACT DETAILS**

* **Postgraduate Office**
  + **Annette Welman 012 356 3062,** [**annette.welman@up.ac.za**](mailto:annette.welman@up.ac.za)
  + **Karin Fortune 012 356 3044,** [**karin.fortune@up.ac.za**](mailto:karin.fortune@up.ac.za)
  + **Hellen Ramatswi 012 356 3060,** [**hellen.ramatswi@up.ac.za**](mailto:hellen.ramatswi@up.ac.za)
* **Finances**
  + **Marinda Scholtz 012 356 3101,** [**marinda.scholtz@up.ac.za**](mailto:marinda.scholtz@up.ac.za)
  + **Bertha Makhado 012 356 3043,** [**molly.makhado@up.ac.za**](mailto:molly.makhado@up.ac.za)
  + **Juan Grobler 012 356 3061,** [**juan.grobler@up.ac.za**](mailto:juan.grobler@up.ac.za)
  + **Eugene Rosenstrauch 012 356 3035,** [**eugene.rosenstrauch@up.ac.za**](mailto:eugene.rosenstrauch@up.ac.za)