



ONLINE REGISTRATION 2021

In line with COVID-19 regulations, UP student registrations for the 2021 academic year are fully online. Online registration opens on 4 January 2021 for current and postgraduate students.

GENERAL INFORMATION

2021 Online Registration will be available for senior students as from 1 January 2021 on the UP Student Portal, Student Center.

Login on your [UP Student Centre](#) via MyTuks Login on the UP web.

Please note that should you not comply with the following requirements you will not be allowed to register online:

- Your **account** for the previous year must be fully paid up, and all outstanding **library material** must be returned. Students are welcome to visit a Student Account consultant at the Student Administration Centre in the Tswelopele Building (Ground Floor) for possible financial arrangements.
- If your **studies** have been **discontinued** due to unsatisfactory academic progress, the procedure will be communicated to you in a separate letter from the faculty's Student Administration. Application for readmission must be submitted by the appropriate date mentioned in the letter (no late applications will be considered) and you will not be able to register until you are readmitted.
- Students who have not submitted a valid contract will not be allowed to register online. If your contract is still outstanding, please complete your contract online on the UP Portal, Student Centre at www.up.ac.za/portalsstudent. Print out the completed contract, have it signed by all relevant parties and submit the original to the University at the Prinshof Campus from 4 January – 6 February 2021.
- International students should please contact the International Office via e-mail (isd@up.ac.za) in order to be unblocked prior to registering online.
- **Initial payment:**
The total of the fees mentioned below is payable (should it be applicable to you) **before** you may register:

Accommodation in a residence:	R5 700
In respect of tuition fees:	
All undergraduate students	R5 000

International students:
Additional international administration levy R3 630

PAYMENTS

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

- **Bursary holders:**
A bursary holder must submit proof of his/her bursary award to the consultants at Counter 1, 2 or 3 at the Tswelopele Building (Ground Floor).
- **Bank and/or Internet payments:**

Payments can be made into the University's bank account at:

ABSA: Hatfield Account number: 214 000 0054,
Branch number: 632005, Swift code: ABSAZAJCPT
or

STANDARD BANK: Hatfield Account number: 01 260 260 4,
Branch number: 01 1545 15, Swift code: SBZAZAJJ

Important:

There is a **minimum clearance period of three days for any bank or Internet payment before the payment becomes effective** and you will be allowed to register.

➤ **Credit card payments:**

Payments can be made online at:

<http://www.up.ac.za/credit-card-payments>

Should any problems be experienced with credit card payments, please phone 012 420 3111.

➤ **Payments at the cashiers:**

The initial payment can be paid at the cashier at the Student Administration Centre, Counter 7, Tswelopele Building, or if preferred, directly into one of the University bank accounts.

Important:

There is a **minimum clearance period of three hours before a cash payment becomes effective** and you will be allowed register.

STUDENT CARDS

- Students must keep their 2020 student cards as new student cards for 2021 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.

GENERAL

- A female student who married in 2020 and who chooses to be registered under her married name must submit a copy of her marriage certificate when registering.

REGISTRATION

- Students must register online from 1 January – 6 February 2021.

Online Registration Guidelines

<https://www.up.ac.za/online-registration/article/2399334/online-registration-guidelines>

Registration enquiries

The dedicated UP Registration Call Centre through telephone (+27 (0) 12 420 5347) and email assistance (registration@up.ac.za) will be available from 5 January 2021 until 12 March 2021.