



ONLINE REGISTRATION 2017

GENERAL INFORMATION

2017 Online Registration will be available for senior students as from early January 2017 on the UP student portal (ClickUP).

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.
- NSFAS applications closed on 30 November 2016. The National Student Financial Aid Scheme has, however, announced that it will reopen the application process from 9-20 January 2017 in order to allow more students to apply for higher education funding in 2017. The results of such applications will be made known from 1 February 2017.
- 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 before 6 January 2017 (no late applications will be considered) and you will not be able to register until you are readmitted.
- Senior students should have submitted a Grade 12 certificate in the first year of study. If you have not done so you will have to submit a copy (also ensure that you bring the original certificate for verification) to Student Administration before you will be able to register.
- Students who have not submitted their ID document will not be allowed to register online until they have done so.
- 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/portalstudent. Print out the completed contract, have it signed by all relevant parties and submit the original to the University.
- International students should consult the International Office at the **Graduate Centre** before registration. Contact: +27 12 420 3111
- **Initial payment:**

The total of the fees mentioned below is payable (should it be applicable to you) **before** you may **register**:

With regard to accommodation in a **residence**: R5 700

In respect of **tuition fees**:
All students R5 000

International students:
Additional international administration levy R2 900

All international students please note that according to the National Department of Home Affairs, new study permit regulations are in place from 1 January 2017.

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 or 2 at the Student Administration Centre in the Tswelopele Building (Ground Floor).

Important: There is a **minimum clearance period of 3 days before you can register.**

➤ **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: ABSAZAJJCT
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.

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.

➤ **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 2016 student cards as new student cards for 2017 will not be issued on registration. The current cards will be reactivated automatically on a daily basis as students renew their registration.

GENERAL

- A female student who married in 2016 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 (opens 3 January 2017).
- There will be assisted registration (for students who are unable to register online) at the Green IT Lab (next to the BMS Building) on the following days:
 - ▶ Tuesday, 3 January 2017: 07:30-16:00
 - ▶ Friday, 6 January 2017: 07:30-16:00
 - ▶ Monday, 9 January 2017: 07:30-16:00
- Students who are unable to register online or on the abovementioned dates and need assistance must report to the Student Administration Centre (Tswelopele Building, Ground Floor).