STEP-BY-STEP INSTRUCTION GUIDE FOR ONLINE APPLICATION TO STUDY AT UP

Browser details: IE version 7 or higher

Enter the “Security Code” shown on your page and click on “create application id”

Enter Applicant details (undergraduate if first-time student, postgraduate when degrees already obtained) and click on “ok” when all mandatory fields have been completed
Confirm that Applicant details are correct, and **most importantly that your email address is correct!** Click on "continue" after verification.

Check your mailbox Inbox, where you should have received an automated email from PSCSMPRA@up.ac.za with your “Application ID” and “Password”. On the email click on confirmation link to confirm your “Application ID” and “Password”. 

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Example of the Automated email generated from the creation of Application ID and Password.

**APPLICATION ID:**
T0091313
(T followed by seven numbers)

**PASSWORD:**
xykje2a

To confirm these details, please use the 'Authenticate' link (Step 4) on the main login page. Click the link below to go directly to this page:

https://www.up.ac.za/upapply/confirm_id.html

Click the link to confirm email and create your own password.

You will be prompted to change your password after confirming these details.
Enter “Application ID” and “Password” received in the automated email, then click on “login”.

Enter the email address, “Application ID Txxxxxxx” and “Password” received on the automated email and click on “ok”.
Create your own “new password” which you will easily remember, confirm “new password” and click on “continue”

Password change confirmation screen, click “ok” to go to the Application summary page
IMPORTANT: Click on “edit” to start completing your online application

Complete Applicant details from Application page “Step 1 to 12” starting with “Personal Information” and click ‘go’
Step 1: Complete applicant personal information and click “next” to continue. Please note, information is **SAVED** when you click on “next”.

Step 2: Select “**First Choice**” and “**Second Choice**” study. See three screens below to select choice of study. Click “next” after selection of “First choice” and “Second choice” study.
Search your study choice. Provide keyword, e.g., Type in “BSc” or “BCom” in the “Programme of study” and click on “search”.

Select choice of study from the list of eg BSc study choices, do the same for second study choice.
Step 3: Enter Applicant “Contact Details” and click on “next” to continue

Step 4: Enter Applicant “Demographic Details” and click “next” to continue
Step 5: Enter Applicant “General Details” and click “next” to continue

Step 6: Enter Applicant “Emergency Contacts” details and click “next” to continue
Step 7: Enter Applicant “Tertiary “Education” details only if you have studied at other Universities and click “next” to continue.

Step 8: Enter Applicant “Sport Accomplishments” and click “next” to continue.
Step 9: Enter Applicant “Secondary Education” details and click “next” to continue

Warning: When you get to the screen where you are requested to capture the marks, please ensure that you capture your marks/symbols accurately and in the sequence as reflected on your school document. If you record your marks incorrectly, the University reserves the right to reject or revoke your admission.

Step 10: “Documentation” – uploading supporting documents (ID and Grade 11 or 12 results). Senior students upload their academic records, degrees, etc. Please read through the Guidelines for preparing documents to be uploaded: http://web.up.ac.za/sitefiles/file/1607/Instructions%20for%20Online%20Document%20scanning%20and%20upload%20ver%202_1_2.pdf

Convert documents to PDF: http://docupub.com/pdfconvert/

After converting documents to PDF and naming them correctly, click “add” to submit the documents and click “next” to continue.
Step 11: “Declaration” – tick the box and click “next” to continue
Step 12: “Payment” - select method of payment
Please read through Credit Card Payments info and if uploading proof of payment, please refer to the Guidelines for preparing documents to be uploaded. Select your payment method and click “verify application”. Banking details (if credit card is not used): Standard Bank, swift code for internationals SBZAZAJJ, Account No. 012602604, Txxxxxxx number as reference, amount R270.

You should receive a message “No errors” after you have clicked on verify, which implies that you have completed all the information required in Steps 1 to 12. If not, the system will inform you which information still needs to be completed (check status column under Application Steps).

Click “OK”. Then “apply” to submit your application. If you do not click “apply”, your application is not complete.

Click “ok” to complete the application process.

THE END