



ONLINE REGISTRATION 2014

GENERAL INFORMATION

Online Registration will be instituted on a full scale for all students as from 2014.

Please note that specific days will be allocated to register specific groups of students. Students are requested to keep to the registration dates and times specified in the schedule. The Registration Schedule will be available on the web later in the year. Students will receive an sms advising them when it will be available.

A telephonic Registration Help Service will be made available to students on scheduled days and during certain hours. These dates will also be made available in the Registration Schedule later in the year.

An Online Registration help guide is available on the Student Portal.

Senior students are reminded that should they be registering for **first-year modules** they have to register **before** the commencement of first-year classes on **27 January 2014**.

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 by 29 November 2013, and all outstanding **library material** must be returned. Any outstanding accounts must be resolved with the Student Account consultant in the HW Snyman (North) building **before 13 December 2013** to make a financial arrangement (including NSFAS applicants). Failure to do so will result in students not being allowed to register until the matter is resolved.
- NSFAS applications closed on 30 September 2013. Late applications are subject to the availability of funds.
- If your **studies** have been **discontinued** due to unsatisfactory academic progress, the procedure will be communicated to you in a separate letter from the Student Administration offices of your faculty. Application for re-admission must be submitted before 13 December 2013 and you will not be able to register until you are re-admitted.
- Senior students should have submitted a Grade 12 certificate in the first year of study.
- Students who have not submitted their ID document will not be allowed to register online.
- Students who have not submitted a valid contract will not be allowed to register online.
- International students should consult the International Office at the **Client Service 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 200
In respect of tuition fees :	
All students	R4 600
International students:	
Additional international administration levy	R2 500

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 the Student Administration Centre in the HW Snyman (North) Building.

Important: There is a **minimum clearance period of 3 days before you can register. Preferably submit this proof before 13 December 2013.**

➤ **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:

<https://www.up.ac.za/virtualcampus/sos/3payment.do>

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, Level 3, Room 3-54, HW Snyman (North) Building. Payments can also be made at the CSC on the Hatfield Campus, 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

- After registration, you must renew your student card at the Student Administration Centre, HW Snyman (North) Building, Room 3-54. Proof of registration must be shown. You have to hand in your **current student card**, so please bring it along.

GENERAL

- A female student who married in 2013 and who chooses to be registered under her married name must submit a copy of her marriage certificate when registering.
- You are only regarded as a registered student once a **proof of registration** has been issued. The payment of a deposit, an initial payment or tuition fee does not constitute registration.



AANLYNREGISTRASIE 2014

ALGEMENE INLIGTING

Aanlynregistrasie sal vanaf 2014 volskaals vir alle studente ingestel word.

Spesifieke dae sal toegewys word om spesifieke groepe studente te registreer. Studente word versoek om te hou by die geskeduleerde registrasiedatums en -tye soos in die skedule aangedui. Die Registrasieskedule sal later in die jaar op die web beskikbaar wees. Studente sal 'n sms ontvang wat hulle in kennis sal stel wanneer dit beskikbaar sal wees.

'n Telefoniese Registrasie-hulpdiens sal aan studente gedurende geskeduleerde dae beskikbaar gestel word. Hierdie datums sal ook later in die jaar deur middel van die web beskikbaar gestel word.

'n Aanlynregistrasie-hulpgids is op die Studenteportaal beskikbaar.

Senior studente word herinner dat sou hulle vir **eerstejaarsmodules** moet registreer dit **voor** die aanvang van lesings op **27 Januarie 2014** moet geskied.

Baie belangrik: Sou jy nie aan die volgende vereistes voldoen nie sal jy nie aanlyn kan registreer nie:

- Maak asseblief seker dat u **rekening** van die vorige jaar ten volle betaal is teen 29 November 2013 en dat alle uitstaande **biblioteekmateriaal** terugbesorg is. Enige uitstaande rekeninge moet met 'n Studenterekeningkonsultant in die HW Snyman Noord-gebou **voor 13 Desember 2013** (insluitend NSFAS-aansoekers) uitgeklaar word om die nodige finansiële reëlings vir betaling te tref, anders sal 'n student nie toegelaat word om te registreer alvorens die kwessie opgelos is nie.
- NSFAS-aansoeke het op 30 September 2013 gesluit. Laat aansoeke is onderworpe aan die beskikbaarheid van fondse.
- Indien u **studie opgeskort** is as gevolg van onbevredigende akademiese vordering sal die prosedure in 'n afsonderlike brief vanaf die kantoor van u fakulteit se Studenteadministrasie aan u gekommunikeer word. Aansoek om hertoelating moet voor 13 Desember 2013 ingedien word.
- Senior studente moet hulle Graad 12-sertifikaat in die eerste-jaar ingedien het.
- Studente wat nie hulle ID-dokumente ingedien het nie sal nie aanlyn kan registreer nie.
- Studente wat nie 'n geldige kontrak ingedien het nie, sal nie aanlyn kan registreer nie.
- Internasionale studente word verwys na die Internasionale Kantoor by die **Kliëntedienssentrum** voor registrasie. Kontak: +27 12 420 3111
- **Aanvangsbetaling:**

Die volgende is betaalbaar **voordat** u mag **registreer**.
Dui asseblief u 8-syfer-studentenommer op alle betalings aan. 'n Bewys van betaling moet tydens registrasie ingedien word.

Die som van die onderstaande bedrae is betaalbaar indien op u van toepassing.

Ten opsigte van inwoning in 'n **koshuis**: R5 200

Ten opsigte van **onderriggelde**:
Alle studente R4 600

Internasionale studente

Internasionale administrasieheffing R2 500

BETALINGS

Dui asseblief u agt-syfer-studentenommer op alle betalings aan. 'n Bewys van betaling moet tydens registrasie ingedien word.

➤ **Beurshouers:**

'n Beurshouer moet bewys van sy/haar beurs by die Studenteadministrasiesentrum in die HW Snyman Noord-gebou, Kamer 3-54 inhandig.

Belangrik: Daar is 'n **minimum drie dae verrekeningstydperk** voordat u toegelaat sal word om te registreer. Dien hierdie bewys voor **13 Desember 2013** in.

➤ **Bank- en/of Internetbetalings:**

Die Universiteit se bankbesonderhede:

ABSA: Hatfield-rekeningnummer: 214 000 0054,
Taknummer: 632005, Swiftkode: ABSAZAJCPT
of

STANDARD BANK: Hatfield-rekeningnummer: 01 260 260 4,
Taknummer: 01 1545 15, Swiftkode SBZAZAJJ.

Belangrik:

Daar is 'n **minimum van drie dae verrekeningstydperk** voordat die betaling effektief is en u toegelaat sal word om te registreer.

➤ **Kredietkaartbetalings:**

Kredietkaartbetalings kan aanlyn by <https://www.up.ac.za/virtualcampus/sos/3payment.do> gemaak word. Indien enige probleme met kredietkaartbetalings ondervind word, skakel asseblief 012 420 3111.

Belangrik:

Daar is 'n **minimum van drie dae verrekeningstydperk** voordat die betaling effektief is en u toegelaat sal word om te registreer.

➤ **Betalings by kassier:**

Die aanvangsbetaling kan by die kassiere, Studenteadministrasiesentrum, Vlak 3, Kamer 3-54, HW Snyman Noord-gebou gemaak word. Dit kan ook by die KDS, op die Hatfieldkampus betaal word, of indien verkies, direk in een van die Universiteit se bankrekenings inbetaal word.

Belangrik:

Daar is 'n **minimum van drie ure verrekeningstydperk** voordat 'n kontant- of kredietkaartbetaling effektief is en u mag registreer.

STUDENTEKAARTE

- Studentekaarte kan na registrasie by die Studenteadministrasiesentrum, Vlak 3, HW Snyman Noord-gebou hernu word. U registrasiebewys moet getoon word. Bring asseblief u **huidige studentekaart** saam.

ALGEMEEN

- Vroulike studente wat verkies om volgens hul getroude van te registreer, word versoek om 'n kopie van hul huweliksertifikaat tydens registrasie te toon.
- U word slegs as 'n geregistreerde student beskou nadat u 'n **getekende** registrasievorm ingedien het en 'n **bewys van registrasie** uitgereik is. Die betaling van 'n deposito, 'n aanvangsbetaling of klasgeld impliseer nie registrasie nie.