



**UNIVERSITY OF JOHANNESBURG
FACULTY OF ART, DESIGN AND ARCHITECTURE**

Dear Student

13 October 2011

REGISTRATION 2012

You are required to use the **online registration facility** to register in **January 2012**.

Access the online registration facility using the internet link: <https://student.uj.ac.za>. Pay tuition fees online through the website by using a valid credit/cheque card. **You will be able to register off campus from the week of 16 January 2012.**

The minimum payment for day students is R3 350 to allow registration. The minimum payment for residence students is R5 490. Payments at a bank should be done **5 working days before** registration to allow for the transaction to be processed.

If you **experience difficulty with online registration**, you will be able to register on campus.

Dates: 30 - 31 January 2012

Time: 8:00 – 15:00

Venue: FADA Building on the Bunting Road campus.

Directions will be provided from the entrance of the FADA building.

International students must pay the full tuition fee, international levy (R1 500 - SADC countries; R34 000 – other countries) and clear all documentation at the International Office, Con Cowan Building Room 104, Bunting Road. Your contact is Adelaide Makobane (011) 559 1027. You are requested to report to the administration office (Lizette Hollander / lhollander@uj.ac.za) for a quotation of the tuition fees 2012. You will register on 1 – 2 February 2012 from 8:00 – 15:00 in the FADA Building on the Bunting Road campus where assistance will be available. Directions will be provided from the entrance of the FADA building.

To streamline the **registration process**, please note the following:

1. All students must renew their registration at the beginning of each year.
2. You will have an option of using the E-Payment system to do an electronic bank transfer using your **credit or cheque cards (no debit cards)**.
3. The registration fee and first payment towards your tuition fee is **R3 350.00** for non-resident students and **R5 490.00** for resident students. If you do not use the E-Payment system, you are required to deposit the money into the University bank account 5 working days before attempting to register regardless of whether you study with a bursary and/or loan. This amount includes the non-refundable registration fee of R490.00, ITC (computer) levy of R1 025.00 and the first payment towards your tuition fee.

University of Johannesburg
ABSA Bank
Auckland Park Branch
Branch code: 63 20 05
Account number: 28 40189 565
Reference your student number
4. A copy of the deposit slip or proof of electronic payment must be kept. Your student number must be quoted in order to transfer the deposit directly into your student account.
5. Ensure that your outstanding university account is settled, as you will not be able to register for 2012 until all outstanding fees are paid in full. Enquiries regarding financial matters can be directed to Ms C Francis (011) 559 1490 or e-mail to carmenf@uj.ac.za
6. Tuition fees are reviewed annually and depend on the programme and number of modules taken. Tuition fees are determined upon registration and will be reflected on your proof of registration document.
7. A late registration fee of **R1 850** will be charged if you do not register on the scheduled registration dates. No student may attend lectures in a module if he / she is not registered for the specific module.
8. The timetable for 2012 will be available from your Department.
9. **Lectures commence on Monday, 6 February 2012.**

Lizette Hollander (011) 559 1471 Neera Chinnah (011) 559 1098 Louise Labuschagne (011) 559 1022