



## **REGISTRATION INFORMATION 2019**

### **1. ONLINE REGISTRATION**

Registration commences on **07 January 2019** for new Postgraduate course-work students until **01 February 2019**.

Full research Masters and Doctoral students can register until 01 March 2019.

**You will only be able to register off-campus and the University cannot guarantee your place if you do not register on/or before the closing date of registration.**

**Note that the registration dates may be adjusted in which case it will be formally communicated to you.**

Access registration at [UJ/Registration](#) and follow the step by step guide.

**NO STUDENT MAY ATTEND LECTURES FOR A MODULE OR PROGRAMME IF HE/SHE IS NOT REGISTERED FOR IT. SIMILARLY, NO STUDENT MAY RECEIVE POSTGRADUATE RESEARCH SUPERVISION UNLESS THEY ARE FORMALLY REGISTERED FOR THE RESEARCH MODULE AND PROGRAMME.**

### **2. PAYMENTS**

All students, including students whose fees are paid by sponsors or employers, **have to pay the following minimum amounts:**

Full-time/part-time:	
Tuition fees only	R 3 870.00
Tuition and Residence fees	R 6 470.00

Please keep proof of payments for at least two (2) years. No refunds will be approved without it. In addition no refunds will be made during the month of January 2019.

Student presenting a bank deposit slip as proof of payment, will be required to have made the payment **at least 5 days prior to the registration date**. Students who do not comply with these requirements will not be able to complete the registration process until the payment reflects on the student account.

#### **Payment methods:**

##### Credit card

Credit card (E-payments) will reflect on your UJ student account immediately.

- For online E-payments please use the following link: <https://ulink.uj.ac.za/index.html>

##### Bank Deposit

FNB Bank deposit payments will reflect on your UJ student account within 15 minutes.

Students who make payments at FNB branches must ensure that their names and student numbers are clearly written in block letters on the deposit slip. Please file the deposit documentation in a safe place.

Should you have any queries regarding the payment not reflecting on your UJ student account, therefore preventing you from registering, you can email [studentaccounts@uj.ac.za](mailto:studentaccounts@uj.ac.za) to submit an enquiry – insert your student number as the email subject.

- Visit any FNB Branch to make a payment into the UJ Tuition Fee Account.
- The teller should select the UJ tuition fees account for payment.
- Use your valid UJ student number as reference.

#### ATM

ATM payments will reflect on your UJ student account within 15 minutes.

- Use any FNB ATM that can accept cash.
- Select the cardless services option on the ATM.
- Deposit the cash.
- FNB Recipient Name - key in UJ and then space.
- Select UJ tuition fees account

#### Debit Cards

Debit cards are only accepted if you pay in person at the UJ Student Finance Divisions available on each campus.

#### Electronic Fund Transfers (EFT's)

EFT's must be made 72 hours before the registration period closes to ensure that the payment reflects on your UJ student account.

EFT's made from outside the country borders may take even longer. It is recommended that foreign students effect payment at least ten days before the registration period closes.

- The 'UJ FNB Tuition Fee' account is available as a pre-defined beneficiary on the electronic platforms of all the major South African banks. Search for the predefined beneficiaries on your own electronic banking platform.
- Select UJ FNB Tuition Fee account and save that as a beneficiary to make payment.
- Use your valid UJ student number as reference.

<b>Banking Details for EFT Payments:</b>	
Account Name	University of Johannesburg
Bank	FNB
Branch	Auckland Park
Branch Code	210 - 554
Account Number	62615873199
Swift code	FIRNZ AJJ

### **3.1 FINANCIAL LIABILITY UPON TOTAL CANCELLATION OF STUDIES OR CANCELLATION OF CERTAIN MODULES**

#### **3.1.1 Total cancellation of studies**

- Cancellation on or before 15 February: total remission of tuition fees with the exception of the registration fee and ICT levy.
- Cancellation after 15 February 2019 as indicated in paragraph 3.1.2

#### **3.1.2 Cancellation of modules**

##### **First semester modules:**

- Cancellation on or before 15 February: No fees payable
- Cancellation on or before 30 March: 50% credit is granted
- Cancellation after 29 March: No credit is granted

##### **Second semester modules:**

- Cancellation on or before 2 August: No fees payable
- Cancellation after 2 August: No credit is granted

##### **Year Modules:**

- Cancellation on or before 15 February: No fees payable
- Cancellation on or before 29 March 75% credit is granted
- Cancellation on or before 2 August: 50% credit is granted
- Cancellation after 2 August: No credit is granted

### **3.2 ONLINE COURSE CHANGES**

- Students will be able to add or cancel modules on the online registration system.
- Additions of modules can only be done during the registration period. No further additions of modules will be permitted.
- Students with 2nd semester modules outstanding must also register during the January registration period.
- In order to change or cancel a qualification, students will be required to complete the cancellation form. Failure to complete this form and ensuring that it reaches the relevant faculty officer will result in students being liable for the fees of the relevant year.
- Telephonic cancellations will not be accepted.
- Students cancel their studies in a particular programme or module by official notification thereof before the date determined by the University.
- Students who fail to notify the University officially before the prescribed dates will forfeit any claim to the reimbursement of fees paid.

## **4. TRANSFER STUDENTS**

Please note that space for transfer students are very limited. Students transferring from another university to the University of Johannesburg are required to register during the registration period.

First year postgraduate students, who obtained their degree from another university, are required to submit a complete academic record (indicating that the qualification is completed), a certificate of good conduct, and a copy of the applicable degree certificate as well as an ID to their respective faculties. The aforementioned documents should be certified. Credit transfer requests must be approved by the relevant lecturer.

The documents must be emailed to the relevant Faculty Officer by the 4th of January 2019. The subject line must indicate the qualification you have been accepted for as well as your student number. Please also ensure that all certified documents emailed indicate your student number written on it.

## 5. REGISTRATION SUPPORT

The following registration support is available during weekdays 07:30 – 16:00

- Call Centre on 011 559 4555 or Online chat facility
- Email to College / Faculty (see point 6)

## 6. FACULTY EMAIL SUPPORT

COLLEGE / FACULTY	EMAIL ADDRESSES	CAMPUS
College of Business and Economics	<b>Honours/Postgraduate</b>	
	<a href="mailto:lbobi@uj.ac.za">lbobi@uj.ac.za</a>	Kingsway campus
	<a href="mailto:iseeletse@uj.ac.za">iseeletse@uj.ac.za</a>	Kingsway campus
	<b>Masters/Doctorate</b>	
	<a href="mailto:cellof@uj.ac.za">cellof@uj.ac.za</a>	Kingsway campus
	<a href="mailto:nathanielm@uj.ac.za">nathanielm@uj.ac.za</a>	Kingsway campus
Faculty of Art, Design and Architecture	<a href="mailto:amaritz@uj.ac.za">amaritz@uj.ac.za</a>	Bunting Road campus
	<a href="mailto:hselolo@uj.ac.za">hselolo@uj.ac.za</a>	Bunting Road campus
Faculty of Education	<a href="mailto:eduqueriesswc@uj.ac.za">eduqueriesswc@uj.ac.za</a>	Soweto campus
	<a href="mailto:eduqueriesapk@uj.ac.za">eduqueriesapk@uj.ac.za</a>	Kingsway campus
Faculty of Engineering and the Built Environment	<a href="mailto:pearln@uj.ac.za">pearln@uj.ac.za</a>	Doornfontein campus
	<a href="mailto:thokom@uj.ac.za">thokom@uj.ac.za</a>	Kingsway campus
Faculty of Health Science	<a href="mailto:web-healthscience@uj.ac.za">web-healthscience@uj.ac.za</a>	Doornfontein campus
Faculty of Humanities	<a href="mailto:rmosia@uj.ac.za">rmosia@uj.ac.za</a>	Kingsway campus
	<a href="mailto:edwardl@uj.ac.za">edwardl@uj.ac.za</a>	Kingsway campus
	<a href="mailto:makgabam@uj.ac.za">makgabam@uj.ac.za</a>	Kingsway campus
	<a href="mailto:ambozana@uj.ac.za">ambozana@uj.ac.za</a>	Kingsway campus
	<a href="mailto:lvandenberg@uj.ac.za">lvandenberg@uj.ac.za</a>	Kingsway campus
	<a href="mailto:gumedek@uj.ac.za">gumedek@uj.ac.za</a>	Kingsway campus
	<a href="mailto:evanwyk@uj.ac.za">evanwyk@uj.ac.za</a>	Kingsway campus
	<a href="mailto:dbotman@uj.ac.za">dbotman@uj.ac.za</a>	Soweto campus
Faculty of Law	<a href="mailto:thokozilem@uj.ac.za">thokozilem@uj.ac.za</a>	Kingsway campus
Faculty of Science	<a href="mailto:web-science@uj.ac.za">web-science@uj.ac.za</a>	Kingsway campus
	<a href="mailto:tinyiko@uj.ac.za">tinyiko@uj.ac.za</a>	Doornfontein campus

## 7. STUDENT ACCESS CARDS

Student/access cards can be collected (after you have registered) from Monday 07 January 2019 until Friday 01 February 2019 between 08:00 to 16:00 at the following venues:

CAMPUS	DATE	VENUE
APB	07 Jan – 01 Feb 2019	Con Cowan Building, Computer Lab F
SWC	07 Jan – 01 Feb 2019	GNA09, Robert Sobukwe Building
DFC	07 Jan – 01 Feb 2019	Samsung Venue, 2 <sup>nd</sup> Floor, Q-K building
APK	07 Jan – 18 Jan 2019	D1 Lab K08
APK	21 Jan – 01 Feb 2019	D1 Lab 208

## 8. ACADEMIC REGULATIONS

The Academic Regulations for 2019 will be available on the UJ Web and ULink.

## 9. YEARBOOK 2019

2019 Yearbooks will be available on College / Faculty web pages. [UJ/FACULTIES](#)

## 10. INTERNATIONAL STUDENTS

The Division for Internationalisation will be assisting with off-campus clearance from Monday 07 January 2019. The University would like to encourage students to make use of the off-campus registration process including the international off-campus clearance.

Temporary Residence Visa (i.e. Study, Work (postgraduate part-time), Relative with endorsement to study at the University of Johannesburg or Diplomatic) holders will need to submit proof of valid medical aid cover registered and administered in South Africa in accordance with the Medical Schemes Act.

First time registering students on the basis of Temporary Resident Visa (i.e. Study, Work (postgraduate part-time), relative with endorsement to study at the University of Johannesburg or Diplomatic) set to expire before or after 31 December 2019 will need to submit certified copies of passport, valid visa.

Asylum Seekers and Refugees with permit that are valid will need to submit a certified copy of the permit.

Documents to be forwarded to [intadmissions@uj.ac.za](mailto:intadmissions@uj.ac.za)

Contact details:

	<b>Campus</b>	<b>Office</b>	<b>Tel</b>	<b>Email</b>
Mr Tshepang Marumo	APK & SWC	International House Madibeng Building,	+27 (0) 11 559 2096	<a href="mailto:tshepangm@uj.ac.za">tshepangm@uj.ac.za</a>
Mrs Mampou Ngqumshe	APK	Auckland Park, Kingsway Campus	+27 (0) 11 559 4517	<a href="mailto:mampoum@uj.ac.za">mampoum@uj.ac.za</a>
Mr Thabang Mothebe	DFC	Ground Floor, Maropeng Building	+27 (0) 11 559 6510	<a href="mailto:thabangm@uj.ac.za">thabangm@uj.ac.za</a>
Ms Palesa Makwela	APB	International Admission Office Ground Floor Con Cowan Building	+27 (0) 11 559 1027	<a href="mailto:pmakwela@uj.ac.za">pmakwela@uj.ac.za</a>

**LECTURES WILL COMMENCE ON MONDAY 5 FEBRUARY 2018.**

We wish you every success in your studies.

Kinta Burger (Prof)  
Registrar  
University of Johannesburg