

## **OUT OF SEAT CLEARANCE**

Step 1. Full Admission/Firm Offer (Confirmation letter of acceptance)

Step 2: Documents required

- Certified Valid Passport or National Identity Document in Home Country
- A completed out of seat form signed by both the student and supervisor for postgraduate and faculty/college for undergraduate were applicable.
- English Language Proficiency Test Results: **Only 1<sup>st</sup> year International students who did not study in English.**

English Proficiency Test results. Only the following will be accepted:

IELTS with an overall score of 6 for Undergraduate and 7 for Postgraduate OR

TOEFL with an average score of 80–104 for Undergraduate and 105-120 for Postgraduate.

Alternatively, you may elect to write the University of Johannesburg English Language Programme Test (UJELP). Score for Undergraduate 6 and postgraduate 7.

**Step 3.** Upload Documents under registration on Ulink: <https://ulink.uj.ac.za/Default>

- If you do not have a password, please choose the option to create a password.

**Step 4.** International Clearance issued by the International Admission Office on presentation of the above required documents.

**Step 5.** Finance Clearance

- Finance clearance to be obtained from the Finance Office

### **Banking Details:**

<https://www.uj.ac.za/studyatUJ/Student-Finance/Pages/Banking-Details.aspx>

### **Credit Card Payment:**

<https://www.uj.ac.za/studyatUJ/Student-Finance/Pages/E-Payments.aspx>

### **Bursary Students:**

All students whose fees are paid by sponsors/employers will be allowed registration without the first minimum payment. Below are the contact details of relevant bursary financial officers per campus whom you may engage with the written bursary award for the year of study or alternatively visit the bursary office at your relevant campus. Students will not be allowed to register if the previous year's fees have not been paid in full.

<https://www.uj.ac.za/studyatUJ/Student-Finance/Pages/Contact-Details.aspx>

### **Contact Details:**

<https://www.uj.ac.za/studyatUJ/Student-Finance/Pages/Contact-Details.aspx>

**Step 6.** Register on-line through Ulink: <https://ulink.uj.ac.za/Default>