



FIRST-YEAR, UNDERGRADUATE (INCLUDING TRANSFERRING) STUDENTS

REGISTRATION INFORMATION (2023)

Dear Prospective UJ Student

Well done on your successful completion of the 2022 academic year. Please take note of the following important information and dates for the 2023 academic year.

1. COVID-19 RELATED INFORMATION

UJ has a vaccination policy in place, which can be found on the UJ website. The UJ Council approved the relaxing of some of the Mandatory Vaccination Policy stipulations and Implementation Protocols. Should there be an adverse effect in the risk to our staff, students, and third parties, the University may be required to reinstate the suspended measures.

2. FINAL ADMISSION

PLEASE NOTE: Receiving this registration information letter does not imply in any way that you have been admitted or will be admitted for the 2023 academic year.

For more information on your CURRENT APPLICATION STATUS, you can view and download your most recent letter(s) by clicking [here](#).

- 2.1 UJ will receive all final Grade 12 results from the Department of Basic Education. It is not necessary to email or submit a hard copy of your results to the University unless requested to do so.
- 2.2 Once selections have been finalised, the Student Enrolment Centre will inform you of your admission status by SMS and/or email.
- 2.3 No notice regarding your application status is official and binding on the University unless it has been sent by email to you from the University's official email server.
- 2.4 Should you not have received an email regarding your application status by 20 January 2023 you can verify your application status online by clicking [here](#) or contact our Call Centre on 011 559 4555.

3. REGISTRATION DETAILS

Registration commences on 20 January 2023 and closes on 10 February 2023 (**only online, off-campus registrations will be allowed**).

Register as early as possible due to programmes being filled during the first few days of registration. Spaces cannot be guaranteed.

- 3.1 Note that the registration dates may be adjusted. Any such changes will be published on the UJ website.
- 3.2 No on-campus facilities will be available for registration. All registrations are done online and off-campus, for which you may use a tablet/handheld device or any other computer facility at your disposal.
- 3.3 Follow this link <https://www.uj.ac.za/admission-aid/registration/> to access registration information and follow the step-by-step guide.
- 3.4 Review your **Proof of Registration** to ensure that your qualification and all the module registration(s) are complete and correct for the entire year.
- 3.4 Do note that any **previous studies (at a higher education institution) MUST be declared to UJ**. The non-declaration of previous studies serves as sufficient reason for the cancellation of your registration (please refer to the Returning student registration information letter published on the registration website) <https://www.uj.ac.za/admission-aid/registration/>

Only **REGISTERED STUDENTS** may participate in academic activities.

4. **PAYMENTS**

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

- 4.1 Day students (tuition fees) – All students not residing in the residences – **R3 870.00**
- 4.2 Residence students (tuition fees and residence deposit)
 - 4.2.1 Only students with acceptance letters from residences – **R6 470.00**
 - 4.2.2 Residence students (provisionally selected/waiting for a space in residence): **R3 870.00**

Payment methods:

- 4.3 Credit cards (E-payments) will reflect on your UJ student account immediately. Alternative payment methods used will not reflect immediately and may impact on securing a place.
- 4.4 For online E-payments please use the following link: <https://ulink.uj.ac.za>.
- 4.5 **Please note that you must cancel your registration at the University if you decide to discontinue or withdraw from your qualification or study programme or register at another institution.**

4.6 The following cancellation rules will apply:

4.6.1 Total cancellation of studies

- 4.6.1.1 Cancellation on or before 25 February 2023: In this case, a total refund of the paid tuition fees and/or residence fees (where applicable) may be processed, except for the registration fee (R610,00) and ICT levy (R430,00) which are non-refundable.
- 4.6.1.2 Cancellation after 25 February 2023 (see point 4.6.2 below).

4.6.2 Cancellation of modules

First Semester Modules	Second Semester Modules
Cancellation on or before 25 February 2023: No fees payable (except for the registration fee (R610,00) and ICT levy (R430,00) which are non-refundable).	Cancellation on or before 29 July 2023: No fees payable (except for the registration fee (R610,00) and ICT levy (R430,00) which are non-refundable).
Cancellation on or before 8 April 2023: 50% credit is granted (except for the registration fee (R610,00) and ICT levy (R430,00) which are non-refundable).	Cancellation on or before 2 September 2023: 50% credit is granted (except for the registration fee (R610,00) and ICT levy (R430,00) which are non-refundable).
Cancellation after 8 April 2023: No credit is granted.	Cancellation after 2 September 2023: No credit is granted.
Year Modules	
Cancellation on or before 25 February 2023: No fees payable (except for the registration fee (R610,00) and ICT levy (R430,00) which are non-refundable).	
Cancellation on or before 08 April 2023: 75% credit is granted (except for the registration fee (R610,00) and ICT levy (R430,00) which are non-refundable).	
Cancellation on or before 29 July 2023: 50% credit is granted (except for the registration fee (R610,00) and ICT levy (R430,00) which are non-refundable).	
Cancellation after 29 July 2023: No credit is granted.	

5. **CHANGES TO REGISTRATION**

- 5.1 Requests for cancellation or change of studies should be submitted to the relevant faculty officer in the faculty where you are registered. Faculty officer details as well as the submission form can be obtained at <https://www.uj.ac.za/admission-aid/registration/> . **Failure to do so will result in students being liable for the fees for the relevant year.**
- 5.2 Additions of modules can only be done during the registration period. No further additions of modules will be permitted.
- 5.3 Telephonic cancellations will not be accepted.
- 5.4 Students who fail to notify the University officially before the prescribed dates will forfeit any claim to the reimbursement.

6. STUDENT ACCESS CARDS

Student access cards may be collected on-campus (after you have registered) from **20 January 2023 until 10 February 2023** between **08:00 to 15:30** at the following venues:

CAMPUS	VENUE
APB	Con Cowan Building, Bring your own device venue, 2 nd floor
APK	D1 Lab 208
DFC	Samsung Venue, 2 nd Floor, QK Building
SWC	GNA09, Robert Sobukwe Building

Bring your proof of registration and ID with you when collecting your student card.

7. FIRST YEAR SEMINAR (FYS)

The First Year Seminar will be conducted on-campus and online (hybrid). Participating in the online orientation will require access to a computer, tablet, or smartphone with internet capabilities. **Attendance is Compulsory for all first years.** For more information visit <https://www.uj.ac.za/teachinglearning/teaching-and-learning/academic-development-and-support/first-year-seminar/>. The purpose is to welcome and introduce students to the University environment, the expectations of the qualification enrolled for, various resources available to them, and meeting lecturers.

8. HANDHELD DEVICES

For minimum specifications and information about handheld devices, please use the following link: [Electronic Devices](#)

9. ACADEMIC REGULATIONS

The Academic Regulations for 2023 are available on the following link <https://www.uj.ac.za/about/academic-calendar-and-regulations/> and provide essential guidance to administrative issues you might encounter. It is vital that each student reads and familiarises themselves with the Academic Regulations.

10. FACULTY RULES AND REGULATIONS (YEARBOOKS) 2023

2023 Faculty Rules and Regulations (Yearbooks) are available on College/Faculty web pages. <https://www.uj.ac.za/faculties/>

11. AFRICAN INSIGHTS AND ARTIFICIAL INTELLIGENCE IN THE 4IR

All undergraduate students will be expected to complete ONE of the following Short Learning Programmes: (1) 'African Insights' an introduction to the intellectual traditions and debates in Africa, or (2) 'Artificial Intelligence in the 4IR'. The programmes are online and are available on <https://ulink.uj.ac.za/>. On successful completion, you will receive an electronic certificate, and this achievement will reflect on your academic record. Both programmes are stimulating and relevant. You are encouraged to complete both programmes, although completion of only one is compulsory. You may choose which one to complete.

12. TIMETABLES

The 2023 undergraduate lecturing and exam (final assessment) timetables, plus semester test dates (if applicable), are available at the following link: <https://www.uj.ac.za/study-uj-and-aid/timetables/>

Other timetable-related documents (e.g., the 2023 timetable formats, faculty contact details, and information regarding lecturing timetable switches) are included.

Personalised lecturing timetables are also accessible via uLink after registration. Personalised exam timetables for the main exams in Jun and Nov, will be accessible via uLink some 4 weeks before the start of the relevant exam.

13. MERIT BURSARIES

Merit bursaries will be granted based on final Grade 12 results and will automatically be allocated to your student account. For more information, please follow this link <https://www.uj.ac.za/admission-aid/student-finance/bursaries/merit-bursaries/>

14. TRANSFER STUDENTS

Spaces for transferring students are limited. An official academic record is required together with the syllabus outline for the module for which credit is requested. Credit transfer requests must be approved by the relevant department where the qualification is registered. Please contact the College/Faculty Office for assistance.

15. INTERNATIONAL STUDENTS

Students who are abroad and will still be in their home countries awaiting immigration documents during the registration period may be allowed to register conditionally under the conditions explicated in point (see point 16).

- 15.1 International students who are in South Africa at the time of registration are not eligible for conditional registration.
- 15.2 The Faculty of Science as well as the Faculty of Engineering and the Built Environment do not allow conditional registrations.
- 15.3 The Division for Internationalisation will be assisting with off-campus clearance from **Monday, 9 January 2023** and would like to encourage students to make use of the off-campus clearance and registration process. Temporary Residence Visa holders (i.e., Study, Work, Critical Skills Visa, and Relative with an endorsement to study at the University of Johannesburg or Diplomatic Permit), Special Dispensation (i.e., ZEP) need to submit proof of valid medical aid cover, registered, and administered in South Africa according to the Medical Schemes Act.
- 15.4 First-time registering students with a Temporary Resident Visa (i.e., Study, Work), with an endorsement to study at the University of Johannesburg or Diplomatic Permit need to submit certified copies of passport and/or a valid visa.
- 15.5 Permanent Residence Permit holders, Asylum Seekers, and Refugees with valid permits are required to submit a certified copy of the permit.

Compliance clearance documents i.e., medical aid, Visa must be uploaded via the registration platform. <https://ulink.uj.ac.za>

Follow the links below for more information pertaining to document categories to be uploaded:

Visa Full Time Studies	Visa Part Time Studies	Refugee Status
Asylum Seeker	Diplomatic Visa Holders	Permanent Residence
Out Of Seat Clearance		

Should you require any additional assistance, feel free to contact our Internationalisation staff members <https://www.uj.ac.za/admission-aid/registration/> or visit the [Internationalisation](#) webpage.

16. CONDITIONAL REGISTRATION FOR ACADEMIC PURPOSES

Requests for conditional registration are approved by the relevant College/Faculty.

Conditions:

- 16.1 Registration must take place during the formal registration period.
- 16.2 Payment must be received for the applicable registration amount, which includes the non-refundable registration fee and ICT levy.
- 16.3 The conditional registration agreement must be signed (in addition to the standard registration agreement). The document is available on the registration page of the UJ website.
- 16.4 Submission of all required documents.
- 16.5 Where required, the attendance of in-person classes from **15 March 2023**.

Conditional registration will expire, and registration will be cancelled by 10 March 2023, or an earlier date as determined by the Faculty/College. The standard cancellation rules in respect of fees will apply. Conditionally

registered students are not eligible for placement in UJ residences. Upon full registration, students may be considered for placement in UJ residence, should there be space available.

17 AGREEMENT BETWEEN UNDERAGED STUDENTS (YOUNGER THAN 18 YEARS) AND THE UNIVERSITY

All underaged applicants are required to enter into an agreement with the University before registration can take place.

If you are under the age of 18 on the day you register, you and your parent/guardian must accept the online agreement. Alternatively, the form will be available from www.uj.ac.za/registrations and the completed form is to be submitted to the Student Enrolment Centre to unblock you for registration.

18 ACADEMIC CALENDAR

The University of Johannesburg Academic Calendar may be accessed at the following link <https://www.uj.ac.za/about/Pages/Academic-Calendar-and-Regulations.aspx>

19 FACULTY / COLLEGE, INTERNATIONALISATION AND GENERAL REGISTRATION SUPPORT

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

19.1 Call Centre on 011 559 4555 or Online chat facility www.uj.ac.za

19.2 Contact details for each Faculty/College/Division can be viewed <https://www.uj.ac.za/admission-aid/registration/>

LECTURES WILL COMMENCE ON MONDAY 13 FEBRUARY 2023.

We wish you success with your studies.
Yours sincerely

Prof Kinta Burger
Registrar
University of Johannesburg