



FIRST-YEAR, UNDERGRADUATE STUDENTS (INCLUDING STUDENTS TRANSFERRING FROM ANOTHER INSTITUTION)

REGISTRATION INFORMATION (2024)

Dear Prospective UJ Student

Following the completion of the 2023 academic year, please take note of the following important information and dates for the 2024 academic year. The University has successfully integrated our WhatsApp with our UJ ChatBot; you can now also retrieve information via this route by simply adding UJ as a contact to your phone (+27 87 240 6854).

1. FINAL ADMISSION

PLEASE NOTE: Receiving this registration information letter does not imply in any way that you have been admitted/accepted or will be admitted/accepted for the 2024 academic year.

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

- 1.1 UJ will receive the final Grade 12 results from the Department of Basic Education in January. It is not necessary to email or submit a hard copy of your results to the University unless requested to do so.
- 1.2 Once selections have been finalised, the Student Enrolment Centre (SEC) will inform you of your admission status by SMS and/or email.
- 1.3 No notice regarding your application status is official unless it has been sent by email to you from the University's official email server.
- 1.4 If you have not received an email regarding your application status by 20 January 2024 you may verify your application status online by clicking [here](#) or you may contact our Call Centre on 011 559 4555.

1.5 SCAM ALERT

The University of Johannesburg would like to warn all applicants and/or prospective students to not fall victim to people trying to scam them out of their money by promising admission or a study space at the University of Johannesburg. Do not trust anyone promising to assist you in return for a fee. If you encounter any such suspicious activity, please report the incident to the UJ ethics hotline at uj@tip-offs.com.

2. REGISTRATION DETAILS

Registration opens on **19 January 2024 and closes on 9 February 2024 (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.

- 2.1 Note that the registration dates may be adjusted. Any such changes will be published on the UJ website.
- 2.2 No on-campus facilities will be available for registration. All registrations are done online and off-campus, for which you may use a smartphone/tablet or any other computer facility at your disposal.
- 2.3 Follow this link <https://www.uj.ac.za/admission-aid/registration/> to access registration information and follow the step-by-step guide.
 - 2.3.1 Log onto the registration portal via ulink.uj.ac.za using your STUDENT NUMBER and PASSWORD. If you do not have a password, click on CREATE A PASSWORD to continue.
- 2.4 After completing your registration, remember to review your Proof of Registration to ensure that you have registered for the correct qualification and all relevant modules for the qualification for the entire year. The responsibility to ensure that you have registered for the correct qualifications and modules remains with you.
- 2.5 Do note that any **previous studies (at a higher education institution) MUST be declared to UJ when you apply**. This includes studies in the same or a different field, or whether you have completed the qualification. UJ reserves the right to cancel any registration due to the non-disclosure of previous studies (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.

3. **PAYMENTS**

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

- 3.1 Day students (tuition fees) – All students not residing in the residences: **R5 560,00**
- 3.2 Residence students (tuition fees and residence deposit)
 - 3.2.1 Only students with acceptance letters from residences: **R9 270,00**
 - 3.2.2 Residence students (provisionally selected/waiting for a space in residence): **R5 560,00**
- 3.3 International registering students based on the temporary residence visa are required to make an **upfront payment of 40%** of the full fees due to the University.

Payment methods:

- 3.4 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.
- 3.5 E-payments can be made via Ulink, please follow this link: <https://ulink.uj.ac.za>.
- 3.6 **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.**
- 3.7 The following cancellation rules will apply:

3.7.1 Total cancellation of studies

Cancellation on or before 25 February 2024: 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 (R650,00) and ICT levy (R500,00) which are non-refundable.
Cancellation after 25 February 2024 (see point 3.7.2 below).

3.7.2 Cancellation of modules

First Semester Modules	Second Semester Modules
Cancellation on or before 25 February 2024: No fees payable (except for the registration fee (R650,00) and ICT levy (R500,00) which are non-refundable).	Cancellation on or before 29 July 2024: No fees payable (except for the registration fee (R650,00) and ICT levy (R500,00) which are non-refundable).
Cancellation on or before 8 April 2024: 50% credit is granted (except for the registration fee (R650,00) and ICT levy (R500,00) which are non-refundable).	Cancellation on or before 2 September 2024: 50% credit is granted (except for the registration fee (R650,00) and ICT levy (R500,00) which are non-refundable).
Cancellation after 8 April 2024: No credit is granted.	Cancellation after 2 September 2024: No credit is granted.
Year Modules	
Cancellation on or before 25 February 2024: No fees payable (except for the registration fee (R650,00) and ICT levy (R500,00) which are non-refundable).	
Cancellation on or before 08 April 2024: 75% credit is granted (except for the registration fee (R650,00) and ICT levy (R500,00) which are non-refundable).	
Cancellation on or before 29 July 2024: 50% credit is granted (except for the registration fee (R650,00) and ICT levy (R500,00) which are non-refundable).	
Cancellation after 29 July 2024: No credit is granted.	

4. **CHANGES TO REGISTRATION AND CANCELLATION OF STUDIES**

- 4.1 Cancellation can be done online during the registration period 19 January 2024 until 9 February 2024. Requests for cancellation or change of studies from 10 February 2024 should be submitted to the relevant Faculty/College where you are registered. Faculty/College officer details as well as the cancellation 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.**
- 4.2 Addition of modules can only be done during the registration period (applicable only to qualifications not following a pre-setup structure). No further addition of modules will be permitted without approval of the Vice Dean, Teaching and Learning.
- 4.3 Telephonic cancellations will not be accepted.
- 4.4 Students who fail to notify the University officially before the prescribed dates will forfeit any claim to reimbursement.

5. STUDENT ACCESS CARDS

Student access cards may be collected on-campus (after you have registered) from **19 January 2024 until 9 February 2024** between **08:00 to 15:30** at the following venues:

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

Please ensure that you have your proof of registration and ID with you when collecting your student card.

6. FIRST YEAR SEMINAR (FYS)

The First Year Seminar will be conducted on-campus and/or online (hybrid). Participation 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.

7. HANDHELD DEVICES

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

8. ACADEMIC REGULATIONS

The Academic Regulations for 2024 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.

9. FACULTY RULES AND REGULATIONS (YEARBOOKS) 2024

2024 Faculty Rules and Regulations (Yearbooks) are available on College/Faculty web pages. <https://www.uj.ac.za/faculties/>

10. 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.

11. TIMETABLES

The 2024 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 2024 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.

12. 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/>.

13. TRANSFER/ENTERING STUDENTS

A transfer or entering student is a student who had previously registered for any programme at the University other than the one to which admission is sought, or a student who had previously registered at another Post School Education and Training (PSET) institution for any programme.

Spaces for transferring or entering 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.

14. 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 explained in point 15.

- 14.1 International students who are in South Africa at the time of registration are not eligible for conditional registration.
- 14.2 The Faculty of Science as well as the Faculty of Engineering and the Built Environment do not allow conditional registrations.
- 14.3 The Division for Internationalisation will be assisting with off-campus clearance from **Tuesday, 2 January 2024** 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.
- 14.4 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.
- 14.5 Permanent Residence Permit holders, Asylum Seekers, and Refugees with valid permits must submit a certified copy of the permit or barcoded ID.

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 <https://www.uj.ac.za/about/internationalisation/international-students/> webpage.

15. CONDITIONAL REGISTRATION FOR ACADEMIC PURPOSES

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

Conditions:

- 15.1 Registration must take place during the formal registration period.
- 15.2 Payment must be received for the applicable registration amount, which includes the non-refundable registration fee and ICT levy.
- 15.3 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.
- 15.4 Submission of all required documents within the time specified for conditional registration (typically 3 months).
- 15.5 Where required, the attendance of in-person classes from when classes commence.

Conditional registration will expire, and registration will be cancelled by 31 March 2024, 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.

16. 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.

17. 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>.

18. FACULTY / COLLEGE, INTERNATIONALISATION AND GENERAL REGISTRATION SUPPORT

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

18.1 Call Centre on 011 559 4555, Online chat or WhatsApp platform www.uj.ac.za

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

LECTURES WILL COMMENCE ON MONDAY 12 FEBRUARY 2024.

We wish you success with your studies.
Yours sincerely

Bettine van Vuuren (Prof)
Registrar
University of Johannesburg

