



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

### REGISTRATION INFORMATION 2025

Dear Prospective UJ Student

Well done on your successful completion of the 2024 academic year.

Please take note of the following important information and dates for the 2025 academic year.

#### 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 2025 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 all final Grade 12 results from the Department of Basic Education (DBE) 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 and binding on the University 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 2025, you can verify your application status online by clicking [here](#) or contact our Call Centre on 011 559 4555.

#### 1.5 **SCAM ALERT**

The University of Johannesburg wants to warn all applicants and/or prospective students not to fall victim to people trying to scam them by promising admission and/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, immediately report the incident to the UJ ethics hotline at [uj@thehotline.co.za](mailto:uj@thehotline.co.za).

#### 2. **REGISTRATION DETAILS**

Registration opens on Tuesday, **14 January 2025 and closes on 7 February 2025 (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. Registrations can be done using a smart phone/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 - Login](#) using your STUDENT NUMBER and PASSWORD. If you do not have a password, click on CREATE A PASSWORD to continue.
- 2.3.2 All new students who create their uLink password for the first time will receive an SMS to follow a personalised link to do a facial recognition verification. Click [here](#) to see a sample of the SMS that you will receive.
- 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 of the relevant modules for the qualification for the entire year. Please note that you should register for your FULL ACADEMIC LOAD per year to complete your qualification in the allowed time; failure to do so may result in your taking longer to complete your qualification.
- 2.5 **PLEASE NOTE:** Any **previous studies (at any higher education institution) MUST be declared to UJ when you apply.** UJ reserves the right to cancel your registration if you have not disclosed your 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**
- 3.2 Residence students (tuition fees and residence deposit)
- 3.2.1 Students with acceptance letters from residences: **R9 270** (R5 560 + R3 710)
- 3.2.2 Residence students who are provisionally selected/waiting for a space in residence: **R5 560**
- 3.3 International registering students with temporary residence visas must make an upfront payment of 40% of the fees due to the University.

#### **Payment methods:**

- 3.4 Credit cards (E-payments) will reflect on your UJ student account immediately.
- PLEASE NOTE:** Alternative payment methods used will not reflect immediately and may impact on securing a place.
- 3.5 **For online E-payments please use the following link: <https://ulink.uj.ac.za>. Please refer to point 2.3.1 above.**
- PLEASE NOTE: 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. Failure to do so may mean that you will be liable for fees.**

- 3.6 The following cancellation rules will apply:

#### **3.6.1 Total cancellation of studies**

- Cancellation on or before 25 February 2025: In this case, a total refund of the paid tuition fees and/or residence fees (where applicable) may be processed, except for the registration levy (R1 200) which is non-refundable.
- Cancellation after 25 February 2025 (see point 3.7.2 below).

### 3.6.2 Cancellation of modules

First Semester Modules	Second Semester Modules
<ul style="list-style-type: none"> <li>▪ Cancellation on or before 25 February 2025: No fees payable (except for the registration levy which is 6-refundable - R1 200).</li> <li>▪ Cancellation on or before 8 April 2025: 50% credit is granted (except for the registration levy which is non-refundable - R1 200).</li> <li>▪ Cancellation after 8 April 2025: No credit is granted.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Cancellation on or before 29 July 2025: No fees payable (except for the registration levy which is non-refundable - R1 200).</li> <li>▪ Cancellation on or before 2 September 2025: 50% credit is granted (except for the registration levy which is non-refundable - R1 200).</li> <li>▪ Cancellation after 2 September 2025: No credit is granted.</li> </ul>
<b>Year Modules</b> <ul style="list-style-type: none"> <li>▪ Cancellation on or before 25 February 2025: No fees payable (except for the registration levy which is non-refundable - R1 200).</li> <li>▪ Cancellation on or before 08 April 2025: 75% credit is granted (except for the registration levy which is non-refundable - R1 200).</li> <li>▪ Cancellation on or before 29 July 2025: 50% credit is granted (except for the registration levy which is non-refundable - R1 200).</li> <li>▪ Cancellation after 29 July 2025: No credit is granted.</li> </ul>	

## 4. CHANGES TO REGISTRATION AND CANCELLATION OF STUDIES

- 4.1 Cancellation can be done online during the registration period (14 January 2025 until 9 February 2025). Requests for cancellation or change of studies from 10 February 2025 onwards 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 The 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 the approval of the relevant Faculty/College.
- 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 **14 January 2025 until 7 February 2025** between **08:00 to 15:30** at the following venues:

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

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

## 6. FIRST YEAR SEMINAR (FYS)

The First Year Seminar will be conducted on-campus. **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 2025 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) 2025

2025 Faculty Rules and Regulations (Yearbooks) are available on College/Faculty web pages, see <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' is an introduction to the intellectual traditions and debates in Africa, or (2) 'Artificial Intelligence in the 4IR'. The programmes are online and are available at <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 2025 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 2025 timetable formats, faculty contact details, and information regarding lecturing timetable switches) are included.

Personalised lecturing timetables are also accessible via uLink after registration, or can be retrieved from the University's WhatsApp number (087 240 6854). 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 and Orange Carpet 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 STUDENTS

A transfer student, as defined by the University Policy, is an applicant who had previously registered for any programme at a University other than the one to which admission is sought or, an applicant who had previously registered at another institution for any programme at the same level.

Spaces for transferring students are limited. An official academic record is required, together with the syllabus outline for the modules 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 and the Faculty of Engineering and the Built Environment do not allow conditional registrations.
- 14.3 The Division for Global Engagement will be assisting with off-campus clearance from **Tuesday, 2 January 2025** 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 and submit proof of valid medical aid cover, registered, and administered in South Africa according to the Medical Schemes Act.
- 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:

<a href="#">Visa Full Time Studies</a>	<a href="#">Visa Part Time Studies</a>	<a href="#">Refugee Status</a>
<a href="#">Asylum Seeker</a>	<a href="#">Diplomatic Visa Holders</a>	<a href="#">Permanent Residence</a>
<a href="#">Out Of Seat Clearance</a>		

Should you require any additional assistance, feel free to contact our Division for Global Engagement staff members <https://www.uj.ac.za/admission-aid/registration/> or visit the [Division for Global Engagement](#) 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 levy of R1 200.
- 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.
- 15.5 Where required, the attendance of in-person classes from when classes commence.

Conditional registration will expire, and registration will be cancelled on **31 March 2025**, 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](http://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 10 FEBRUARY 2025.**

We wish you success with your studies.

Yours sincerely

Bettine van Vuuren (Prof)  
Registrar  
University of Johannesburg

