



POSTGRADUATE REGISTRATION INFORMATION 2024

Dear 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. ONLINE REGISTRATION

PLEASE NOTE: THIS LETTER PROVIDES INFORMATION ON REGISTRATION AND IS NOT AN ADMISSION LETTER.

Registration opens on **15 January 2024 until 9 February 2024 (only online, off-campus registration will be permitted).**

You will only be able to register off-campus. 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 such detail will be published on the UJ website.

Students who have only second semester modules outstanding will still be required to register during the registration period in January 2024. Kindly access registration information at <https://www.uj.ac.za/admission-aid/registration/> and follow the step-by-step guide.

Students may not attend lectures for a programme or module if they are 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, **are required to pay the following minimum amounts to register:**

- 2.1 Day students (tuition fees) – All students not residing in the residences: **R5 560,00**
- 2.2 Residence students (tuition fees and residence deposit)
 - 2.2.1 Only students with acceptance letters from residences: **R9 270,00**
 - 2.2.2 Residence students (provisionally selected/waiting for a space in residence): **R5 560,00**
- 2.3 International registering students based on the temporary residence visa are required to make an **upfront payment of 40%** of the fees due to the university. i.e., study visa, relative visa.

Payment methods:

- 2.4 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.
- 2.5 For online E-payments please use the following link: <https://ulink.uj.ac.za>
- 2.6 **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.**
- 2.7 **The following cancellation rules will apply:**
 - 2.7.1 **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 2.7.2 below).

2.7.2 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.	

3 CHANGES TO REGISTRATION OR CANCELLATION OF STUDIES

- 3.1 Requests for cancellation or change of studies should be submitted to the relevant faculty/ college officer in the faculty/ college where you are registered. Faculty/ College officer details as well as the submission form may 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.**
- 3.2 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.
- 3.3 Telephonic cancellations will not be accepted.
- 3.4 Students who fail to notify the University officially before the prescribed dates will forfeit any claim to reimbursement.

4 TRANSFER STUDENTS

Students transferring from another university to UJ, or from another programme withing UJ are required to register during the registration period (15 January 2024 until 9 February 2024).

Postgraduate students, who obtained, or partially completed their qualification from another university, are required to submit a complete academic record., a certificate of good conduct, a copy of the applicable degree certificate (if completed) to their respective College/Faculty. The aforementioned documents must all be certified. Credit transfer requests must be approved by the relevant academic department. Please contact the College/Faculty Office for information.

The documents must be emailed to the relevant Faculty Officer (please see Faculty/College contact details at <https://www.uj.ac.za/admission-aid/registration/>) by **16 January 2024**. The subject line to indicate the qualification you have been accepted for as well as your student number. Please ensure that all **certified documents** emailed, clearly indicate your student number.

5 STUDENT ACCESS CARDS

Student access cards may be collected on campus (after you have registered) from **Monday, 15 January 2024 until Friday, 9 February 2024** between **08:00 to 16:00** at the following venues:

In the event you have lost your student card and need a replacement, the replacement fee for a new card must be paid on campus at the cashiers (card transaction only, no cash accepted). You can then have a new card made at one of the following venues accompanied by your proof of registration and proof of payment for replacement card:

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

6 **ACADEMIC REGULATIONS**

The Academic Regulations for 2024 will be available at [UJ Regulations](#) and uLink.

7 **FACULTY RULES AND REGULATIONS (YEARBOOK) 2024**

2024 Yearbooks will be available on College/Faculty web pages. <https://www.uj.ac.za/faculties/>

8 **TIMETABLES**

Postgraduate students are requested to contact the relevant department for their timetables. <https://www.uj.ac.za/admission-aid/registration/>

9 **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 10.

- 9.1 International students who are in South Africa at the time of registration are not eligible for conditional registration.
- 9.2 The Faculty of Science as well as the Faculty of Engineering and the Built Environment do not allow conditional registrations.
- 9.3 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.
- 9.4 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.
- 9.5 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.
- 9.6 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.

10 **CONDITIONAL REGISTRATION FOR ACADEMIC PURPOSES**

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

Conditions:

- 10.1 Registration must happen during the formal registration period.

- 10.2 Payment must be received for the applicable registration amount, which includes the non-refundable registration fee and ICT levy.
- 10.3 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.
- 10.4 Submission of all required documents, within the period stipulated.
- 10.5 Where required, the attendance of in-person classes from when classes commence.

Please note that non-compliance with the conditions listed above by **31 March 2024** will result in cancellation of your registration by the College/Faculty. 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.

11 FACULTY / COLLEGE / INTERNATIONALISATION AND GENERAL REGISTRATION SUPPORT

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

- 12.1 Call Centre on 011 559 4555, Online chat or WhatsApp platform www.uj.ac.za
- 12.2 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 in your studies.

Bettine van Vuuren (Prof)
Registrar
University of Johannesburg

