



ENQUIRIES

Direct further enquiries
about your application to:
011 559 4555

www.uj.ac.za

DELIVERY ADDRESS

**AUCKLAND PARK
KINGSWAY CAMPUS**

cnr Kingsway and University Road
Auckland Park, Johannesburg

POSTAL ADDRESS

STUDENT ENROLMENT CENTRE

PO Box 524
Auckland Park
2006

All International Applicants

For any assistance, you may contact the
Division for Internationalisation
Office before applying:

APK: +27 11 559 4517
APB: +27 11 559 1027
DFC: +27 11 559 6510
SWC: +27 11 559 5014
international@uj.ac.za
www.uj.ac.za/International

**IMPORTANT:
DO NOT PAY THE
APPLICATION FEE IF YOU
ALREADY HAVE A UJ
STUDENT NUMBER**

**NO APPLICATION
FEE WILL BE
CHARGED
FOR ONLINE
APPLICATIONS**
(www.uj.ac.za/apply)

APPLICATION FORM 2024

INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM

VERY IMPORTANT

- Please read the instructions carefully and complete all applicable sections.
- Incomplete forms **will not** be processed.
- Only ONE application form per applicant.
- Please allow 3 weeks before checking on the status of your application. You can do so by going to www.uj.ac.za/Apply where you will also be able to print a letter regarding your application status.

1. ADMISSION REQUIREMENTS

Undergraduate – Please consult the “UJ Undergraduate Prospectus 2024” obtainable from www.uj.ac.za/Apply for full details of the admission requirements pertaining to the programme for which you intend to enrol.

Postgraduate – Please consult the relevant Faculty/College or visit www.uj.ac.za for more information.

2. APPLICATION DEADLINES (INCLUDING INTERNATIONAL APPLICANTS)

UNDERGRADUATE STUDIES (EXCEPT ADVANCED DIPLOMAS)	
All Undergraduate Programmes	31 October 2023 @ 12:00
STUDENT ACCOMMODATION	
Only for First-Time Undergraduate and Postgraduate entering applicants	31 October 2023 @ 12:00
POSTGRADUATE STUDIES	
All Postgraduate programmes (Except for some programmes as listed below)	31 October 2023 @ 12:00
COLLEGE OF BUSINESS AND ECONOMICS: AdvDip in Business Management BA Hons in Human Resource Management BA Hons in Industrial Psychology BCom Hons in Financial Planning BCom Hons in Human Resource Management BCom Hons in Industrial Psychology BComHons in Information Systems BCom Hons in Investment Management BCom Hons in Marketing Management BCom Hons in Strategic Management BCom Hons in Property Valuation and Management BCom Hons in Quantitative Finance MCom in Accounting (RD) MCom in Auditing (RD) MCom in Computer Auditing (CW) - (if offered) MCom in Finance (CW) MCom in Financial Management (RD) MCom in International Accounting (CW) - (if offered) MCom in Investment Management (RD) MCom/MPhil in Industrial Psychology MCom in SA & International Taxation (CW) - (if offered) MCom in SA & International Taxation (RD) MCom in Quantitative Finance (RD) PhD in Accounting PhD Accounting with specialisation in Accounting and Finance PhD in Auditing PhD in Finance PhD in Industrial Psychology PhD in Taxation	30 September 2023 @ 12:00
FACULTY OF EDUCATION: BEd Hons (Educational Psychology) MEd Educational Psychology Post Graduate Certificate in Education (PGCE)	23 June 2023 @ 12:00 31 August 2023 @ 12:00
FACULTY OF ENGINEERING AND THE BUILT ENVIRONMENT MEng/MPhil in Engineering Management (Course work)	30 September 2023 @ 12:00
FACULTY OF HUMANITIES: MA (Clinical Psychology) MA (Counselling Psychology)	07 July 2023 @ 12:00
BA Hons in Psychology BSc Hons in Psychology	(Opening 1 July 2023) 30 September 2023 @ 12:00

For more information visit www.uj.ac.za

3. APPLICATION FEES

R200-00 (non-refundable) - if applying using this paper form.

NB: Postal orders are not accepted (neither local nor international)

4. COMMUNICATION TO APPLICANTS

You will receive separate email and/or sms communication with regard to the outcome of your academic, residence, and bursary or loan application. It is therefore required that you complete both email and cellphone contact details on this application form. **Notify UJ immediately of any changes to your email address via mylife@uj.ac.za.**

5. ACADEMIC DOCUMENTS

Photocopies of all documents must be certified.

5.1	All Undergraduate Applicants currently studying towards a South African Grade 12
	Must complete sections A, B, C, D, F, G and H
	No supporting documents (ID and final Grade 11 results) are required for the academic application section II
	Must submit proof of payment with this paper application form
	NOTE: Ace School of Tomorrow, NCV, NASCA, ASC and N3/N4/N5/N6 applicants must refer to the undergraduate prospectus on additional requirements

5.2	All Undergraduate Applicants who already completed a South African Grade 12	Documents Required
	Must complete sections A, B, C, E (if applicable), F, G and H	
	Final Grade 12 statement of symbols if certificate is not issued yet/upgrade confirmation letter if necessary	✓
	Senior Certificate (SC) (prior to 2008) OR National Senior Certificate (NSC) OR Independent Examination Board certificate (IEB) OR SACAI	✓
	Previous degree/diploma(s) Certificates if completed at another higher education institution	✓
	Academic Record and Certificate of Conduct if registered/completed at another higher education institution	✓
	Proof of payment required with this paper application form (Not applicable to previous UJ applicants/students)	✓
	NOTE: Ace School of Tomorrow, NCV, NASCA, ASC and N3/N4/N5/N6 applicants must refer to the undergraduate prospectus on additional requirements	

5.3	International Undergraduate Applicants currently studying towards a school leaving certificate OR already completed a school leaving certificate in home country	Documents Required
	Must complete sections A, B, C, E (if applicable), F, G and H	
	International school-leaving statement of symbols	✓
	Previous degree/diploma(s) Certificates if completed at another higher education institution	✓
	Academic Record and Certificate of Conduct if registered/completed at another higher education institution	✓
	Proof of payment required with this paper application form (Not applicable to previous UJ applicants/students)	✓
	NOTE: Ace School of Tomorrow, NCV, NASCA, ASC and N3/N4/N5/N6 applicants must refer to the undergraduate prospectus on additional requirements	

** For degree studies - confirmation letter from Matriculation Board (USAf)

The following requirements are specific to selected applicants of which more information is obtainable from the UJ Undergraduate Prospectus 2024:

- Ace School of Tomorrow, applicants must submit their NBT results and a PSYCAD evaluation report. For more information visit www.uj.ac.za/PsyCaD
- HESA Certificate/Confirmation letter from Matriculation Board (USAf) for Conditional and Mature Age Exemption

5.4	All South African Postgraduate Applicants	Documents Required
	Currently Registered UJ students must complete sections A, B, F, G and H - do not submit supporting documents listed below.	
	External applicants (including previously registered UJ students) must complete sections A, B, C, E, F, G and H - submit supporting documents listed below.	
	Previous degree/diploma(s) Certificates	✓
	Academic Record and Certificate of Conduct if registered/previously registered at another higher education institution	✓
	Proof of payment required with this paper application form (Not applicable to previous UJ applicants/students)	✓

5.5	All International Postgraduate Applicants	Documents Required
	Current Registered UJ students must complete sections A, B, C, F, G and H - do not submit supporting documents listed below.	
	External applicants (including previously registered UJ students) must complete sections A, B, C, E, F, G and H - submit supporting documents listed below.	
	Previous degree/national diploma/other diploma certificate(s)	✓
	Academic Record and Certificate of Conduct if registered/completed at another higher education institution	✓
	Proof of payment required with this paper application form (Not applicable to previous UJ applicants/students)	✓

**** SAQA evaluation document must be readily available on request.**

6. FINANCIAL ARRANGEMENTS

**A COPY of the deposit slip of the application fee must accompany your application form.
This deposit can only be made at a FNB branch.**

Students without a valid UJ student number, but a valid South African ID Number or Passport Number must use the following account:

BANKING DETAILS:

FNB UJ Main Account

Account Type: Cheque

Account Number: 626 158 73280

Branch name: FNB Client Services

Branch Code: 210 - 554

The swift code is **FIRNZ AJJ** for International applicants.

You must retain your original proof of payment and **only a copy must** accompany your application form.

NB: Applicants/Students must always state on the deposit slip or the Electronic Funds Transfer (EFT) the following:

- *Surname and Initials*
- *ID number (SA Applicant)/Passport number (International Applicant)*
- *Telephone/Cellphone number*

Please note:

Payments to UJ must only be made into a UJ bank account. If approached to be assisted for a fee to gain access to UJ, please decline the offer and immediately inform the University thereof.

7. UJ MOBI (LATE ENQUIRY) ONLY JANUARY 2024

Please refer to the UJ web (www.uj.ac.za/apply) in January 2024 for more information on late enquiries.

8. ORANGE CARPET

Only prospective students who are entering for their first time undergraduate studies are eligible for the Orange Carpet benefit. Prospective students who have already undertaken studies at UJ or elsewhere are not eligible for this benefit. Please refer to the undergraduate prospectus for more information.

9. RESIDENCE APPLICATION

For on-campus UJ residence please complete section III on page 7 of this application.

For off-campus private accommodation please visit the UJ webpage (www.uj.ac.za).

10. DISCLAIMER

Please note that receiving a UJ student number does not imply you are a student until you are officially admitted/registered.

I FOR OFFICE USE ONLY

STUDENT NUMBER STICKER

STUDENT NUMBER (PREVIOUSLY ALLOCATED)

DESCRIPTION	DATE	STATUS
1st Choice		
2nd Choice (if applicable)		

NOTES:

Signature: Supervisor (Postgraduate)

AND/OR

Signature: HOD

II ACADEMIC APPLICATION 2024

CONSENT TO PROCESS PERSONAL INFORMATION

A. USE OF PERSONAL INFORMATION

1. The University of Johannesburg (“the University”) is a public higher education institution, which performs public functions in terms of the Higher Education Act, 1997. The University is committed to protecting your right to privacy, as a data subject, and recognises that it needs to comply with statutory requirements when processing personal information. The Constitution of the Republic of South Africa provides that everyone has the right to privacy. The Protection of Personal Information Act, 2013 (POPIA) was enacted as a mechanism to protect your constitutional right to privacy. POPIA also includes the right to protection against unlawful collection, retention, dissemination and use of personal information.
2. There are eight conditions of lawful processing stipulated in Chapter 3 of POPIA, which the University, as a responsible party, must follow in respect of all personal information that it processes. The conditions of lawful processing are Accountability, Processing Limitation, Purpose Specification, Further Processing Limitation, Information Quality, Openness, Security Safeguards and Data Subject Participation.
3. In terms of section 18 of POPIA, if personal information is collected, the University must take reasonably practical steps to ensure that a data subject is made aware of the personal information that is being collected.
4. You understand that you will be required to provide the University with some of your personal information when you apply to study at the University and when you register as a student. You acknowledge that the University will use the personal information that you provide to carry out its mission as a public university to provide teaching and learning, conduct research and engage with communities.
5. The University will process your personal information, as a data subject, in accordance with the provisions of POPIA and any other relevant data protection laws, and in accordance with its Privacy Notice, which is available on the University’s website (<https://www.uj.ac.za/wp-content/uploads/2022/09/uj-website-privacy-notice.pdf>) under the Privacy Notice tab, or which you may request directly from the University. We advise that you read the University’s privacy notice so that you are aware of your rights as a data subject.
6. When you apply to study at the University, register as a student, or graduate from the University, you understand that the University:
 - 6.1 Needs to consider your personal information when it determines whether you meet the selection and admission requirements to study at the University.
 - 6.2 Requires your personal information to provide you with an education and to carry out its academic administration relating to the programme for which you register. The University uses electronic learning platforms to provide a range of learning options. This may include from time to time platforms like Blackboard Collaborate, Zoom, Microsoft Teams, YouTube and WhatsApp. Since it is voluntary for you to share video, audio and text on these platforms, the privacy risk for you is limited.
 - 6.3 Collects analysis data when you use the platforms mentioned above to improve the services that it provides to students and in the interest of my academic progress and support.
 - 6.4 Will need your personal information to keep in contact with you as an alumnus and to verify that you have obtained the qualifications or have undertaken the studies that you represent to others that you have obtained from the University or undertaken with the University.
 - 6.5 Requires your personal information when its records are being audited and when the University carries out its statutory reporting duties.

B. CONSENT

7. In light of the above, you, as the data subject, or as competent person who represents the data subject, as the case may be, hereby consents to the collection, use, disclosure and processing by the University of the data subject’s personal information for the purposes of the University providing services to you, including but not limited to registering you as a student and/or enrolling you in a course, and you confirm that:
 - 7.1 The information is supplied voluntarily, without undue influence from any party and not under any duress. You understand that the University has to have your personal information to process your application and to provide education to you. You also understand that the University cannot deal with your application or provide education to you if you do not give it the personal information it requires.
 - 7.2 The University may obtain personal information about you from other parties, for example, the Department of Basic Education, other educational institutions and the Department of Home Affairs for the purposes of allowing the University to consider your application and that when the University obtains information from other parties, it will need to give them some of my personal information.
 - 7.3 The information that is supplied herewith is mandatory for the fulfilment of the purposes specified above.
 8. You acknowledge that you are aware that you have the following rights about such personal information that is being collected, namely the right to:
 - 8.1 Access the information at any reasonable time for purposes of rectification thereof.
 - 8.2 Object to the processing of the information in which case this agreement will terminate in accordance with the provisions contained herein.
 - 8.3 Lodge a complaint to the Information Regulator.
 9. Notwithstanding the above, you further acknowledge that the University shall retain your personal information, even after you are no longer a student at the University, or when you have objected to the processing of your personal information. The retention of your personal information is based on the University’s lawful basis to retain such information for as long as it is necessary in order to fulfil its function.
- * **This agreement can either be accepted online or be printed and submitted to the relevant Faculty/College if required. This agreement will be linked to your student profile.**

SECTION C: SCHOOL-LEAVING DETAILS

1. Highest grade passed to date

Grade 11/Preliminary International School results	Year				
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Grade 12/Final International School results	Year				
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No mid-year Grade 12 marks will be accepted.

2. Name of school attended	
School postal address	
Province	
City or town	
Postal code	

SECTION D: SCHOOL-LEAVING SUBJECTS (ONLY APPLICABLE TO APPLICANTS CURRENTLY IN GRADE 12)

Subjects	Admission Point Score	Final Grade 11 Results (%)/ Preliminary International School Results

UJ may request applicants currently in Grade 12 to provide certified copies of final Grade 11 results together with all other relevant documents for verification and auditing purposes. Upgrading applicants must attach their upgrade confirmation letter.

SECTION E: HIGHER EDUCATION QUALIFICATIONS

1. Previous Higher Education Studies

Supply full details of studies at higher education institution(s) as indicated on previous page, if applicable. For registration purposes, the following are regarded as higher education institutions: universities, previous technikons, and teachers' training and technical colleges. In the event of discontinuation of studies, indicate the date of cancellation.

Year from	Year to	Higher education institution	Field of study (e.g. BA, BCom, MSc (Zoology))	Result (e.g. cancelled, failed, degree obtained)

DISCLOSURE AND VERIFICATION OF PREVIOUS STUDIES

It is compulsory for applicants from other Universities to indicate details of previous studies undertaken either in the current year or year(s) prior to this application.

SECTION F: OTHER PARTICULARS

1. Do you have a disability?

Please indicate with a tick in either of the boxes below:

Yes		No	
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Agreement:

The applicant consents to personal information being utilised for government and University statistical purposes. Please note that should your application be successful, you will be required to sign our Student Registration Agreement.

Underage Consent:

A student under the age of 18 must have this form signed by either of his/her parents. If a student has no parents (e.g. they are deceased) or the parents are divorced, a legal guardian is normally officially appointed. In such cases, the legal guardian must sign this form. If the student does not have a parent or a legal guardian, a responsible adult family member (next-of-kin) or other responsible adult who is prepared to make the declaration and the undertaking must sign with the student. The details of the parent/legal guardian must be listed on this form.

ALL APPLICANTS TO COMPLETE AND SIGN

1. I hereby declare that this information is correct

Initials and surname of **applicant** (name in print)

Signature of **applicant** (Duly assisted by his/her parent/legal guardian, as may be required by law)

Date

AN APPLICANT UNDER THE AGE OF 18 MUST HAVE THIS FORM SIGNED BY EITHER A PARENT OR A LEGAL GUARDIAN.

2. I hereby declare that this information is correct

Initials and surname of **parent/legal guardian** (name in print)

Signature of **parent/legal guardian**

Date

ONLY FOR FIRST-TIME UNDERGRADUATE/POSTGRADUATE ENTERING APPLICANTS | CLOSING DATE: 31 OCTOBER 2023 AT 12:00

Year in which you require accommodation

A. PERSONAL DETAILS

1. SA identity number/Passport number (international applicant)

2. Surname

3. First names in full

4. Date of birth
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5. Gender Male Female

6. Contact Details Cell Number Email

7. Population group (compulsory), indicate with a tick (According to legal requirements and government reporting purposes this section must be completed)

African	<input type="checkbox"/>	Coloured	<input type="checkbox"/>	Indian	<input type="checkbox"/>	White	<input type="checkbox"/>	Other	<input type="checkbox"/>
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B. PARTICULARS TO SUPPORT DISABILITY (IF REQUIRED)

Applicants with disabilities (Please note: All housing is self-supportive)

Would you require accommodation with modifications to support your disability? Yes No

The University must be informed of certain disabilities in order to determine whether it is able to make special arrangements to accommodate persons with such disabilities. It is the prospective student's responsibility to inform the PsyCaD Office: People with Disabilities and to make a declaration to the relevant professional board/s (where applicable) in this regard. Confidential advice can be obtained from the Office: People with Disabilities, disabilityunit@uj.ac.za or 011 559 3745.

If "Yes" state the nature

C. ACCOMMODATION

You can only apply for accommodation on the campus where you will be attending classes (Indicate with a tick)

Auckland Park Kingsway (APK)	<input type="checkbox"/>	Doornfontein (DFC)	<input type="checkbox"/>	Auckland Park Bunting Road (APB)	<input type="checkbox"/>	Soweto (SWC)	<input type="checkbox"/>
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D. SIGNATURE/S

ALL APPLICANTS TO COMPLETE AND SIGN

Initials and surname of applicant (name in print)

Signature of applicant (Duly assisted by his/her parent/legal guardian, as may be required by law)

Date

IF UNDER AGE - PARENT / LEGAL GUARDIAN TO COMPLETE AND SIGN

Initials and surname of parent/legal guardian (name in print)

Signature of parent/legal guardian

Date

