



# UNIVERSITY OF JOHANNESBURG

## Postgraduate School

### Postdoctoral Research Fellowship (PDRF) APPOINTMENT GUIDELINES

**Please note that it is the applicant's responsibility to ensure that they have attached all their documents as required listed below.** Incomplete documentations will prolong the registration process.

**APPLICATION Period & Closing Date: 1 January to 1 October**

#### 1. ONLINE APPLICATION

Complete the online application and upload the required documentation.

For both application processes below, the token (e.g. PDRF) must be used by applicants or else they will not be able to complete their web applications.

Qualification Codes:

FACULTY	CODE	TOKEN
Humanities	NDN001	PDRF
College of Business and Economics (CBE)	NDN034	PDRF
Engineering and the Built Environment (FEBE)	NDN006	PDRF
Education	NDN005	PDRF
Science	NDN002	PDRF
Health Sciences	NDN015	PDRF
Law	NDN004	PDRF
Art, Design and Architecture (FADA)	NDN017	PDRF
Johannesburg Business School (JBS)	NDN019	PDRF

**FIRST-TIME:** New applicants use the link: [https://registration.uj.ac.za/pls/prodi41/wuj012pkg.wuj012\\_startup](https://registration.uj.ac.za/pls/prodi41/wuj012pkg.wuj012_startup)

**RETURNING PDRF** web link is: [https://registration.uj.ac.za/pls/prodi41/w99pkg.mi\\_login](https://registration.uj.ac.za/pls/prodi41/w99pkg.mi_login)

Returning PDRFs, viz. applicants, would require their PDRF registration numbers and PIN to apply using the link above. If they have forgotten their PINs, then they would have to call the UJ Call Centre on 011 559 4555.

Checklist:

- ID
- Passport (international candidates)
- Visa (international candidates) \* (see the section on Visa applications)
- CV
- Research proposal
- PhD
- SAQA (applicable for international candidates)
- Letter of award
- Medical Aid Insurance (applicable for international candidates)

**ENQUIRIES: STUDENT ENROLMENT CENTRE** (Madibeng Building, Ground Floor, APK Campus)

011 559 3714 [nadinee@uj.ac.za](mailto:nadinee@uj.ac.za)

011 559 4511 [altheas@uj.ac.za](mailto:altheas@uj.ac.za)



## 2. AGREEMENT

<https://www.uj.ac.za/postgraduate/post-doctoral-research-fellows/Pages/Forms.aspx>

- Please complete all fields on the agreement.
- Ensure start and end dates are included.
- The agreement form is to be signed by the host/Vice-Dean/and HOD.
- Ensure that all the pages of the agreement form are initialed.
- Ensure that there is a witness to sign.
- Source of funding on page 9 of the PDRF agreement has to be indicated.

## 3. INTERNATIONAL CANDIDATES

### VISA APPLICATION

Links for Visa: [Critical Skills Visa](#); [Visitors Visa for Research](#)

VISA Support Letter request to [zsam@uj.ac.za](mailto:zsam@uj.ac.za) with the following documents:

- A PDRF agreement form with commencement dates
- Letter of award
- Passport
- Residential address where the visa application will be made

Enquiries on your application will require a copy of your receipt: [lmalefo@uj.ac.za](mailto:lmalefo@uj.ac.za)

### MEDICAL AID INSURANCE

PDRFs must have medical aid cover registered and administered in the Republic in accordance with the Medical Schemes Act.

Apply online by using the following website: [www.ingwehealth.co.za](http://www.ingwehealth.co.za) and make an upfront payment in accordance with the **dates specified on the PDRF Agreement over the period of 12 months**.

The current recommended medical aid service provider is Momentum Health. Please visit their website for more details [www.afhealth.co.za/post-docs](http://www.afhealth.co.za/post-docs).

NB: the application process cannot be started without the Visa and Medical Insurance confirmation.

## 4. ACCOMMODATION

For accommodation arrangements, contact Property Management:

[welcome@uj.ac.za](mailto:welcome@uj.ac.za) or [adminuser@uj.ac.za](mailto:adminuser@uj.ac.za)

## 5. BANK ACCOUNT

Open a SA Bank Account

- Take a copy of your agreement and passport
- Obtain a confirmation

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## APPOINTMENT

Once you have completed the above.

### Admission and Registration

Submit PDRF number to Denver: [denverk@uj.ac.za](mailto:denverk@uj.ac.za) and George: [georgek@uj.ac.za](mailto:georgek@uj.ac.za)

The PDRF Offices will coordinate the Admission and Registration process.

### STIPEND (closing date 5th of the month)

Please deliver the original:

- Letter of award
- Original contract agreement
- Bank confirmation

### ACCESS CARD

- Proof of registration
- Campus Protection Services, D Lab 1

### RESOURCES

Contact your Department/Supervisor regarding.

- Email account / Space / Equipment

### ENQUIRIES

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