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. Incomplete documentations will prolong the registration process.

APPLICATION Period and 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 to complete their web applications.

   Qualification Codes:

FACULTY / INSTITUTE	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
STRATEGIC INITIATIVES AND ADMINISTRATION		
9014: **Institute for Intelligent Systems (IIS)**	SIAIIS	PDRFIIS
9011: **Institute for Pan-African Thought and Conversation (IPATC)**	SIAPAC	PDRFPAC
9013: **Centre for Africa-China Studies (CACS)**	SAICAC	PDRFCAC
9012: **Johannesburg Institute for Advanced Study (JIAS)**	SAIJIA	PDRFJIAS

FIRST-TIME: New applicants use the link: 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

Returning PDRFs, viz. applicants, would require their PDRF registration numbers and PIN to apply using the link above. Should you have forgotten your PIN, then 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 acceptance
– Medical Aid Insurance (applicable for international candidates)

ENQUIRIES: STUDENT ENROLMENT CENTRE (Madibeng Building, Ground Floor, APK Campus)
011 559 3714   nadinee@uj.ac.za
011 559 4511   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 with the following documents:
– A PDRF agreement form with commencement and end dates
– Letter of acceptance
– A certified copy of a passport
– An address of the Embassy where the PDRF will apply for a visa
– The South African address where the PDRF will reside during the tenure of the fellowship. Should the PDRF not have a residential address yet. Property Management could be contacted at welcome@uj.ac.za or adminuser@uj.ac.za to apply for Campus residential accommodation.

To inquire about the visa application status you must be in possession on a receipt from VFS office: lmalefo@uj.ac.za

MEDICAL AID INSURANCE

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

PDRFs can apply online for medical aid cover by using the following website: 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.

NB: the registration process cannot be completed without the Visa and Medical Aid Insurance certificate.

4. **ACCOMMODATION**

For accommodation arrangements, contact Property Management:
welcome@uj.ac.za or adminuser@uj.ac.za

5. **BANK ACCOUNT**

To pen a SA Bank Account
– Have a copy of your Agreement, visitor's visa, passport and a letter from the landlord for off campus accommodation or a letter from Property Management.
– Obtain a Bank confirmation letter.

APPOINTMENT

Upon completion of the above-mentioned process, the registration process will be complete.

Admission and Registration
Submit PDRF number to Paramasivan: preshalann@uj.ac.za and George: georgek@uj.ac.za
The PDRF Offices coordinate the Admission and Registration process.

STIPEND (closing date 5th of each month)
Stipends are paid after registration at the end of each month.

ACCESS CARD
– You must be in possession of proof of registration
– Access cards can be collected at Campus Protection Services, D Lab 1

RESOURCES
Contact your Department/Host regarding.
– Email account / Space / Equipment

> **ENQUIRIES**
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