

### **DIVISION FOR INTERNATIONALISATION**

Kingsway Campus Tel no: +27 11 559-2528 E-Mail: Lduplessis@uj.ac.za

Dear prospective UJ student please complete the following steps to start your application process. Please make sure you email all the required documents as requested.

## Step 1:

> Follow the link to complete your online application:

https://registration.uj.ac.za/pls/prodi41/wuj012pkg.wuj012\_startup.

- Select academic year:
- > Type in the Token **ISB999** all CAPS and search:

Academic Enquiry				
Note: Select your intended year of study from the "Academic Year" list provided. Enter a word or phrase pertaining to your intended field of study. This function will perform a search for an exact match of the text entered. All fields indicated with a * must be completed.				
Academic Year: 2021				
Search				
< B ack				
[Contact Lis   About Lis   Terms & Conditions ]				

### Step 2:

Select a home Faculty:

### Academic Enquiry

Note: Click on the Programme or Qualification link to proceed with your enquiry.

Qualification	
ISB02P	INBOUND STUDY ABROAD: SCIENCE PG
ISB02U	INBOUND STUDY ABROAD: SCIENCE UG
ISB04P	INBOUND STUDY ABROAD: LAW PG
ISB04U	INBOUND STUDY ABROAD: LAW UG
ISB06P	INBOUND STUDY ABROAD: FEBE PG
ISB06U	INBOUND STUDY ABROAD: FEBE UG
ISB14P	INBOUND STUDY ABROAD: MANAGEMENT PG
ISB15P	INBOUND STUDY ABROAD: HEALTH SCIENCES PG
ISB15U	INBOUND STUDY ABROAD: HEALTH SCIENCES UG
ISB16P	INBOUND STUDY ABROAD: HUMANITIES PG
ISB16U	INBOUND STUDY ABROAD: HUMANITIES UG
ISB18P	INBOUND STUDY ABROAD: FADA PG
ISB18U	INBOUND STUDY ABROAD: FADA UG
ISB34U	INBOUND STUDY ABROAD: CBE
ISB51P	INBOUND STUDY ABROAD: EDUCATION PG
ISB51U	INBOUND STUDY ABROAD: EDUCATION UG

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# Step 3:

> Complete your personal information:

#### Academic Application

Application Information					
Application Information         Step 1: Select your intended study period e.g. First Year, Second Year etc.         Step 2: Select how you would like to study for the qualification from the list provided.         Step 3: Select when you would like to study for this qualification from the list provided.         Step 4: (Optional): Click 'View Calendar Information' to view year book/calendar information based on your selection.         Step 5: Click 'Proceed with application' to record your Personal Information should you wish to continue with this application, otherwise use your browser Back button to return to programme selection.					
Academic Year: 2021 Qualification: ISB18U: INBOUND STUDY ABROAD: FADA UG					
For which period are you intending to a	study? SECOND YEAR				
How would you like to study for the qualific	ation? APB FULL-TIME				
When would you like to study for the qualific					
Responsible for Own Ac	ccount  e Yes  No				
Search again					
Biographical Information					
	requested below. All fields indicated with a * must be completed.				
Step 2: Submit your Personal Information by clicking t	he 'Proceed with application' button or click the 'Search Again' button to start a new search.				
Note: All fields with an * must be completed. Click the	"Proceed with application" button to continue with the transaction.				
Id Number for SA Citizens:					
Passport Number for International Citizens:					
Title:	Please Select V*				
Initials:	*				
Surname:	*				
First Names:	*				
Birthdate (Day-Month-Year e.g. 12-DEC-1999):	*				
Gender:	Male      Female				
Citizenship Code:	Please Select V				
Postal Address Line 1 (e.g. Street Name/PO Box):	•				
Postal Address Line 2 (e.g. Suburb Name):	*				
Postal Address Line 3 (e.g. Town Name):					
Postal Address Line 4 (e.g. Province Name):					
Postal Code:	Use 2006 as a postal code				
International Cell Phone:	Cell no requires 13 digests, add a 0 if you				
South African Cell Phone:	experience a problem i.e. +0027 81 573 3489				
E Mail:	*				
Verify E Mail:					
Study Permit Category:	Please Select V*				
POPIAct					
	accept the conditions as set out in the Protection Of Personal Information (POPI) act as mentioned below.				



### Step 4:

> Please accept SA's information Act (POPIA) and proceed with your application:



## Step 5:

Create a pin for future use:

#### Academic Application : Pin Creation

You have been issued with the following reference number : <b>220002892</b> All future interaction with our institution must be conducted using this reference number.				
The next phase of the application process requires the creation of a pin which will be used in conjunction with your new reference number for future interaction with our institution. Please record this reference number and pin in a safe place for future reference.				
Please Enter Your Pin and Pin Confirmation And Press Create Pin.				
Pin :		* <u>5 numeric digits. Do not start with a 0.</u>		
Re-enter Pin :		*		
	Create Pin	Help		
	Create Pin	Help		

### Step 6:

- Email CERTIFIED copies of the relevant documents to studyabroaddocs@listsrv.uj.ac.za
- Documents required: Academic transcript, Passport, Academic Subject Selection
- > When uploading documents ensure that the scanned file is a maximum of 2 MB.
- Ensure that your documents are scanned in any of the following file types tiff, pdf, jpg, gif or png.
- Attach each document <u>separately</u> and name the specific document.
- Use your <u>reference/student number</u> in the SUBJECT line of your email.

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