



## RETURNING UNDERGRADUATE STUDENTS REGISTRATION INFORMATION 2025

Dear UJ Student,

Congratulations on the successful completion of the 2024 academic year. Please take note of the following important information and dates for the 2025 academic year.

### 1. REGISTRATION DETAILS

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

- 1.1 Registration opens on 13 January 2025 until 7 February 2025 (only online, off-campus registration will be allowed) for returning/continuing students.
- 1.2 Access registration at <https://www.uj.ac.za/admission-aid/registration/> and follow the step-by-step guide.
- 1.3 You will only be able to register off-campus. The University cannot guarantee your space should you not register on/or before the closing date of registration. Note that the registration dates may be adjusted in which case such detail published on the UJ website.
- 1.4 **Students who have only second semester modules that are outstanding will also be required to register during the registration period in January 2025.**
- 1.5 Please take note, in the case of compulsory modules that have not been passed in the previous year, the registration system has been set up to register those compulsory modules first.
- 1.6 Students in contact programmes who interrupt their studies, are required to apply for special permission from the relevant Faculty/College, to continue their studies. Continuation of studies, after an interruption, is not guaranteed and may be subject to conditions since certain qualifications are being phased out. For a full list of programmes being phased out, please consult your respective faculty yearbook. <https://www.uj.ac.za/faculties/>
- 1.7 **Students may not attend lectures for a programme or module if they are not registered for it.**
- 1.8 Students must review their proof of registration, to ensure that their modules/programme registration is correct for the entire year.

### 2. TRANSFER STUDENTS

Students transferring from another university to UJ are required to register during the registration period (13 January 2025 until 7 February 2025).

First-year postgraduate students, who obtained their undergraduate qualification from another university, are required to submit a complete academic record (indicating completion), a certificate of good conduct, a copy of the applicable degree certificate as well as an ID, 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/>). 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.

### 3. **PAYMENTS**

All students, including students whose fees are paid by sponsors or employers, **are required to pay the following minimum amounts to register:**

- 3.1 Day students (tuition fees) – All students not residing in the residences: **R5 560**
- 3.2 Residence students (tuition fees and residence deposit)
  - 3.2.1 Only students with acceptance letters from residences: **R9 270**
  - 3.2.2 Residence students (provisionally selected/waiting for a space in residence): **R5 560**
- 3.3 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:**

- 3.4 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.
- 3.5 **For online E-payments please use the following link: <https://ulink.uj.ac.za>**
- 3.6 **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.**
- 3.7 The following cancellation rules will apply:

#### **3.7.1 Total cancellation of studies**

Cancellation on or before 25 February 2025: In this case, a total refund of the paid tuition fees and/or residence fees (where applicable) may be processed, except for the registration levy (R1,150), which is non-refundable.
Cancellation after 25 February 2025 (see point 3.7.2 below).

#### **3.7.2 Cancellation of modules**

<b>First Semester Modules</b>	<b>Second Semester Modules</b>
Cancellation on or before 25 February 2025 : No fees payable (except for the registration levy (R1,150), which is non-refundable).	Cancellation on or before 29 July 2025 : No fees payable (except for the r registration levy (R1,200), which is non-refundable).
Cancellation on or before 8 April 2025: 50% credit is granted (except for the registration levy (R1,150), which is non-refundable).	Cancellation on or before 2 September 2025: 50% credit is granted (except for the registration levy (R1,150), which is non-refundable).
Cancellation after 8 April 2025 : No credit is granted.	Cancellation after 2 September 2025: No credit is granted.
<b>Year Modules</b>	
Cancellation on or before 25 February 2025 : No fees payable (except for the registration levy (R1,150), which is non-refundable).	
Cancellation on or before 08 April 2025: 75% credit is granted (except for the r registration levy (R1,150) which is non-refundable).	
Cancellation on or before 29 July 2025: 50% credit is granted (except for the registration levy (R1,150), which is non-refundable).	
Cancellation after 29 July 2025 : No credit is granted.	

### 4. **CHANGES TO REGISTRATION OR THE CANCELLATION OF STUDIES**

- 4.1 Cancellation can be done online during the registration period 19 January 2025 until 9 February 2025. Requests for cancellation or change of studies from 10 February 2025 should be submitted to the relevant Faculty/College where you are registered. Faculty/College officer details as well as the cancellation form can 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.

- 4.2 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.
- 4.3 Telephonic cancellations will not be accepted.
- 4.4 Students who fail to notify the University officially before the prescribed dates will forfeit any claim to the reimbursement.

## 5. STUDENT ACCESS CARDS

Student/access cards for transfer (new seniors) can be made on-campus (after you have registered) from **Monday, 13 January until Friday, 7 February** between **08:00 to 16:00**.

In the event you have lost your student card and need a replacement, the replacement fee of R200 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 with your proof of registration and proof of payment for replacement card:

CAMPUS	VENUE
APB	Con Cowan Building, B Ring-your-own-device Venue, 2 <sup>nd</sup> floor
APK	D1 Lab 208
DFC	Samsung Venue, 2 <sup>nd</sup> Floor, QK Building
SWC	GNA09, Robert Sobukwe Building

## 6. HANDHELD DEVICES FOR STUDENTS

For minimum specifications and information about handheld devices, please use the following link: [Electronic Devices](#)

## 7. APPEALS

Should you want to appeal the academic exclusion (F7 or 7F), you may submit an appeal to your College/ Faculty via the online appeals platform at <https://ulink.uj.ac.za> from 08 December until 17 January 2025.

**PLEASE NOTE: Students who have not been promoted to the following year of study should consult with the relevant College/Faculty Officer about adding modules during the registration period.**

The following students will not be able to register:

- 7.1 Students with some form of exclusion due to a transgression.
- 7.2 Students with an academic exclusion (F7/7F/BF/DF) result code whose appeal was unsuccessful.

## 8. ACADEMIC REGULATIONS

The Academic Regulations for 2025 are available on the following link <https://www.uj.ac.za/about/academic-calendar-and-regulations/> and provide essential guidance to administrative issues you might encounter. It is vital that each student reads and familiarises themselves with the Academic Regulations.

## 9. FACULTY RULES AND REGULATIONS

2025 Faculty Rules and Regulations (Yearbooks) will be available on College/Faculty web pages. <https://www.uj.ac.za/faculties/>

## 10. TIMETABLES

The 2025 undergraduate lecturing and exam (final assessment) timetables, plus semester test dates (if applicable), are available at the following link: <https://www.uj.ac.za/study-uj-and-aid/timetables/>

Other timetable-related documents (e.g., the 2025 timetable formats, faculty contact details, and information regarding lecturing timetable switches) are included. Personalised lecturing timetables are also accessible via uLink after registration. Personalised exam timetables for the main exams in June and November, will be accessible via uLink 4 weeks before the start of the relevant exam. Postgraduate timetables must be obtained from the relevant department.

## 11. MERIT BURSARIES

Merit bursaries will automatically be allocated to your student account. For more information, please follow this link <https://www.uj.ac.za/admission-aid/student-finance/bursaries/merit-bursaries/>

## 12. 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 13.

- 12.1 International students who are in South Africa at the time of registration are not eligible for conditional registration.
- 12.2 The Faculty of Science as well as the Faculty of Engineering and the Built Environment do not allow conditional registrations. The Division for Internationalisation will be assisting with off-campus clearance from **Tuesday, 2 January 2025** and would like to encourage students to make use of the off-campus clearance and registration process.
- 12.3 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.
- 12.4 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.
- 12.5 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:

<a href="#">Visa Full Time Studies</a>	<a href="#">Visa Part Time Studies</a>	<a href="#">Refugee Status</a>
<a href="#">Asylum Seeker</a>	<a href="#">Diplomatic Visa Holders</a>	<a href="#">Permanent Residence</a>
<a href="#">Out Of Seat Clearance</a>		

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.

### 13. CONDITIONAL REGISTRATION FOR ACADEMIC PURPOSES

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

**Conditions:**

- 13.1 Registration must take place during the formal registration period.
- 13.2 Payment must be received for the applicable registration amount, which includes a non-refundable registration levy.
- 13.3 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.
- 13.4 Submission of all required documents is compulsory.
- 13.5 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 2025, 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.

### 14. ACADEMIC CALENDAR 2025

The University of Johannesburg Academic Calendar may be accessed at the following link <https://www.uj.ac.za/about/Pages/Academic-Calendar-and-Regulations.aspx>

### 15. FACULTY/ COLLEGE/ INTERNATIONALISATION AND GENERAL REGISTRATION SUPPORT

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

- 15.1 Call Centre on 011 559 4555, Online chat or WhatsApp platform [www.uj.ac.za](http://www.uj.ac.za)
- 15.2 Contact details for each Faculty/College/Division may be viewed <https://www.uj.ac.za/admission-aid/registration/>

### 16. AGREEMENT BETWEEN UNDERAGED STUDENTS (YOUNGER THAN 18 YEARS) AND THE UNIVERSITY

All underaged applicants are required to enter into an agreement with the University before registration can take place.

If you are under the age of 18 on the day you register, you and your parent/guardian must accept the online agreement.

**LECTURES WILL COMMENCE ON MONDAY 10 FEBRUARY 2025.**

We wish you success in your studies.

Bettine van Vuuren (Prof)  
Registrar  
University of Johannesburg

