



## FACULTY OF LAW: NON-SUBSIDISED PROGRAMMES

### How to apply for a Programme

Follow this step-by-step guide to apply for your desired programme. There are two application processes: one for first-time applicants who have never applied to UJ before and another for returning applicants who already have a student number, even if you do not remember it. Below, you will find detailed instructions for each process.

#### A. APPLICATION PROCESS FOR FIRST-TIME APPLICANTS:

**STEP 1:** To apply as a **first-time applicant** please click on the **link** below:

[https://registration.uj.ac.za/pls/prodi41/wuj012pkg.wuj012\\_startup](https://registration.uj.ac.za/pls/prodi41/wuj012pkg.wuj012_startup)

**OR**

Copy and paste the **link** to your search engine in order to submit your application: the link will land on the webpage below.

Academic Enquiry

**Note:** Select your intended year of study from the "Academic Year" list provided. Enter a word or phrase pertaining to the programme you are interested in. Perform a search for an exact match of the text entered. All fields indicated with a \* must be completed.

\* Academic Year:  
---- Please Select From The List ----

\* Token:














Search Return

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**STEP 2:** It will request a **token**, type "**LAWSLP**" and then you will see a list of Law: NSP Programmes:

## How to Apply for a Programme

**STEP 3:** Select the programme you want to apply for by clicking on the qualification or the **underlined code** for example: **S4ANMO**

Academic Enquiry		
<b>Note:</b> Click on the Programme or Qualification link to proceed with your enquiry.		
Qualification		
	<u>S4ANMO</u>	Foundations of Animal Law
	<u>S4BCGO</u>	SLP in Board Governance
	<u>S4BRSO</u>	SLP in Business Rescue
	<u>S4CMCQ</u>	SLP in Compliance Management
	<u>S4INSQ</u>	SLP in Insolvency Law and Practice
	<u>S4LEGO</u>	SLP in Legislative Drafting
	<u>S4LINO</u>	Law and Industry IR 4.0
	<u>S4LMSQ</u>	Legal Masterclass Series
	<u>S4MLCO</u>	SLP in Money Laundering Control
	<u>S4PARO</u>	Bridging Programme in Paralegal
	<u>E4CJEO</u>	HCert in Criminal Justice&Forensic Inves
	<u>E4COMQ</u>	PGDip in Legal Principles Compliance
	<u>E4DICO</u>	PGDip in Drafting&Interpretation of Con.

**STEP 4:** Finalise your application by recording your personal information as instructed on the online system.

Academic Application	
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.	

- **Important information!**

After you have recorded all your personal information, the system will instruct you to create a **5-digit pin** and then provide you with a **9-digit reference number (student number)**. **It is important to keep a record of your pin and student number.**

- **Did you have trouble uploading your documents?**

## How to Apply for a Programme

Email your certified ID Copy, Matric Certificate, Academic transcript and Qualification(s) Certificate(s) to [ujappdocs@listsrv.uj.ac.za](mailto:ujappdocs@listsrv.uj.ac.za). In the subject line please include your student number **ONLY!**

- **Application Status**

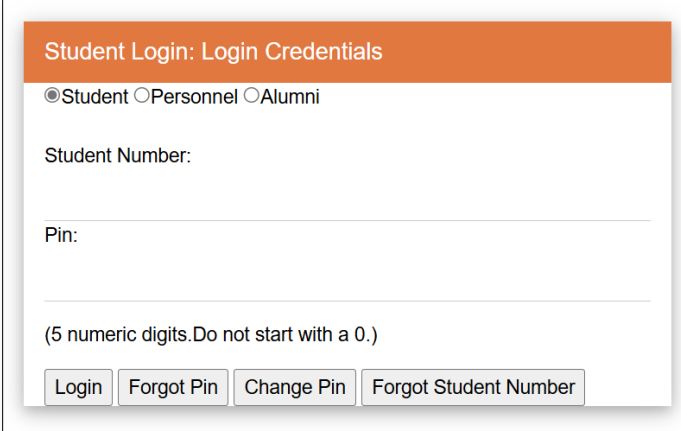
For your application status, click on the below link or copy and paste the link below into your browser: <https://student.uj.ac.za/status.aspx>

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### B. RETURNING STUDENTS WITH AN EXISTING STUDENT NUMBER:

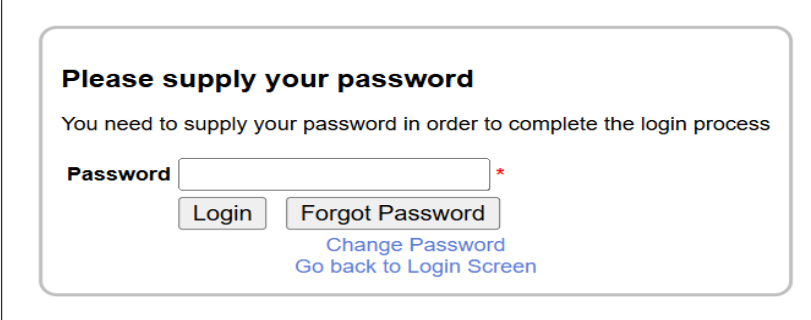
**Step 1:** Click on the link below or copy and paste the link into your browser

[https://registration.uj.ac.za/pls/prodi41/w99pkg.mi\\_login](https://registration.uj.ac.za/pls/prodi41/w99pkg.mi_login)



The screenshot shows a web form titled "Student Login: Login Credentials". At the top, there is an orange header bar with the title. Below the header, there are three radio buttons: "Student" (selected), "Personnel", and "Alumni". Underneath, there are two input fields: "Student Number:" and "Pin:". Below the "Pin:" field, there is a note: "(5 numeric digits. Do not start with a 0.)". At the bottom of the form, there are four buttons: "Login", "Forgot Pin", "Change Pin", and "Forgot Student Number".

**Step 2:** If you forgot your password, click on "forgot password".



The screenshot shows a web form titled "Please supply your password". Below the title, there is a message: "You need to supply your password in order to complete the login process". Underneath, there is a "Password" label followed by an input field with a red asterisk to its right. Below the input field, there are two buttons: "Login" and "Forgot Password". Below the "Forgot Password" button, there are two links: "Change Password" and "Go back to Login Screen".

**Step 3:** Once logged into the system, click on Academic/Residence Application (navigate to the highlighted part)

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Thereafter, click on POPI (if *not* already accepted), accept it and then click on Academic/Residence Application. Then click on “Show” under the *Academic Applications* category.

**UNIVERSITY OF JOHANNESBURG**

**Student Web**

- ▼ E-Academic Record
- ▼ Update Address/Contact Details
- ▲ **Academic/Residence Application**
  - Proforma Rules and Regulations
  - POPIA
  - Upgrading Grade 12 Results?
  - Uploading of Documents
- Required
  - ▲ **Academic/Residence Application**
  - ▼ Registration
  - ▼ Changes to Registration
  - ▼ Residence Registration
  - ▼ Proforma Statement
  - ▼ Cheque and Credit Card
- Payment
  - ▼ NSFAS and Bursary Allowances
  - ▼ Online Refund

**Note:** Biographical notes for returning student applications  
[Show Biographical](#)

**Address Information**  
**Note:** Address Update notes for returning student applications  
[Show Addresses](#)

**Contact Information**  
**Note:** Contact Update notes for returning student applications  
[Show Contact Information](#)

**Contact Persons Information**  
**Note:** Address Update notes for returning student applications  
[Show Contact Persons](#)

**Disabilities**  
**Note:** Disability notes for returning student applications  
[Show Disabilities](#)

**School Leaving Subjects**  
**Note:** School Subject notes for returning student applications  
[Show School Leaving Subjects](#)

**Previous Studies**  
**Note:** Previous Study notes for returning student applications  
[Show Previous Studies](#)

**Academic Applications**  
**Note:** Academic Application notes for returning student applications  
[Show Academic Applications](#)

### Step 4: Add New Application

After clicking on show, a list of all your previous applications will show and a button on the bottom right named ‘Add New Academic Application’. Click on “Add New Academic Application” as per screenshot below.

**Academic Applications**  
**Note:** Academic Application notes for returning student applications  
[Hide Academic Applications](#)

Academic Year	Academic Preference	Qualification	Description	Admission Status
2020	1	H1CITQ	BComHons in IT Management	HONOURS ADMITTED
2019	1	B1CISQ	BCOM IN INFORMATION SYSTEMS	SENIORS ADMITTED
2018	1	B1CISQ	BCOM IN INFORMATION SYSTEMS	SENIORS ADMITTED
2017	1	B1CISQ	BCOM (INFORMATION SYSTEMS)	SENIORS ADMITTED
2016	1	BCG014	BCOM (ACCOUNTING)	CANCELLED
2016	3	B1CISQ	BCOM (INFORMATION SYSTEMS)	ADMITTED

[Add New Academic Application](#)

## How to Apply for a Programme

### Step 5: Enter Token "LAWSLP" as indicated below

**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: 2025 ▾\*

Enter a Qualification Specific Token If Applicable: LAWSLP

Find A Programme or Qualification Containing:

Restrict the Search to: Do not restrict any programme ▾

### Step 6: Choose your desired qualification

**Student Web**

- ✓ E-Academic Record
- ✓ Update Address/Contact Details
- ^ Academic/Residence Application
  - Proforma Rules and Regulations
  - POPIA
  - Upgrading Grade 12 Results?
  - Enter Previous Studies at
- Another Institution:
  - Uploading of Documents
- Required
  - Academic/Residence Application
  - ✓ Registration
  - ✓ Changes to Registration
  - ✓ Residence Registration
  - ✓ Proforma Statement
  - ✓ Cheque and Credit Card
- Payment
  - ✓ AOD (Acknowledgment of Debt)
  - ✓ Maintain Banking details
  - ✓ Fee Statement
  - ✓ SRC Trust Fund Applications
  - ✓ Student Finance
  - ✓ SRC Fund and Meal Application

**Qualification**

Faculty - LAW (CEP)

	D4DLPQ	Diploma in Paralegal Studies
	E4COMQ	PGDIP IN LEGAL PRINCIPLES COMPLIANCE
	E4DICQ	PGDip in Drafting&Interpretation of Con.
	E4ITXQ	PGraduate Diploma in International Tax
	E4LLPQ	Post Graduate Diploma in Labour Law
	E4TAXQ	Post Graduate Diploma in Tax Law
	F4CJFQ	HCert in Criminal Justice&Forensic Inves
	S4ANMQ	Foundations of Animal Law
	S4BCGQ	SLP in Board Governance
	S4BRSQ	SLP IN BUSINESS RESCUE
	S4CMCQ	SLP in Compliance Management
	S4INSQ	SLP in Insolvency Law and Practice
	S4LEGO	SLP in Legislative Drafting
	S4LINO	Law and Industry IR 4.0
	S4LMSQ	Legal Masterclass Series
	S4MLCQ	SLP in Money Laundering Control
	S4PARQ	Bridging Programme: Paralegal

## How to Apply for a Programme

### Step 7: Save and Continue

● Step 1: Select how you would like to study for the qualification from the list provided.  
● Step 2: Select when you would like to study for this qualification from the list provided.  
● Step 3: Select your intended study period (e.g. First Year, Second Year etc).  
● Step 4: Enter a number representing your order of preference for this application (i.e. 1 = First Choice, 2 = Second Choice etc.)  
● Step 5 (Optional) Click 'View Calendar Information' to view year book/calendar information based on your selection.  
● Step 6: Confirm your acceptance of the application process rules and regulations and submit your application by clicking the 'Save and Continue' button.

Academic Year: 2025  
Qualification: F4CJFQ: HCert in Criminal Justice & Forensic Inves

How would you like to study for the qualification?  ▼  
When would you like to study for the qualification?  ▼  
In which period are you intending to study?  ▼

Academic Preference: 1

You will receive an automated email stating that your application has been received for processing.

## GENERATING A PROFORMA STATEMENT

UJ has implemented a 2-Step Login to ensure your personal information stays private and protected. Below is a step-by-step guide to help you login.

### HOW TO LOG IN

**NB:** You will be required to login with a **PIN** and **PASSWORD**

- Select **Student** in the options provided
- The PIN and PASSWORD are not the same
- Please make sure that you DO NOT copy and paste your details
- Your login credentials must be typed manually
- DO NOT use autosave or use autofill to login

## How to Apply for a Programme

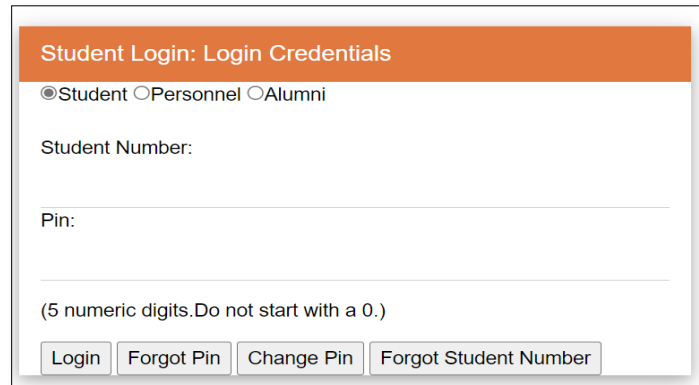
### STEP 1: PIN LOGIN

✓ Use the following link to begin the login process:

[https://registration.uj.ac.za/pls/prodi41/w99pkg.mi\\_login](https://registration.uj.ac.za/pls/prodi41/w99pkg.mi_login)

✓ Type in your student number and 5-digit PIN then click on Login

(If you forgot your pin or student number, please click on the relevant button to retrieve your credentials).



The screenshot shows a web form titled "Student Login: Login Credentials". At the top, there is an orange header bar with the title. Below the header, there are three radio buttons: "Student" (selected), "Personnel", and "Alumni". Underneath, there are two input fields: "Student Number:" and "Pin:". Below the "Pin:" field, there is a note: "(5 numeric digits. Do not start with a 0.)". At the bottom of the form, there are four buttons: "Login", "Forgot Pin", "Change Pin", and "Forgot Student Number".

### STEP 2: PASSWORD LOGIN

Once logged in with the PIN, you will be directed to a page where you will need to create a password to continue.

✓ A temporary password (different from the PIN) will be sent to the email address that is registered on our student information system.

✓ You will use this temporary password to create your own password, following the password requirements as per the yellow highlighted section on screenshot below.

✓ Fetch the temporary password from your emails, type it in the temporary password field, and create your own password on the new password field. (If you do not receive the temporary password within 3 minutes, return to the login page and click on forgot password then check your emails again).

*The temporary password is only valid for 15 minutes, whereafter you must request a new one by clicking on forgot password.*

## How to Apply for a Programme

**Please supply your password**

You need to supply your password in order to complete the login process

A temporary password has been mailed to you.  
Please use that in order to continue with the login process.

Temporary Password  \*

New Password  \*

Repeat New Password  \*

[Go back to Login Screen](#)

New password entered must:

- \* be at least 14 characters in length,
- \* Include at least one uppercase letter,
- \* Include at least one lowercase letter,
- \* Include at least one special character,
- \* Include at least one numerical digit,
- \* Not contain your login number,
- \* Not contain more than 2 repeating digits and
- \* Not be the same as the previous password.

If you have previously created a password, you will be prompted to login with the password as per the screenshot below. You can click on the **“Forgot Password”** button if you cannot remember your password and follow the instructions to reset your password.

**Please supply your password**

You need to supply your password in order to complete the login process

Password  \*

[Change Password](#)

[Go back to Login Screen](#)

### STEP 3: PROFORMA STATEMENT

Once logged in, on the left-hand side click on “Proforma Statement” and then click on “Generate a Provisional Proforma Statement” as shown in the screenshot below:



The screenshot shows the University of Johannesburg logo at the top. Below it is a navigation menu with the following items:

- Student Web
  - ✓ E-Academic Record
  - ✓ Update Address/Contact Details
  - ✓ Academic/Residence Application
  - ✓ Registration
  - ✓ Changes to Registration
  - ✓ Residence Registration
  - ✓ Cheque and Credit Card
- Payment
  - ^ **Proforma Statement**
    - ✓ **Generate a Provisional Proforma Statement**
    - ✓ NSFAS and Bursary Allowances
    - ✓ Maintain Banking details
    - ✓ Online Refund
    - ✓ Fee Statement
    - ✓ AOD (Acknowledgment of Debt)
    - ✓ SRC Trust Fund Applications
    - ✓ Student Finance
    - ✓ SRC Fund and Meal Application
- Logout



## How to Apply for a Programme

Select the programme that you require a proforma statement for.

University of Johannesburg Monday, 10th October 2024

**Generate a Provisional Proforma Statement**

Student Number: 2  
Name:

Note: Please note that the following Proforma Statement is only a PROVISIONAL statement and may be subject to change. Click on the Academic Year (blue) for the qualification code you want a Provisional Proforma Statement for.

Academic Year	Academic Preference	Qualification	Description	WRS Score	Contract Code	Quote Number	Quote Total
2025	1	Programme Code	Programme Name	22			

Select the module or subject for which you need the statement and continue.

**Generate a Provisional Proforma Statement**

Student Number:   
Name:

Academic Year	2025
Qualification	Programme Name
Mode of Study	DT - APK PART-TIME
Academic Period	0 - YEAR BLOCK
Period of Study	1 - FIRST YEAR

Note: Choose the relevant subject(s) that you would like to appear on the Provisional Proforma Statement by clicking in the checkbox(es) left of the subject code and name. Should a subject be greyed out and you cannot unclick the box it means the subject is compulsory and must be selected. After you have selected the relevant subject click on "Continue Quote" to finalise your Provisional Proforma Statement.

Subjects Available for Selection			
Subject	Compulsory/Information	Subject Weight	Credits
<input checked="" type="checkbox"/> Module A Name	Yes		.150
<input checked="" type="checkbox"/> Module B Name	Yes		.140
<input checked="" type="checkbox"/> Module B2 Name	Yes		.140

You will then be able to view the estimated FEES of the programme you want to study.

Then Click "Generate Quote" to save.

University of Johannesburg Monday, 7th October 2024

**Generate a Provisional Proforma Statement**

Student Number:   
Name:

Academic Year	2025
Qualification	Programme Name
Mode of Study	DT - APK PART-TIME
Academic Period	0 - YEAR BLOCK
Period of Study	1 - FIRST YEAR

Academic Credits		
	This Registration	Previous Academic Year
<b>Total:</b>	43	1.125

Note: Please click on 'Generate Quote' in order to issue this quote, or Click on 'Cancel Quote' in order to reject this quote

Subjects Applied For	Mode of Study	Academic Period	Academic Credits	Fee
Module A Name	DT - APK PART-TIME	1 - SEMESTER ONE	150	5,270.00
Module B Name	DT - APK PART-TIME	2 - SEMESTER TWO	140	5,270.00
Module B2 Name	DT - APK PART-TIME	2 - SEMESTER TWO	140	5,270.00

Qualification Fee	0.00
Registration Fee and ICT Levy	1,150.00
<b>Total</b>	<b>16,960.00</b>

Note:

- **IMPORTANT:** To ensure the confidentiality of your personal information, we've password protected the generated proforma with your ID Number
- **PROCESSING OF A PAYMENT PLEASE NOTE THE FOLLOWING:**
- **OPTION 1:** To continue making an online credit or debit card payment, please click on the tab to the left of this screen named 'Cheque and Credit Card Payments'.
- **OPTION 2:** you can make an EFT using the below banking details. EFT's made from any other bank than FNB can take up to 48 hours to reflect in the student account
- **BANKING DETAILS FOR FNB IS AS FOLLOWS:**

The FNB Student Fee Account of the University has been set up as a predefined beneficiary at All major banks and you therefore don't need the actual bank account number to make a payment, just select the UJ Tuition Fee Account as a beneficiary.

- **Beneficiary Account name:** University of Johannesburg UJ Tuition Fee Account
- **Bank:** First National Bank
- **Account Type:** Cheque Account
- **Account Number:** 62 615 873 199
- **Branch code:** 210-554
- **Reference number:** Student nr
- **Swift code:** FIRNZAJJ
- 
- 
- After Registration you can access BlackBoard on the link below
- [BlackBoard Login](#)

## *How to Apply for a Programme*

The quote can be saved or downloaded.