

2024

REGISTRATION GUIDE 8 STEPS TO TAKE



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VISION **130**
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RECEIVED A FINAL OFFER? WHAT HAPPENS NEXT?



STEP 1 ACCEPT STUDY OFFER

Log in to www.ufs.ac.za/studyoffer to accept your offer. If you have received multiple offers, you must choose one. You can only accept one offer and offers will lapse within three days (72 hours) if not accepted.

TIP: You will need active UFS log-in credentials to access the UFS website. Here are some videos to help you: selfservice.ufs.ac.za. If you have forgotten your password, click here to reset it or contact **051 401 9111** for help (press 4).

IMPORTANT: Please ensure that all your contact details are correct ([CLICK HERE](#)). This is how we, the UFS, keep you up to date with critical information.



STEP 2 EXAMINE REGISTRATION INFORMATION

Once you have accepted your offer, you will receive registration information within two working days. Read through all the information, paying special attention to:

Registration website (www.ufs.ac.za/register)



STEP 3 SIGN YOUR CONTRACT

Complete the compulsory registration task with the registration agreement on *PeopleSoft Campus Solutions* (**STUDENT PORTAL**).



STEP 4 PREPARE YOUR FINANCES

Please ensure that your **first payment** is made **five (5) working days before** registration at the UFS. If you have an approved bursary/sponsorship that covers all your fees for 2024, please submit your confirmation letter to tuitionfees@ufs.ac.za.

If you are a NSFAS-approved student and NSFAS has confirmed your funding with us, you will receive an SMS as soon as the prepayment block is lifted. The university can only send you an SMS once NSFAS has confirmed your funding with the UFS. If you have not received an SMS within **two (2) weeks of NSFAS confirming your funding**, please contact the UFS Financial Aid Office to help you find a solution.

You will be able to submit your registration request via the online platform or DV form even though you have not made the first payment.

YOUR REGISTRATION WILL BE FINAL UPON FULFILMENT OF THE FOLLOWING CONDITION:

No outstanding fees on your student account, proof of funding submitted, or first payment made.

Students whose request for registration could not be processed by the deadline due to either of the documents and/or payments mentioned herein above being outstanding, such request will remain incomplete. Refer to the **registration terms and conditions** for more clarity.





STEP 5 NEED ACADEMIC / CURRICULUM ADVICE?

View your 2024 faculty yearbook to confirm the modules (the courses) you need in order to complete your programme:

www.ufs.ac.za/templates/rule-books.

If you are undecided, please contact a **CTL Central Academic Adviser** for **SUPPORT**. It is also important to familiarise yourself with the National Benchmark Test before you proceed to register. All the relevant information can be found on **NBT**.



STEP 6 ENROL (REGISTER)

Registrations open on 6 February 2024 as per the faculty curriculum advising schedule. Once you have finalised your enrolment (registration), please download the following documents:

PROOF OF REGISTRATION
www.ufs.ac.za/kovsielife/student-self-service

CLASS TIMETABLE (COURSE SCHEDULE)
www.ufs.ac.za/kovsielife/unlisted-pages/academic-life/official-timetables



STEP 7 GET STUDENT CARD

Contact the Card Division for your student card once your enrolment (registration) request is finalised. You will need your **proof of registration** for the processing of a student card.



STEP 8 GET STUDY MATERIAL

Access online study material on **Blackboard**:
ufs.blackboard.com

Congratulations! You are officially a UFS student, and you have begun your learning journey! **Classes start on 12 February 2024.**

HOUSING AND RESIDENCE

Get assistance with on-campus and off-campus housing and residence matters
+27 51 401 9111 (press option 6)

For more information, contact the UFS Contact Centre on:

+27 51 401 9111
studentadmin@ufs.ac.za

