

5 STEPS TO TAKE REGISTRATION GUIDE



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*Inspiring excellence, transforming lives
through quality, impact, and care.*

UNIVERSITY OF THE
FREE STATE
UNIVERSITEIT VAN DIE
VRYSTAAT
YUNIVESITHI YA
FREISTATA



ACCEPTED AN OFFER? **WHAT HAPPENS NEXT?**

Congratulations on accepting your offer to study at the University of the Free State! We are excited to support you on this journey – we want to ensure that your transition is smooth and that you are fully prepared to begin your studies.

Please follow the steps below carefully to complete your registration and get ready for an impactful academic year.



STEP 1 || OBSERVE REGISTRATION INFORMATION

Carefully read through all the information provided, paying special attention to the registration website: www.ufs.ac.za/register

This information is essential to ensure that you are well prepared for the next steps in the registration process.



STEP 2 || START YOUR REGISTRATION TASK || **PART 1**

ENROL (REGISTER) AND FOLLOW THE STEPS

Online registrations open on 2 January 2026. You should submit your registration request online by completing the Registration Activity Guide.

Ensuring that you register on time is essential to your academic success and will help you start your university experience with confidence.

If you are a student with a disability, please proceed to also apply for reasonable accommodation –

[CUADS Reasonable accommodation request form](#) and send it to cuads@ufs.ac.za



STEP 2 || NEED TO CLEAR YOUR HOLDS? || PART 2

FINANCE HOLD

Make sure that your first payment is made at least five (5) working days before registration. If you have an approved bursary/sponsorship that covers your fees for 2026, please submit your confirmation letter to tuitionfees@ufs.ac.za as soon as possible.

Click on the link for more information on first payments – [First Payments](#)

For NSFAS-approved students – once NSFAS has confirmed your funding, you will receive an SMS indicating when the prepayment block is lifted. If you do not receive this SMS within two (2) weeks of NSFAS confirming your funding, or before your curriculum advising session, please contact the UFS Financial Aid Office for support.

You should still be able to start your registration request via the online platform, even if you have not yet made the first payment. Your registration will only be final once all requirements have been met:

- No outstanding fees on your student account.
- Proof of funding or the first payment has been submitted. Click on the link for more information on first payments: [First Payments](#)
- No academic hold.

If your registration request cannot be processed by the deadline due to any outstanding documents or payments, your registration will remain incomplete.

For further details, please refer to the Registration Terms and Conditions.



STEP 2 || ACADEMIC/CURRICULUM ADVISEMENT || PART 3

If you are unsure about your course selection, please refer to the 2026 faculty yearbook to confirm the modules you need to complete your programme. You can find the yearbook at:

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

If you are indecisive or need additional guidance, contact a CTL Central Academic Adviser for expert support. [CLICK HERE](#) to engage with an academic adviser.

Make sure you have registered for the faculty-specific Critical Academic Literacies (CAL), as well as the First-Year Seminar (FYS) module, which is vital to your academic success. [CLICK HERE](#) for more information about CAL and [HERE](#) for more information about the First-Year Seminar module.

FOR MAINSTREAM PROGRAMME STUDENTS

You must register to write the academic literacy placement test before classes start. This test is designed to assess your reading and writing skills, ensuring that you receive the appropriate support to succeed academically. Based on your results, you may be required to complete a Critical Academic Literacies (CAL) module, or you may be exempted if you meet the necessary score.

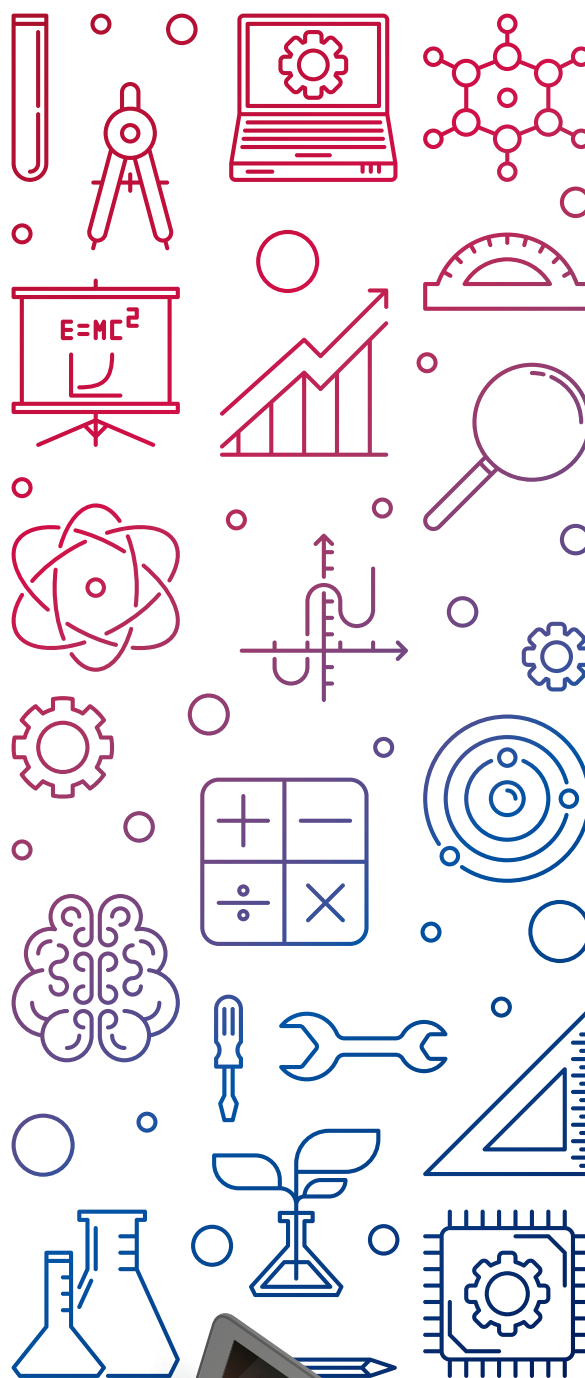
[CLICK HERE](#) for more information about the test and to sign up for a test session.

For more information, you can also refer to the poster attached.

EXTENDED PROGRAMME STUDENTS

You are required to complete the relevant Critical Academic Literacies (CAL) module.

For any additional holds that may appear on your ADS, please read the instructions for clear guidance on how to proceed.



STEP 3 || DOWNLOAD YOUR STUDENT DOCUMENTS

Once your enrolment (registration) is complete, be sure to download the following documents to confirm that all details are correct:

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

Having these documents on hand ensures that you are ready for the first day of class and gives you the confidence to start your academic journey with clarity.



STEP 4 || GET STUDENT CARD

Contact the Card Division for your student card once your enrolment (registration) request has been finalised.

You will need your proof of registration to process a student card.



STEP 5 || DOWNLOAD STUDY MATERIAL

Access online study material on Blackboard (where applicable) via: ufs.blackboard.com

For hard copy material, please contact Minolta behind the Sasol Library. Congratulations!

You are now officially a UFS student – the learning journey is about to begin! Classes will start on 9 February 2026.

We are here to support you every step of the way, ensuring that your experience at the UFS is impactful and fulfilling.

HOUSING AND RESIDENCE

T: +27 51 401 9111 (press 6)

QWAQWA CAMPUS

E: res_infoqc@ufs.ac.za

BLOEMFONTEIN CAMPUS

E: resapplications@ufs.ac.za

SOUTH CAMPUS

E: SCResApplications@ufs.ac.za

For more information, contact the UFS Contact Centre: +27 51 401 9111
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