

REGISTRATION GUIDE

POSTGRADUATE STUDENTS

2026



T: +27 51 401 9111 | E: studentadmin@ufs.ac.za | www.ufs.ac.za

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

DEAR **POSTGRADUATE** STUDENT

It is a privilege to welcome you to the University of the Free State as a KOVSIE! As part of a university committed to creating growth opportunities, we are dedicated to supporting your academic success holistically. We aim to provide you with a world-class education experience so that you can achieve academic excellence and high employability. This guide will streamline your enrolment (registration) for the programme and modules (courses) you will complete during 2026.

IMPORTANT NOTE: Please contact your faculty for curriculum advising before starting the registration process.



REGISTRATION **PERIOD**

International students should contact the Office for International Affairs before commencing with registration.

First-time research master's and doctoral students can register throughout the year. Please contact your faculty for specific assistance you may need before registration.

First-time and returning honours and PGDip registration will take place according to your faculty advising schedule. Please visit your faculty website for more information: www.ufs.ac.za/templates/faculty-list

Returning master's and doctoral students must register during the official registration period (2 January–31 March 2026 for the first semester or a year programme and 13 July–30 September 2026 for the second semester).

Last date to add or change modules for honours and PGDip students: 13 February 2026.

Last day to cancel modules with financial credit: 31 March 2026 for the first semester and 31 August 2026 for the second semester.

NOTE: Structured master's degree students must consult their faculty regarding the last date of registration for these degrees, as it may vary due to the commencement of contact sessions for the structured modules.



ACADEMIC ACTIVITIES

At the University of the Free State, we are dedicated to providing quality learning experiences that make an impact. Unless otherwise communicated by your faculty, academic activities for the 2026 first semester will start on 9 February, and on 13 July for the second semester.

We are here to support you, so please contact your faculty for any assistance needed as you prepare for a successful year.

Details on your module-specific academic activities will be provided by the relevant faculty or academic department. This information is shared to help you plan ahead with confidence.

Comprehensive registration information is also available online at www.ufs.ac.za/register.



2026 REGISTRATION PROCESS

To uphold our commitment to quality and care, we strive to make the registration process as smooth as possible. Each step has been designed to ensure that you receive the support you need. If you have any questions or concerns, please reach out so we can assist you.

The following steps will guide your registration process:



STEP 1

Observe registration information:
www.ufs.ac.za/register

STEP 2

Start and complete your registration task

STEP 3

Download student documentation

STEP 4

Confirm and access your modules on Blackboard.

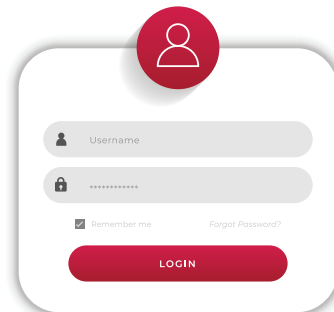
If you are unsure, please contact your faculty curriculum adviser for assistance.

UFS **PASSWORD**

Please make sure that your UFS password has not expired. You will need the password to access electronic systems used by the UFS. To set your UFS password, log on to:

selfservice.ufs.ac.za/sspr/private/login

If you need further assistance with this facility, please contact the Student Helpdesk at **+27 51 401 9111** (press 4).



THE **RULES**

The rules of the University of the Free State are applicable to you in all respects during the course of your studies.

General rules may change from year to year. Please ensure that you are familiar with the applicable rules before registration. The rules can be found on the UFS website at [UFS RULES](#)

The faculty rulebooks can also be found on the UFS website at: www.ufs.ac.za/templates/yearbooks

Financial rules are available at:
www.ufs.ac.za/kovsielife/student-finance



REGISTRATION **INFORMATION**

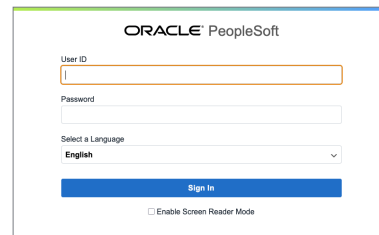
Read through all the information, paying special attention to the Registration website: www.ufs.ac.za/register



START **YOUR REGISTRATION** TASK

Please log in to **PeopleSoft Campus Solutions** to complete your compulsory registration and sign the enrolment (registration) agreement.

If you need further assistance with this facility, please refer to the registration webpage: www.ufs.ac.za/register.



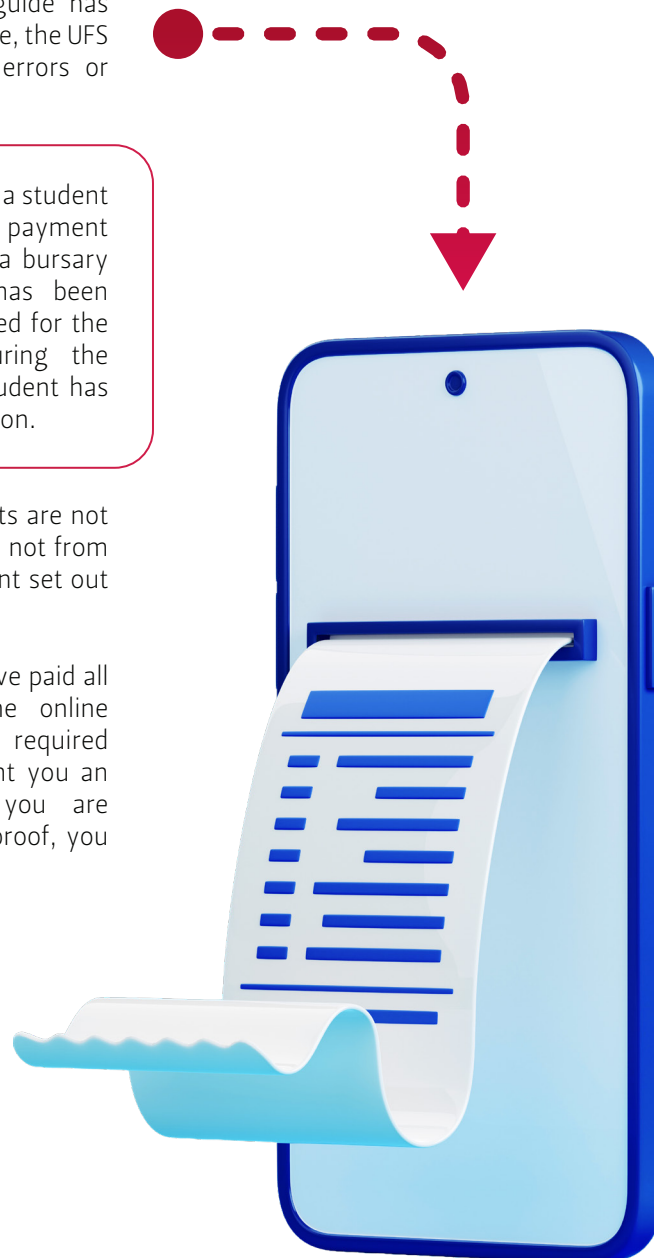
CLEAR **YOUR HOLDS**

Although the information in this guide has been compiled as carefully as possible, the UFS accepts no responsibility for any errors or omissions.

IMPORTANT NOTE: The registration of a student only becomes official after the first payment has been made or confirmation of a bursary covering all fees for the year has been submitted, the student has registered for the qualification and modules – during the registration period – and you as student has received an official proof of registration.

WHAT DOES IT MEAN? First payments are not the same for all students. If you are not from South Africa, you will pay the amount set out for international students.

You are only registered once you have paid all the required fees, completed the online registration process or the required registration form, and we have sent you an official document stating that you are registered. Unfortunately, without proof, you are not registered.



FIRST PAYMENTS **BEFORE REGISTRATION** 2026

STUDENTS STUDYING BY MEANS OF FINANCIAL AID, e.g. VIA NSFAS, BURSARIES, LOANS, ETC. (SA STUDENTS ONLY)

For more information on financial support for 2026, please contact your faculty for UFS postgraduate bursaries and the Centre for Graduate Support for NRF and merSETA bursaries.

www.ufs.ac.za/centreforgraduatesupport/centreforgraduatesupport/home/funding1/postgraduate-bursaries

Students studying with financial aid from recognised and reputable funders are exempted from paying the first payment after all the following conditions have been met:

- Historic debt from the previous year has been paid off.
- The funding must be officially confirmed by the funder. Proof of confirmed funding must be submitted to Student Finance five (5) working days prior to registration. Please email the confirmation letter to tuitionfees@ufs.ac.za
- The funding awarded must cover the full cost of study for the year.

The above excludes:

- International students studying with the assistance of financial aid are NOT EXEMPT from paying the first payment, as indicated for SELF-PAYING STUDENTS.
- Students who have applied for funding but have not yet received funding confirmation, must pay the first payment as indicated for SELF-PAYING STUDENTS five (5) working days prior to registration. Payments will be refunded when funding is confirmed.
- Students with financial aid (i.e. /bursary/loan) that does not cover the full cost of study for the year MUST pay the first payment as indicated for SELF-PAYING STUDENTS five (5) working days prior to registration.

SELF-PAYING STUDENTS

FIRST PAYMENT is due five (5) working days prior to registration. Students will not be able to register until this payment reflects on their tuition fee account.

- Historic debt from the previous year must be paid off.
- Should the total fee for the year be less than the first payment required, the total fee must be paid in full.

Amounts payable as first payments prior to registration:

Please pay attention to the amounts that are payable five (5) working days prior to registration.

Click on the link for more information on first payments – **FIRST PAYMENTS**



SUBMITTED **DISSERTATIONS AND THESES** FOR ASSESSMENT

FIRST PAYMENTS MASTER'S AND PhD STUDENTS

Submission dates and the dates on which assessment results are captured will determine whether you need to re-register and pay the required first payment:

- If your assessment results are captured on PeopleSoft on/before the end of February, re-registration or payment is not required.
- If your assessment results have not been captured by the end of February or you have to resubmit your thesis for assessment, you have to re-register and pay the required first payments as indicated.
- If your results are received and captured on PeopleSoft in time for the first annual graduation (April), all module fees will be credited to your account.
- If your results are too late for the first annual graduation, but in time for the second graduation ceremony (December), 50% of the module fees will be credited to your account.
- If your results are too late for both graduation ceremonies, all fees charged for the year remain due and payable.
- Should you believe sufficient reasons exist for exemption from the payment of fees, you and your study leader must appeal in writing to the Deputy Director: Student Finance - tuitionfees@ufs.ac.za
Supporting documents must accompany your appeal.



FUNDING: HONOURS, POSTGRADUATE DIPLOMA, MASTER'S, AND DOCTORAL STUDIES || **PART 1**

The University of the Free State offers funding support to help students achieve their academic and personal goals with greater ease. By providing quality financial assistance options, we hope to empower you to focus on your studies and make a meaningful impact in your chosen field. This commitment reflects our dedication to caring for each student's unique journey and future contributions.

THE UNIVERSITY HAS PARTIAL TUITION FEE FUNDING FOR:

- honours and postgraduate diploma students;
- first-year master's and doctoral students;
- second-year master's and doctoral students who have submitted satisfactory progress reports;
- second-year coursework master's students registered for the mini-dissertation; and
- third-year doctoral students who have submitted satisfactory progress reports.

Closing date for application for funding: 30 November 2026 for honours and postgraduate diploma students, as well as master's and doctoral students.

WHO CAN APPLY?

- All South African and international students from any higher-education institution are eligible.
- You must meet all academic requirements of the university and must already be admitted to an academic programme at the University of the Free State.

WHAT IS COVERED?

- Eligible candidates who are South African citizens or international students will receive funding towards their academic tuition fees.

WHAT IS NOT COVERED?

- All students pay registration fees, residence pre-payments, and accommodation (for students who stay in university residences) and living costs.
- International levies.
- Non-SADC students will still be required to pay 33% of their tuition fees.

TERMS AND CONDITIONS

- Renewal of funding is subject to the previous year's academic performance.
- Funding is only allocated for the allowed study period of one year for honours and postgraduate diploma students, two years for master's students, and three years for doctoral students.

FUNDING: HONOURS, POSTGRADUATE DIPLOMA, MASTER'S, AND DOCTORAL STUDIES || **PART 2**

For UFS tuition fee funding enquiries please contact your faculty:

NRF FUNDING ENQUIRIES

Master's and doctoral NRF
Lindiwe Booii E: BooiLM@ufs.ac.za

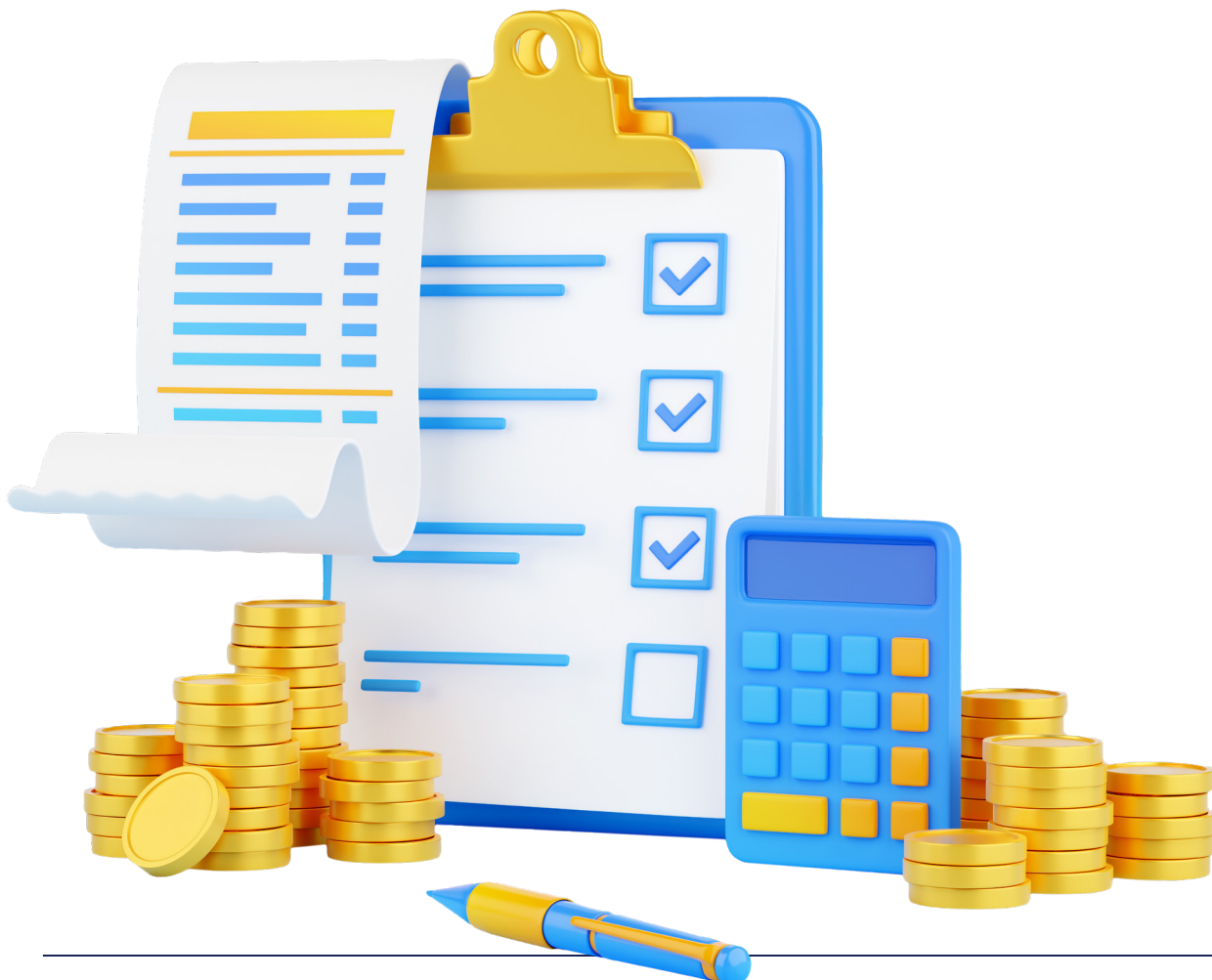
Honours NRF
David MacHeu E: MacHeutd@ufs.ac.za

PROGRAMME PRICES

Tuition fees are charged per module. Programme prices will vary according to the modules registered for and are estimated average costs per year. International non-SADC students pay the actual module price plus 50%.

NB: You can obtain an official quote for UFS programmes online. Please visit: kovsielife.ufs.ac.za/quote/quote.aspx

You will need the module codes to get a quote. Module codes are available online www.ufs.ac.za in the relevant faculty rulebook. Follow the links: Academic | Academic Programmes, and select the relevant faculty.



WHERE TO **PAY**

ANY ABSA BANK BRANCH

Name of account: University of the Free State
Branch code: 630734 || Account number: 1570 151 688
SWIFT code for international transfers: ABSAZAJJ

Reference number: 100 followed by student number for the first payment, tuition, and accommodation fees.
Email proof of payment to: tuitionfees@ufs.ac.za



INTERNET (EFT)

You must add the university as a beneficiary at any branch of your bank. Use the same ABSA bank details as above.

Reference number: 100 followed by student number.
Email proof of transaction to: tuitionfees@ufs.ac.za



ONLINE CREDIT CARD PAYMENT FACILITY

Visit www.ufs.ac.za/kovsielife/student-finance. Please be aware that an official UFS student number is required when this facility is used for payment.



ON-CAMPUS CASHIERS' OFFICE

South Campus:
Monday to Friday: 08:30–15:30
Qwaqwa Campus:
Monday to Friday: 08:30–15:00



RULES ABOUT **FEES** || **PART 1**

The University of the Free State remains dedicated to quality education and impactful engagement, regardless of potential disruptions beyond the university's control. In line with our culture of care, we aim to keep you informed and prepared for all financial aspects of university life.

Tuition and accommodation fees are payable in full, irrespective of whether any services to be rendered by the university are disrupted by circumstances beyond the university's control, such as strikes, student boycotts, public unrest, or any other disruption on campus.



RULES ABOUT FEES || PART 2

PAYMENT DATES

Tuition and residence fees are calculated per semester. All fees must be paid as follows, regardless of whether an account has been received or not. It is your responsibility to enquire if you have not received an account. Account statements are emailed to students' UFS4life email addresses.

You can access your account through the student self-service portal;
www.ufs.ac.za/kovsielife/student-self-service.

The university strictly adheres to the Protection of Personal Information Act (POPIA). Account statements or any other personal information will NOT be shared with a third party. You must forward the account to the person(s) responsible for paying the account. It is your responsibility to enquire if you have not received an account.

SOUTH AFRICAN AND INTERNATIONAL STUDENTS

First payment: January-March 2026 || five (5) days prior to registration.

First semester: All fees for the first semester are payable on or before 31 March 2026.

SOUTH AFRICAN STUDENTS

Second semester: All fees for the second semester are payable on or before 31 August 2026.

INTERNATIONAL STUDENTS

Second semester: All fees for the second semester are payable on or before 30 June 2026.

All other fees, including the amenities levy, are payable no later than the end of the month following the month in which the transaction took place, as indicated on the account, unless specifically stipulated otherwise in the regulations.

FACULTY CURRICULUM ADVICE

Contact your faculty for curriculum advice. You can obtain curriculum advising even if you have not yet made your first payment.

*Curriculum advising includes verification of academic plan codes (e.g. BC780089) and modules (e.g. EDML8900) by academic departments/faculties.



DOWNLOAD YOUR **STUDENT DOCUMENTS**

To ensure a quality academic experience and avoid complications, it is your responsibility to confirm that your registration is completely correct. This includes verifying the academic plan code, module code(s), and campus location.

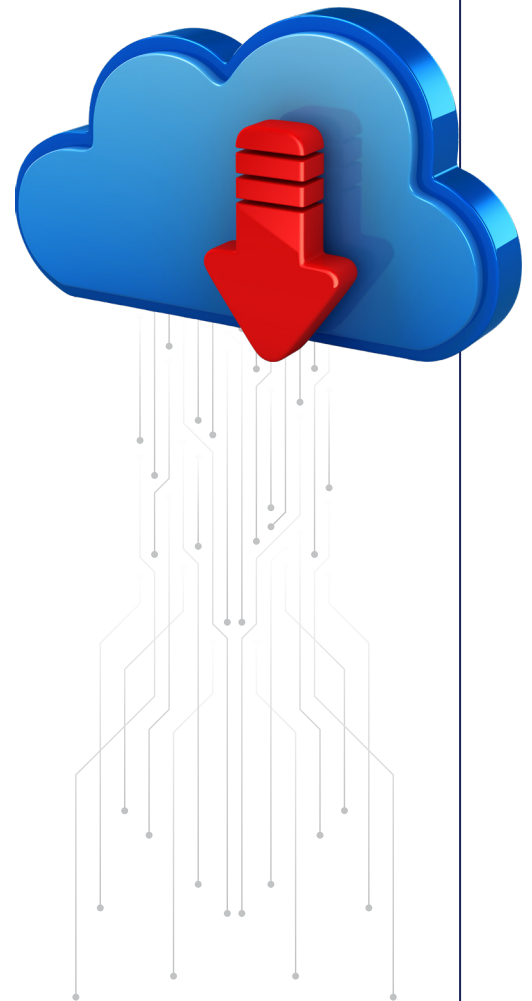
To protect your access to bursaries and financial assistance, please verify that your registration is accurate by the final date for changes. Additionally, note these key deadlines:

Last date to cancel modules with financial credit: 31 March 2026 (first semester) and 15 August 2026 (second semester). You cannot carry over incomplete or discontinued modules to the following year. Re-registration for any such modules will be required.

INCORRECT MODULE REGISTRATIONS

In cases where a student is approved for registration outside the regular period, a late registration fee will apply, unless the delay was due to university action. Should an error occur in your registration, we are committed to helping you correct it with care and minimum impact on your academic record.

In motivated cases, errors in registration may be rectified for a fee before the exams begin, provided that the modules fall within the same subject field (e.g., registering for EBUS8714 instead of EBUS8715). Corrections after the final registration date will incur additional fees.



CONFIRM YOUR MODULES AND **DOWNLOAD STUDY MATERIAL**

FOR COURSEWORK MASTER'S DEGREE PLEASE NOTE: Newly enrolled modules will only be available on the platform 24 hours after your registration has been finalised. Confirm with your academic department whether any study material will be available to you on Blackboard. The cost of printed study guides and material will be added to your tuition-fee account.

For research master's and doctoral students: Your supervisor will provide information around study material and where to find it, if necessary.

Please contact the Educational Technology Support Desk on **+27 51 401 9111** (press 5) or email your query to ehelpdesk@ufs.ac.za for assistance if your modules are not reflected on the portal after 24 hours.

To access Blackboard, visit the following website: ufs.blackboard.com

For other master's and doctoral studies: You might be enrolled on a Blackboard page for your degree programme. Don't hesitate to get in touch with your supervisor for more information.

CONTACT DETAILS

FINANCE || STUDENT FINANCE

T: +27 51 401 9111 (press 3)

E: tuitionfees@ufs.ac.za

EDUCATIONAL TECHNOLOGY SUPPORT DESK (BLACKBOARD)

T: +27 51 401 9111 (press 5)

E: ehelpdesk@ufs.ac.za

HOUSING AND RESIDENCE AFFAIRS

T: +27 51 401 9111 (press 6)

E: res_infoqc@ufs.ac.za

Qwaqwa Campus

T: +27 51 401 9111 (press 6)

E: resapplications@ufs.ac.za

Bloemfontein Campus

T: +27 51 401 9111 (press 6)

E: SCResApplications@ufs.ac.za

South Campus

CENTRE FOR UNIVERSAL ACCESS AND DISABILITY SUPPORT (CUADS)

T: +27 51 401 9111 (press 7)

E: cuads@ufs.ac.za

CENTRE FOR GRADUATE SUPPORT

GENERAL REGISTRATION ENQUIRIES || UFS CENTRE FOR GRADUATE SUPPORT

T: +27 51 401 7161

E: CGS.Enquiries@ufs.ac.za

DISSERTATIONS AND THESIS SUBMISSIONS

E (Master's): MastersAdmin@ufs.ac.za

E (PhDs): DoctoralAdmin@ufs.ac.za

FOR THE HUMANITIES, EDUCATION, AND ECONOMIC AND MANAGEMENT SCIENCES ONLY

E: mokgadinp@ufs.ac.za

Nthabiseng Mokgadi

FOR LAW, NATURAL AND AGRICULTURAL SCIENCES, AND THEOLOGY AND RELIGION ONLY

T: +27 51 401 2722

E: devaldone@ufs.ac.za

Naomi Haupt

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