



5 STEPS TO TAKE REGISTRATION GUIDE

2025



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VISION **130**
Renew and Reimagine
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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, and 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

ENROL (REGISTER) AND FOLLOW THE STEPS:

Online Registrations opens on **7 January 2025**. You will need to enrol and

- **sign your registration agreement** on **PeopleSoft Campus Solutions** (student portal); and
- complete all **compulsory registration tasks**.

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

For detailed information on the advising schedule, please refer to your faculty webpage: **Faculty List**

NEED TO CLEAR YOUR HOLDS?

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 2025, please submit your confirmation letter to tuitionfees@ufs.ac.za as soon as possible.





START YOUR REGISTRATION TASK || CONTINUED

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.

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**.

CURRICULUM ADVICE HOLD:

If you are unsure about your course selection, please refer to the **2025 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 undecided or need additional guidance, contact a **CTL Central Academic Adviser** for expert support.

Make sure you have registered for the faculty-specific **Critical Academic Literacies (CAL) module**, which is vital to your academic success. [Click here](#) for more information.

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.

EXTENDED PROGRAMME STUDENTS:

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

[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.

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.
- **No academic hold**.

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



STEP 3



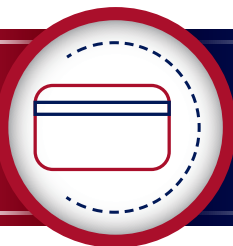
DOWNLOAD YOUR STUDENT DOCUMENTS

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 for processing 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 10 February 2025. 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

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

