Afrikaans version

Online Registration 2014

The University of Pretoria has launched an initiative to register all students online in 2014. Specific days will be allocated to specific groups of students. Students are requested to keep to the registration and academic advisement dates and times as scheduled. A telephonic Registration Help Service will be made available to students on scheduled days. Should the Registration Help Service experience high volumes, you are requested to send an email to registration@up.ac.za. View the Academic Advisement and Registration Schedule here.

Step 1

Login to the **University Portal**>Click on the **Student Centre** link and check whether you have any of the following holds on your record. If so you will not be able to register.

WATCH VIDEO

Follow the instructions below to rectify the holds on your record.

Financially unsuitable Registration unsuitable	For more details click here
Library material outstanding	For more details click here
International student	For more details click here
Outstanding contract	In the **UP Student Portal** click on the **Student Centre** link>Under the **Admissions** banner click on the **Online Contract** link and follow the instructions.
Outstanding ID Outstanding Grade 12 Certificate for senior students or HESA certificate for new first- year students	In the **UP Student Portal** click on the **Student Centre** link>Click on the **Upload Supporting Documentation** link and follow the **instructions** to upload the outstanding documents. Call the **Registration Help Service** on +27 12 420 5347 so that they can confirm receipt and lift the block on your record.
Expelled at UP Expelled at another university Your study programme is not activated Excluded from faculty Non-compliance with selection criteria plan	Contact the **Registration Help Service** on +27 12 420 5347 for advice with regards to any other holds that may appear on your record.

Step 2

Check the Registration Schedules for Online Registration. Register in the **labs** according to the required schedule if your plan is not available for Online Registration.

Step 3

After Step 2 is completed, click on the **Online Registration** link in the Student Centre and follow the steps until the registration is complete.

The Online Registration link in the Student Centre will only be available from 6 January 2014.

Yearbooks

You are now registered and the **Proof of Registration** will be emailed to your Tuks email address, e.g. U12345678@tuks.co.za, or you can reprint it from the **Student Centre** or go back to **Step 3** and click on the **Reprint** button. Student cards can be renewed at the CSC within 24 hours. Senior students are required to present their current student card.

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