

# ORIENTATION AND REGISTRATION GUIDE 2016

**ARTS**

**COMMUNITY AND HEALTH SCIENCES**

**DENTISTRY**

**ECONOMIC AND MANAGEMENT SCIENCES**

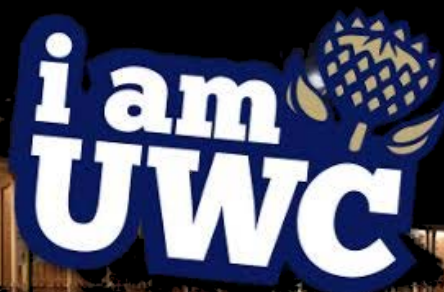
**EDUCATION**

**LAW**

**NATURAL SCIENCES**



UNIVERSITY of the  
WESTERN CAPE





It is with pleasure that we welcome you to UWC an engaged university, facing the future in a way that transcends the past and embracing the complex reality of transformation and global technological advances. UWC is committed to excellence in teaching, learning and research, to nurturing the cultural diversity in South Africa, and to responding in critical and creative ways to the needs of society in transition.

# YOUR JOURNEY BEGINS HERE



**Final acceptance letter to study at UWC**  
 Congratulations you have been selected to study at UWC in 2016 #iamUWC



To confirm your acceptance of this offer, please accept it by dialling **\*120\*102030#** and follow the prompts. Remember you have 3 working days within which to confirm your acceptance



For assistance with registering online please call 0800116600 and select option 4 (toll free, landlines only) between 9h00-16h00 weekdays

**WELCOME AND ORIENTATION**

The Orientation Programme is aimed at assisting new students with their registration and introducing them to tertiary studies and campus life. Further details regarding the Orientation Programme will be provided after the Rector's Welcome.

**ORIENTATION COMMENCES WITH THE RECTOR'S WELCOME**  
**9 FEBRUARY 2016, 9H30**  
**UWC SPORTS STADIUM**

ATTENDANCE OF THE WHOLE ORIENTATION PROGRAMME IS COMPULSORY.

11 Jan	Online registration opens
8-13 Feb	Assisted registration on campus
9 Feb	Rector's Welcome
6 Feb	Residences open
15 Feb	Classes begin



# REGISTRATION

## CLICK CLICK AND YOU ARE DONE

### 1 Pay your upfront tuition fee

You will have to pay R 4290.00 as a non-residential student, OR R 4840.00 if you have been accepted into one of the UWC residences (excluding Kovacs), before you register. The amount stated above includes the registration fee of R 1210.00 and the first instalment of your tuition fees.

If you are unable to make the payment stipulated above and are in need of financial assistance please contact the Financial Aid Office Helpdesk at +27 21 959 9753/ 2737.

### 2 Submit required documents

You must upload a certified copy of YOUR Identity Document at [www.uwc.ac.za](http://www.uwc.ac.za)

### 3 Register

#### Online registration (excluding LAW and PGCE programmes and all International students)

Log onto the student portal by visiting [www.uwc.ac.za](http://www.uwc.ac.za) and click on the Registration tab, you will be redirected to the Student Portal Login by entering your Student Number and ID number or Passport number. Follow the registration steps on the main menu. Accept the terms and conditions. An email will be sent to your UWC email account (within 24 hours) with your registration details and you will be able to view your Class Timetable.

You may contact the University on 0800116600 (toll free, landlines only) for any assistance or advice while registering online, Mon-Fri from 9h00-16h00

#### Assisted registration on campus (8-13 February 2016)

Come to the Main Hall with supporting documentation as required and requested.

Proceed into the Main Hall as indicated and follow check points. Faculty check points will provide curriculum advising and registration guidance.

Complete your registration.

### 4 Student Card

Once you have registered either online or assisted collect your student card at the Main Hall between 8-13 February 2016

**Exemption status:** If you have been selected for a programme without a Bachelor's degree endorsement or with an age exemption you must also submit the following at registration: 1. A copy of your identity document and Advice of Results or original certified copy of your NSC certificate and 2. An additional R 450.00 for the Matriculation Exemption application.



## RESIDENTIAL SERVICES

If you have applied for university accommodation, UWC Residential Services Department will deal with this application in a separate process.

Please be aware that due to limited space within UWC Residences acceptance into residences is not guaranteed.

All enquiries regarding your residence application may be directed to one of the following contacts:

- **Telephone number:** +27 21 959 2569
- **Email address:** [resservices1@uwc.ac.za](mailto:resservices1@uwc.ac.za) or [resservices2@uwc.ac.za](mailto:resservices2@uwc.ac.za)

Alternatively, applicants may apply to Kovacs UWC Student Village on campus. A separate on-line application is required at [www.kovacsuwc.co.za](http://www.kovacsuwc.co.za). For more information e-mail [kovacs@uwc.ac.za](mailto:kovacs@uwc.ac.za) or contact the offices at Tel No +27 21 959 9500/9502.



## FINANCIAL AID

If you intend applying for financial aid from the National Student Financial Aid Scheme (NSFAS), kindly consult the UWC website for the documents that are required for such applications.

All enquiries regarding Financial Aid applications may be directed to:

Financial Aid Help desk Number: +27 21 959 9753/2737



## INTERNATIONAL STUDENTS

**Must register in person on campus**

Prior to leaving your home country you must apply for and obtain a study visa (endorsed with a practical training visa for academic programmes that require practical training) from the South African High commission, Embassy, consulate or Trade Mission in your country of residence. If there is no South African representative in your country, you must apply to the South African High Commission, Embassy, Consulate or Trade Mission nearest to your home country.

One of the requirements when applying for a study visa is an appropriate medical aid cover and this letter that should be taken to South African High commission, Embassy, Consulate or Trade Mission in your country of residence.

Police clearance may take several months and we urge to apply immediately upon receipt of this letter

It may take several weeks to process your study visa ,therefore we urge you to apply immediately upon receipt of this letter.

In accordance with South African law you should note that if you arrive without a study visa you will not be allowed to enrol at the University and will be required to return to your home country.



## POSTGRADUATE STUDENTS

International students must bring their original SAQA certificate, which is a requirement for registration.

Further enquiries regarding postgraduate orientation and registration may be directed to:

Arts	email: <a href="mailto:artspostgrad@uwc.ac.za">artspostgrad@uwc.ac.za</a>	Tel.: +27 21 959 2372
Community and Health Sciences	email: <a href="mailto:mavanvuuren@uwc.ac.za">mavanvuuren@uwc.ac.za</a>	Tel.: +27 21 959 2163
Dentistry	email: <a href="mailto:dentistry@uwc.ac.za">dentistry@uwc.ac.za</a>	Tel.: +27 21 937 3184
Economic and Management Sciences	email: <a href="mailto:emsadmin@uwc.ac.za">emsadmin@uwc.ac.za</a>	Tel.: +27 21 959 3164
School of Business and Finance	email: <a href="mailto:darendse@uwc.ac.za">darendse@uwc.ac.za</a>	Tel.: +27 21 959 3223
School of Government	email: <a href="mailto:lfesters@uwc.ac.za">lfesters@uwc.ac.za</a>	Tel.: + 27 21 959 3803
PLAAS	email: <a href="mailto:chenry@uwc.ac.za">chenry@uwc.ac.za</a>	Tel.: + 27 21 959 3727
Education	email: <a href="mailto:nmartins@uwc.ac.za">nmartins@uwc.ac.za</a>	Tel.: +27 21 959 2430
Law	email: <a href="mailto:lawpostgradenq@uwc.ac.za">lawpostgradenq@uwc.ac.za</a>	Tel.: +27 21 959 3230
Natural Sciences	email: <a href="mailto:science-postgrad@uwc.ac.za">science-postgrad@uwc.ac.za</a>	Tel.: +27 21 959 2975

## Payment Information

Student fees may be paid using the following methods and should reflect in the student account prior to registration:

- Cash, debit card, credit card, bank guaranteed cheque at our Cashiers on the Ground floor, West Wing Administration building.
- Direct deposit at ABSA Bank
- Electronic Funds Transfer (EFT) from your bank
- Credit card payment: [www.uwc.ac.za](http://www.uwc.ac.za): Credit card payments may take up to 7 business days to reflect on our system.

**Please note:** Payments may take up to 2 business days for local payments and up to 5 business days for foreign payments to reflect on our system. An Electronic notification will be sent to the student email address once payment reflects on our system.

### Banking Details

Account Name: UWC Student Deposit, Current Account  
Bank: ABSA Bank  
Bank Address: First Floor, Tygerpark 4, Willie Van Schoor Drive Bellville, 7530, South Africa  
Account Number: 40 4960 4740  
Branch Code: 632005, Public Sector Western Cape  
Swift Code: ABSAZAJJ – for payments made outside of the Rand Currency area

**South African Students** - Deposit Reference: Student number

**Namibian Students** - Deposit Reference: Student number **followed by**, Initial and surname **only**

### International Students:

Payment details/ Remittance Information: Student number **first**, Initial and surname **only**

Mail or fax proof of payment: Email: [finance@uwc.ac.za](mailto:finance@uwc.ac.za) or Fax: +27 21 959 1556. Kindly ensure that your student number is clearly identified as the reference on all payments.

### Please note:

International students must pay the foreign equivalent of the student fee plus all bank charges.

Foreign bank notes are not accepted

Foreign draft minimum amount accepted ZAR100.00.

A service levy of R70.00 will be raised on cheques dishonored by the bank and may lead to deregistration.

Student Accounts Office – All student account enquiries and quotations for student fees Telephone: +27 21 959 2154 / 3108 Email: [zntshwanti@uwc.ac.za](mailto:zntshwanti@uwc.ac.za) / [dabrahams@uwc.ac.za](mailto:dabrahams@uwc.ac.za)