

REGISTRATION GUIDE

2016

ARTS

COMMUNITY AND HEALTH SCIENCES

DENTISTRY

ECONOMIC AND MANAGEMENT SCIENCES

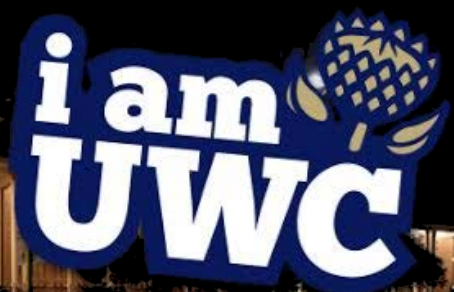
EDUCATION

LAW

NATURAL SCIENCES



UNIVERSITY of the
WESTERN CAPE





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. Full cost bursary holders are not required to make payment as stipulated above and must consult the Financial Aid Office to obtain registration clearance.

2 Register

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

Log onto the student portal by visiting 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.

3 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.



COMPULSORY DOCUMENTATION

Outstanding documents such as matriculation certificates, ID documents, study permits, etc. should be presented to the Student Administration Helpdesk or checkpoints in the foyer of the Main Hall. (during the Assisted Registration period)

Kindly note that you will need to submit the following documentation for registration purposes if not already submitted in 2015:

A

South African Students

- Official Advice / Statement of Results issued by your Provincial Education authority
- A certified copy of your Senior Certificate
- Your Identity Document (original or certified copy)
- Proof of payment of the registration fees
- Application for exemption and proof of payment (only if applicable)

B

International Students

- Foreign Advice of Results
- Confirmation of Studies (HESA)
- Your Passport (original or certified copy)
- A certified copy of your Study Permit
- Proof of medical insurance
- SAQA Documentation (Postgraduate students)
- Proof of payment of the registration fees

C

Transfer Students

- Official Advice / Statement of Results issued by your Provincial Education authority
- A certified copy of your Senior Certificate
- Your Identity Document (original or certified copy)
- Proof of payment of the registration fees
- Conduct Certificate
- Official Results received from previous university (latest)
- Module Descriptors / Content (recognition of credits)
- Proof of Payment – Credit Transfers

Students may contact the UWC Contact Centre on 021 959 3900 (toll free on 0800116600) from the 11TH of January 2015 to ascertain which documents are outstanding.

25 Jan
12 Feb

Closing dates (First and Second) for applications for readmissions both undergraduate, postgraduate honours, structured masters, masters full thesis and PHD

25
Jan

Closing dates for applications for leave of absence for Master's and PhD students

29
Jan

Closing dates for applications for remarking of 2015 scripts

29
Jan

Due date for submission of intention to submit by students to faculties for July 2016 graduation

8
Feb

Closing date for recognition of external credits

RESULTS FOR EXAMINATIONS



Please note that results for examinations written between 7-19 December will be published on 20 January 2016; and for that written between 6 January - 1 February 2016 will be published on 12 February 2016.



INTERNATIONAL STUDENTS

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 a supporting letter from the International Students Services Office (email: scassiem@uwc.ac.za) 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 you to apply immediately upon receipt of this letter. Police clearance is necessary as your VISA application may be declined should you not obtain it.

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.

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: 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 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 / dabrahams@uwc.ac.za