



## STEP-BY-STEP INSTRUCTION GUIDE FOR ONLINE APPLICATION TO STUDY AT UP

Browser details: IE version 7 or higher

Enter the "Security Code" shown on your page and click on "create application id"

Online Application Login

Welcome Applicant (UP\_APPLICANT) to Campus Production (PSCSMRPA)

Favorites | Main Menu > Self Service > Online Application > Online Application Login

Home | Performance Trace | Sign out

University of Pretoria Online Application

Thank you for accessing the University of Pretoria's online Study Application. PLEASE read the instructions at Step 1 carefully in order to successfully complete the application!

Set Language to Afrikaans

Don't have an Application ID yet? [STEP 1: Click here to read instructions for this system](#) **Read first**

Already have an Application ID? [Set Language to Afrikaans](#)

Application ID:  Password:  **login**

[Forgotten your Password?](#)

Note: Your browser must have cookies, javascript, and pop-ups enabled. Please also check that your spam filter does not reject emails generated from UP.

STEP 2: Type the six characters below into the Security Code field.  
**w96r3x** **Step 1: Enter Security Code**

Security Code (case sensitive):

STEP 3: Click the button. **create application id** **Step 2: Click "create application id"**

STEP 4: Once you have received an email from UP containing your Application ID and a temporary password, click the link below to authenticate your details and to reset your password.

[Authenticate my Application ID](#)

Enter Applicant details (undergraduate if first-time student, postgraduate when degrees already obtained) and click on "ok" when all mandatory fields have been completed

Online Application Login - Windows Internet Explorer

https://www.up.ac.za/ps/upapply/EMPLOYEE/HRMS/c/UP\_OAP\_MENU.UP\_OAP\_LOGIN.GBL?

Favorites | Suggested Sites | Web Slice Gallery |

Online Application Login

Welcome Applicant (UP\_APPLICANT) to Campus Production (PSCSMRPA)

Favorites | Main Menu > Self Service > Online Application > Online Application Login

Home | Performance Trace | Sign out

PLEASE CHECK THAT YOUR EMAIL ADDRESS IS CORRECT BEFORE CLICKING OK. This address will be used for all emails generated from this system.

**Application Details**

Career of Study: Undergraduate [?](#)

Start Term: **Select "2014"**

**Applicant Details**

Student Number:  (if previously studied at UP)

Last Name:  (Surname / Family Name) **mandatory**

First Name:  **mandatory**

Middle Name(s):  **not mandatory**

Date of Birth:  **mandatory**

Email Address:  **Enter email address which (Refer to "How to create an email address" if you don't have an email address)**

**Identity Number**

South African National ID  **Enter your South African National ID if South African, otherwise select Non-SA Passport and enter your Passport number if not South African**

Non-SA Passport

**ok** **cancel** **Click "ok" to create Application ID and Password**

Confirm that Applicant details are correct, and most importantly that your email address is correct! Click on “continue” after verification

Online Application Login - Windows Internet Explorer  
https://www.up.ac.za/psp/upapply/EMPLOYEE/HRMS/c/UP\_OAP\_MENU.UP\_OAP\_LOGIN.GBL

Online Application Login

Welcome Applicant (UP\_APPLICANT) to Campus Production (PSCSMPRA)

University of Pretoria Online Application

Confirm your Application Details

Please confirm that the following details are correct.

Career of Study: Undergraduate  
Start Term: 2014

Student Number:  
Last Name: Test  
First Name: Debbie Test  
Middle Name(s):  
Date of Birth: 1995-05-01

Non-SA Passport: 12345678

trm@up.ac.za

Please make sure that you have entered the correct email address. If not, you will not receive an email from UP with an application no and temporary password! If all details are correct, click Continue. To modify the details, click Cancel.

YOU WILL NOT BE ABLE TO CHANGE THESE DETAILS AFTER CLICKING CONTINUE.

continue cancel

Done Local intranet | Protected Mode: Off 100%

Check your mailbox Inbox, where you should have received an automated email from PSCSMPRA@up.ac.za with your “Application ID” and “Password”. On the email click on confirmation link to confirm your “Application ID” and “Password”

\*\*\*\*\*  
This is an automated email - please do not respond.  
\*\*\*\*\*

Example of the Automated email generated from the creation of Application ID and Password

Below are the details as your Application ID and Password.

APPLICATION ID:  
T0091313  
(T followed by seven numbers)

PASSWORD:  
xrdyel3a

To confirm these details, please use the 'Authenticate' link (Step 4) on the main log-in page. Click the link below to go directly to this page:

[https://www.up.ac.za/upapply/confirm\\_id.html](https://www.up.ac.za/upapply/confirm_id.html)

You will be prompted to change your password after confirming these details.

Enter “Application ID” and “Password” received in the automated email, then click on “login”

Online Application Login

Welcome Applicant (UP\_APPLICANT) to Campus Production ( PSCSMPRA )

Favorites | Main Menu > Self Service > Online Application > Online Application Login

University of Pretoria Online Application

Thank you for accessing the University of Pretoria's online Study Application. PLEASE read the instructions at Step 1 carefully in order to successfully complete the application!

Set Language to Afrikaans

Don't have an Application ID yet?

STEP 1: Click here to read instructions for this system

STEP 2: Type the six characters below into the Security Code field.

dd9sv8

Security Code (case sensitive):

STEP 3: Click the button. [create application id](#)

STEP 4: Once you have received an email from UP containing your Application ID and a temporary password, click the link below to authenticate your details and to reset your password.

[Authenticate my Application ID](#)

Already have an Application ID?

Application ID: T0091313 Enter your "Application ID" and Password from your confirmation email

Password: \*\*\*\*\* [login](#)

Forgotten your Password? Click on "login"

Note: Your browser must have cookies, javascript, and pop-ups enabled. Please also check that your spam filter does not reject emails generated from UP.

Enter the email address, “Application ID Txxxxxxxx” and “Password” received on the automated email and click on “ok”

Confirm Password - Windows Internet Explorer

https://www.up.ac.za/psp/upapply/EMPLOYEE/HRMS/c/UP\_OAP\_MENU.UP\_OAP\_PWD\_CONFIRM.GBL?PORTALPARAM\_PTCNAV=UP\_OAP\_PWD\_CONFIRM.GBL

McAfee

Favorites | Suggested Sites | Web Slice Gallery

Online Application Login | Confirm Password

Welcome Applicant (UP\_APPLICANT) to Campus Production ( PSCSMPRA )

Home | Sign out

University of Pretoria Online Application

Confirm Password

Please enter your email address, followed by the Application ID and temporary password as indicated in the email. Then click **OK**.

To return to the main log-in page, click **Cancel**.

User Details

Email Address:  Enter provided email address

Application ID:  Enter Application ID received in the automated email eg T0091313

Password:  Enter temporary password as indicated in the mail

[ok](#) [cancel](#)

Click "ok"

Create your own “**new password**” which you will easily remember, confirm “**new password**” and click on “**continue**”

University of Pretoria Online Application

Change Password

You must now change your password. Please enter a new password, confirm your entry, and then click Continue.

Enter New Password

Password:  Create your own password

Confirm Password:  Enter your own password to confirm

Click "continue"

Password change confirmation screen, click “**ok**” to go to the Application summary page

University of Pretoria Online Application

Confirmation of Password Change

Your password has been successfully changed.

Please click OK to transfer to the Application Summary page.

Click "ok"

**IMPORTANT:** Click on "edit" to start completing your online application

Welcome Applicant (UP\_APPLICANT) to Campus Production (PSCSMPRA)

University of Pretoria Online Application

Application Summary

A list of your available applications is displayed below. If an application is still open for editing, use the 'Edit' button to make changes, review errors/outstanding items or to complete your application.

Admit Term	Career of Study	Date Added	Status	Edit	View
2014	Undergraduate	2013/05/28	In Progress	<b>edit</b>	view

Click "edit" to start completing your application

Complete Applicant details from Application page “Step 1 to 12” starting with “Personal Information” and click “go”

Welcome Applicant (UP\_APPLICANT) to Campus Production (PSCSMPRA)

Online Application - Welcome Page

Debbie Test Test (T0091313)

Undergraduate Admit Term 2014

Overall Application Status: In Progress

Select "Personal Information" and click "go" to complete

Transfer to:  
01. Personal Information **go**

HOW TO FILL IN YOUR APPLICATION

The online application consists of a series of pages, as described in the sidebar to the right. You can complete the pages in any order you wish, although it is recommended to access the pages in sequential order (use the Next button in the sidebar to do this).

When entering your application, click the Save button to save a copy of your application as it currently stands. Note that as you move between pages, a save is automatically performed.

If you wish to verify the application details that you have already entered, click the Verify button. This will provide you with a list of errors and outstanding items.

If your application is complete, and you wish to submit the finalised version to the Admissions Office, use the Apply button. You can only apply after all mandatory information has been entered, and no errors remain (use the Verify to confirm this).

Once you have applied, you are unable to make further changes to the application via this system.

Application Steps

Step	Page	Status
1	Personal Information	Not Started
2	Study Choice	Not Started
3	Contact Details	Not Started
4	Demographic Details	Not Started
5	General Details	Not Started
6	Emergency Contacts	Not Started
7	Tertiary Education	Not Started
8	Sport Accomplishments	Not Started
9	Secondary Education	Not Started
10	Documentation	Not Started
11	Declaration	Not Started
12	Payment	Not Started

<< previous      next >>

save  
verify application  
apply  
return to summary page

**Step1:** Complete applicant personal information and click “next” to continue. Please note, information is **SAVED** when you click on “next”

Welcome Applicant (UP\_APPLICANT) to Campus Production (PSCSMPRA)

Step 1: Personal Information

Debbie Test Test (T0091313)

Transfer to: Welcome Page go

Step	Page	Status
1	Personal Information	Not Started
2	Study Choice	Not Started
3	Contact Details	Not Started
4	Demographic Details	Not Started
5	General Details	Not Started
6	Emergency Contacts	Not Started
7	Tertiary Education	Not Started
8	Sport Accomplishments	Not Started
9	Secondary Education	Not Started
10	Documentation	Not Started
11	Declaration	Not Started
12	Payment	Not Started

<< previous next >>

Saved

save verify application apply return to summary page

For any enquiries, contact the Client Service Centre (CSC) at csc@up.ac.za.

**Step 2:** Select “First Choice” and “Second Choice” study. See three screens below to select choice of study. Click “next” after selection of “First choice” and “Second choice” study

Welcome Applicant (UP\_APPLICANT) to Campus Production (PSCSMPRA)

Step 2: Study Choice

Debbie Test Test (T0091313)

Transfer to: Welcome Page go

Step	Page	Status
1	Personal Information	In Progress
2	Study Choice	Not Started
3	Contact Details	Not Started
4	Demographic Details	Not Started
5	General Details	Not Started
6	Emergency Contacts	Not Started
7	Tertiary Education	Not Started
8	Sport Accomplishments	Not Started
9	Secondary Education	Not Started
10	Documentation	Not Started
11	Declaration	Not Started
12	Payment	Not Started

<< previous next >>

save verify application apply return to summary page

For any enquiries, contact the Client Service Centre (CSC) at csc@up.ac.za.

Search your study choice. Provide keyword, eg Type in “BSc” or “BCom” in the “Programme of study” and click on “search”

Confirm Password - Windows Internet Explorer  
https://www.up.ac.za/psp/upapply/EMPLOYEE/HRMS/c/UP\_OAP\_MENU.UP\_OAP\_PWD\_CONFIRM.GBL?PORTALPARAM\_PTCNAV=UP\_OAP\_PWD\_CONFIRM\_GBL  
McAfee®  
Favorites | Suggested Sites | Web Slice Gallery |  
Online Application Login | Confirm Password |  
Welcome Applicant (UP\_APPLICANT) to Campus Production ( PSCSMPRA )  
Home | Performance Trace | Sign out  
Favorites | Main Menu > Self Service > Online Application > Confirm Password  
New Window | Personalize Page |  
Select Study Choice  
Enter the key words of your Programme of Study and click **Search**. Then, choose your Programme of Study from the list by clicking the **Select** button.  
If no Select button exists next to the Programme, this indicates that the Closing Date has now passed. The Programme is no longer available for application in this Admit Term.  
Click **Cancel** to return to the previous page without making a selection.  
For further details of Programmes of Study offered by the university, please check the [UP Yearbook](#).  
Programme of Study:     
Enter your study choice eg BSc or BCom and click "search!"  
Done Local intranet | Protected Mode: Off 100%  
100%

Select choice of study from the list of eg BSc study choices, do the same for second study choice

Online Application Login | Confirm Password |  
Welcome Applicant (UP\_APPLICANT) to Campus Production ( PSCSMPRA )  
Home | Performance Trace | Sign out  
Favorites | Main Menu > Self Service > Online Application > Confirm Password  
New Window | Personalize Page |  
Select Study Choice  
Enter the key words of your Programme of Study and click **Search**. Then, choose your Programme of Study from the list by clicking the **Select** button.  
If no Select button exists next to the Programme, this indicates that the Closing Date has now passed. The Programme is no longer available for application in this Admit Term.  
Click **Cancel** to return to the previous page without making a selection.  
For further details of Programmes of Study offered by the university, please check the [UP Yearbook](#).  
Programme of Study:     
Search Results  

Select	Plan	Programme	Description	Keywords	Closing Date
select	02133388	BSc	Actuarial and Financial Maths		2013/08/31
select	03130050	BScAgric	Agri Econ/Agribus Management	BSc Agric, Agricultural Economical, Agricultural Business Management, 4 years, Agricultural Economical/Agricultural Business Management	2013/08/31
select	03130250	BScAgric	Animal Sc/Pasture Science		2013/08/31
select	03130140	BScAgric	Animal Science	BSc, Animal Science	2013/08/31
select	02133252	BSc	Applied Mathematics		2013/08/31
select	03130162	BScAgric	Applied Plant and Soil		2013/08/31
select	12132002	BSc	Architecture	Architect,Architecture	2013/06/30
select	02133388	BSc	Actuarial and Financial Maths		2013/08/31

**Step 3:** Enter Applicant "Contact Details" and click on "next" to continue

Online Application Login | Confirm Password | Welcome Applicant (UP\_APPLICANT) to Campus Production (PSCSMPRA)

Favorites | Main Menu | Self Service | Online Application | Confirm Password

Debbie Test Test (T0091313)  
Undergraduate Admit Term 2014  
Overall Application Status: In Progress

Transfer to: Welcome Page go

**Address - Permanent Postal**

Country: South Africa mandatory  
Address Line 1: mandatory  
Address Line 2:  
Address Line 3:  
Address Line 4: mandatory  
City / Suburb:  
Postal Code: mandatory Province / State: mandatory

select city / postcode

**Email Address and Phone Numbers**

Email Address: trm@up.ac.za  
Cell (RSA only): mandatory  
Home Phone:  
Work Phone:  
Fax:

**Application Steps**

1	Personal Information	In Progress
2	Study Choice	In Progress
3	Contact Details	Not Started
4	Demographic Details	Not Started
5	General Details	Not Started
6	Emergency Contacts	Not Started
7	Tertiary Education	Not Started
8	Sport Accomplishments	Not Started
9	Secondary Education	Not Started
10	Documentation	Not Started
11	Declaration	Not Started
12	Payment	Not Started

<< previous next >>

save verify application apply return to summary page

For any enquiries, contact the Client Service Centre (CSC) at csc@up.ac.za.

**Step 4:** Enter Applicant "Demographic Details" and click "next" to continue

Online Application Login | Confirm Password | Welcome Applicant (UP\_APPLICANT) to Campus Production (PSCSMPRA)

Favorites | Main Menu | Self Service | Online Application | Confirm Password

Step 4: Demographic Details  
Debbie Test Test (T0091313)  
Undergraduate Admit Term 2014  
Overall Application Status: In Progress

Transfer to: Welcome Page go

**Demographic Details**

Gender: mandatory  
Marital Status: mandatory  
Home Language: mandatory  
Population Group: mandatory  
Religious Denomination: mandatory  
Main Activity: mandatory

**Disability**

Do you have a Disability? mandatory  
Disability Type:  
Severity of Condition:  
Do you require assistance?

**Application Steps**

1	Personal Information	In Progress
2	Study Choice	In Progress
3	Contact Details	In Progress
4	Demographic Details	Not Started
5	General Details	Not Started
6	Emergency Contacts	Not Started
7	Tertiary Education	Not Started
8	Sport Accomplishments	Not Started
9	Secondary Education	Not Started
10	Documentation	Not Started
11	Declaration	Not Started
12	Payment	Not Started

<< previous next >>

save verify application apply return to summary page

For any enquiries, contact the Client Service Centre (CSC) at csc@up.ac.za.

## Step 5: Enter Applicant “General Details” and click “next” to continue

Online Application Login   Confirm Password

Welcome Applicant (UP\_APPLICANT) to Campus Production ( PSCSMPRA )

Favorites Main Menu > Self Service > Online Application > Confirm Password

New Window Personalize Page

Step 5: General Details

Debbie Test Test (T0091313)  
Undergraduate Admit Term 2014  
Overall Application Status: In Progress

Transfer to: Welcome Page go

General Details

Are you a registered Junior Tukkie?  mandatory

Language Preference for Correspondence:  mandatory

May the University contact you by SMS?  mandatory

Did any of your family study at UP?  mandatory

Residence

Important: Admission to the University of Pretoria does not guarantee availability of a place in residence, as demand far outweighs supply.

Do you wish to be considered for a Residence place? No  mandatory

Application Steps

Step	Page	Status
1	Personal Information	In Progress
2	Study Choice	In Progress
3	Contact Details	In Progress
4	Demographic Details	In Progress
5	General Details	Not Started
6	Emergency Contacts	Not Started
7	Tertiary Education	Not Started
8	Sport Accomplishments	Not Started
9	Secondary Education	Not Started
10	Documentation	Not Started
11	Declaration	Not Started
12	Payment	Not Started

<< previous next >>

save verify application apply return to summary page

## Step 6: Enter Applicant “Emergency Contacts” details and click “next” to continue

Online Application Login   Confirm Password

Welcome Applicant (UP\_APPLICANT) to Campus Production ( PSCSMPRA )

Favorites Main Menu > Self Service > Online Application > Confirm Password

New Window Personalize Page

Step 6: Emergency Contacts

Debbie Test Test (T0091313)  
Undergraduate Admit Term 2014  
Overall Application Status: In Progress

Transfer to: Welcome Page go

Emergency Contact Details

Name Title:  mandatory

Last Name:  mandatory

First Name:  mandatory

Relationship:  mandatory

Country: South Africa  mandatory

Address Line 1:  mandatory

Address Line 2:

Address Line 3:

Address Line 4:

City / Suburb: mandatory  select city / postcode

Postal Code: mandatory Province / State: mandatory

Home Phone:  mandatory  mandatory

Application Steps

Step	Page	Status
1	Personal Information	In Progress
2	Study Choice	In Progress
3	Contact Details	In Progress
4	Demographic Details	In Progress
5	General Details	In Progress
6	Emergency Contacts	Not Started
7	Tertiary Education	Not Started
8	Sport Accomplishments	Not Started
9	Secondary Education	Not Started
10	Documentation	Not Started
11	Declaration	Not Started
12	Payment	Not Started

<< previous next >>

save verify application apply return to summary page

**Step 7:** Enter Applicant “Tertiary “Education” details only if you have studied at other Universities and click “next” to continue.

The screenshot shows the UP Online Application Login interface. The title bar reads "Welcome Applicant (UP\_APPLICANT) to Campus Production (PSCSMPRA)". The left sidebar shows navigation links: Favorites, Main Menu, Self Service, Online Application, Confirm Password. The main content area is titled "Step 7: Tertiary Education". It displays applicant information: Debbie Test Test (T0091313), Undergraduate Admit Term 2014, Overall Application Status: In Progress. A dropdown menu "Transfer to:" is set to "Welcome Page" with a "go" button. Below this is a "Preliminary" section asking "Do you have any previous or current tertiary studies?" with a dropdown menu set to "mandatory". A note below says: "APPLICANTS WHO STUDIED ONLY AT UP, PLEASE CHOOSE "NO"! Please enter the following from most recent to least recent, excluding studies undertaken at the University of Pretoria." To the right is a "Application Steps" table:

Step	Page	Status
1	Personal Information	In Progress
2	Study Choice	In Progress
3	Contact Details	In Progress
4	Demographic Details	In Progress
5	General Details	In Progress
6	Emergency Contacts	In Progress
7	Tertiary Education	Not Started
8	Sport Accomplishments	Not Started
9	Secondary Education	Not Started
10	Documentation	Not Started
11	Declaration	Not Started
12	Payment	Not Started

Buttons at the bottom include "<< previous", "next >>" (which is highlighted with a red box), "save", "verify application", "apply", and "return to summary page". A footer note says "For any enquiries, contact the Client Service Center (CSC)".

**Step 8:** Enter Applicant “Sport Accomplishments” and click “next” to continue

The screenshot shows the UP Online Application Login interface. The title bar reads "Welcome Applicant (UP\_APPLICANT) to Campus Production (PSCSMPRA)". The left sidebar shows navigation links: Favorites, Main Menu, Self Service, Online Application, Confirm Password. The main content area is titled "Step 8: Sport Accomplishments". It displays applicant information: Debbie Test Test (T0091313), Undergraduate Admit Term 2014, Overall Application Status: In Progress. A dropdown menu "Transfer to:" is set to "Welcome Page" with a "go" button. Below this is a "Preliminary" section asking "Do you have any sporting accomplishments?" with a dropdown menu set to "mandatory". To the right is a "Application Steps" table:

Step	Page	Status
1	Personal Information	In Progress
2	Study Choice	In Progress
3	Contact Details	In Progress
4	Demographic Details	In Progress
5	General Details	In Progress
6	Emergency Contacts	In Progress
7	Tertiary Education	In Progress
8	Sport Accomplishments	Not Started
9	Secondary Education	Not Started
10	Documentation	Not Started
11	Declaration	Not Started
12	Payment	Not Started

Buttons at the bottom include "<< previous", "next >>" (which is highlighted with a red box), "save", "verify application", "apply", and "return to summary page". A footer note says "For any enquiries, contact the Client Service Center (CSC)".

**Step 9:** Enter Applicant “Secondary Education” details and click “next” to continue

**Warning:** When you get to the screen where you are requested to capture the marks, please ensure that you capture your marks/symbols accurately and in the sequence as reflected on your school document. If you record your marks incorrectly, the University reserves the right to reject or revoke your admission.

Step	Page	Status
1	Personal Information	In Progress
2	Study Choice	In Progress
3	Contact Details	In Progress
4	Demographic Details	In Progress
5	General Details	In Progress
6	Emergency Contacts	In Progress
7	Tertiary Education	In Progress
8	Sport Accomplishments	In Progress
9	Secondary Education	Not Started
10	Documentation	Not Started
11	Declaration	Not Started
12	Payment	Not Started

**Step 10:** “Documentation” – uploading supporting documents (ID and Grade 11 or 12 results). Senior students upload their academic records, degrees, etc. Please read through the **Guidelines for preparing documents to be uploaded**:

[http://web.up.ac.za/sitefiles/file/1607/Instructions%20for%20Online%20Document%20scanning%20and%20upload%20ver%202\\_1\\_2.pdf](http://web.up.ac.za/sitefiles/file/1607/Instructions%20for%20Online%20Document%20scanning%20and%20upload%20ver%202_1_2.pdf)

**Convert documents to PDF:** <http://docupub.com/pdfconvert/>

After converting documents to PDF and naming them correctly, click “add” to submit the documents and click “next” to continue

Step	Page	Status
1	Personal Information	In Progress
2	Study Choice	In Progress
3	Contact Details	In Progress
4	Demographic Details	In Progress
5	General Details	In Progress
6	Emergency Contacts	In Progress
7	Tertiary Education	In Progress
8	Sport Accomplishments	In Progress
9	Secondary Education	In Progress
10	Documentation	Not Started
11	Declaration	Not Started
12	Payment	Not Started

Confirm Password - Windows Internet Explorer  
[https://www.up.ac.za/psp/upapply/EMPLOYEE/HRMS/c/UP\\_OAP\\_MENU.UP\\_OAP\\_PWD\\_CONFIRM.GBL?PORTALPARAM\\_PTCNAV=UP\\_OAP\\_PWD\\_CONFIRM\\_GBL](https://www.up.ac.za/psp/upapply/EMPLOYEE/HRMS/c/UP_OAP_MENU.UP_OAP_PWD_CONFIRM.GBL?PORTALPARAM_PTCNAV=UP_OAP_PWD_CONFIRM_GBL)

Favorites Suggested Sites Web Slice Gallery

Online Application Login Confirm Password

Welcome Applicant (UP\_APPLICANT) to Campus Production (PSCSMPRA)

UNIVERSITY OF PRETORIA UNIVERSITATIS PTA PATORIA

Favorites Main Menu > Self Service > Online Application > Confirm Password

Home Performance Trace Sign out

Document	File Name (click to View)	Add	Delete
Grade 11 Results		<b>add</b>	delete
Grade 12 (Matric final) Result		<b>add</b>	delete

If currently in Grade 12  
If already completed Grade 12

Other School results  
Optional: If you have any additional Grade 12 results, upload here

Document	File Name (click to View)	Add	Delete
Grade 12 (Matric) Extra Certif		<b>add</b>	delete
Grade 11 Extra marks		<b>add</b>	delete

Tertiary Education  
Optional: If you have completed a tertiary (Degree/Diploma) qualification, or are currently completing a qualification, upload your academic record here. If your degree was from the University of Pretoria, no upload is required.

Document	File Name (click to View)	Add	Delete
Certificate of Conduct		<b>add</b>	delete
Transcript (Degree/Dipl)		<b>add</b>	delete

Local intranet | Protected Mode: Off 100%

**Step 11: "Declaration" – tick the box and click "next" to continue**

Online Application Login Confirm Password

Welcome Applicant (UP\_APPLICANT) to Campus Production (PSCSMPRA)

UNIVERSITY OF PRETORIA UNIVERSITATIS PTA PATORIA

Favorites Main Menu > Self Service > Online Application > Confirm Password

New Window Personalize Page

Step 11: Declaration  
**Debbie Test Test (T0091313)**  
Undergraduate Admit Term 2014  
Overall Application Status: In Progress

Transfer to: Welcome Page go

Declaration

I confirm that:

- The information contained herein is in all respects correct and true
- There is no legal obligation on the University to accept me as a student and if the University accepts me, I will only be admitted as a student if I comply with all the regulations and requirements the University may set.

I confirm the declaration Tick the box and click on "next" to continue

Application Steps

Step	Page	Status
1	Personal Information	In Progress
2	Study Choice	In Progress
3	Contact Details	In Progress
4	Demographic Details	In Progress
5	General Details	In Progress
6	Emergency Contacts	In Progress
7	Tertiary Education	In Progress
8	Sport Accomplishments	In Progress
9	Secondary Education	In Progress
10	Documentation	In Progress
11	Declaration	Not Started
12	Payment	Not Started

<< previous next >>

save verify application apply return to summary page

For any enquiries, contact the Client Service Centre (CSC)

## **Step 12: “Payment” - select method of payment**

Please read through Credit Card Payments info and if uploading proof of payment, please refer to the **Guidelines for preparing documents to be uploaded**. Select your payment method and click “**verify application**”. Banking details (if credit card is not used): Standard Bank, swift code for internationals SBZAZAJJ, Account No. 012602604, Txxxxxxxx number as reference, amount R270.

Step	Page	Status
1	Personal Information	In Progress
2	Study Choice	In Progress
3	Contact Details	In Progress
4	Demographic Details	In Progress
5	General Details	In Progress
6	Emergency Contacts	In Progress
7	Tertiary Education	In Progress
8	Sport Accomplishments	In Progress
9	Secondary Education	In Progress
10	Documentation	In Progress
11	Declaration	In Progress
12	Payment	Not Started

You should receive a message “**No errors**” after you have clicked on verify, which implies that you have completed all the information required in Steps 1 to 12. If not, the system will inform you which information still needs to be completed (check status column under Application Steps).

Click “**OK**”. Then “**apply**” to submit your application. If you do not click “**apply**”, your application is not complete.

Step	Page	Status
1	Personal Information	Validated
2	Study Choice	Validated
3	Contact Details	Validated
4	Demographic Details	Validated
5	General Details	Validated
6	Emergency Contacts	Validated
7	Tertiary Education	Validated
8	Sport Accomplishments	Validated
9	Secondary Education	Validated
10	Documentation	Validated
11	Declaration	Validated
12	Payment	Validated

Click “**ok**” to complete the application process.

**THE END**