1. INTRODUCTION

Congratulations on being selected to study at the University of Fort Hare. This document serves to guide you through the process of registration so that you are familiar with our internal processes. Registration procedures for the 2020 academic year have been reviewed by the Registrar’s Division in order to streamline the various administrative processes. In an endeavour to reduce the contact time, registration dates have been scheduled per academic qualification linked to morning and afternoon sessions. Please ensure you are available at the stipulated venue on the stipulated date and time.

Morning sessions will commence at 08:00 to 13:00 and afternoon sessions will be conducted from 13:00 to 16:30. A schedule of these dates appears on page 11 for Registration in 2020. Please go through the list and identify the date on which you are to register. Please note that if you do not register on the said date, after 5 days, your space will be offered another applicant.

Academic administrative registration processes that have been identified for 2020 are listed as follows:

1. Payment of Tuition Fees
2. Academic Selection
3. Academic Registration
4. Residence Registration
5. Issuing of a Student Identity Card

In order to gain a better understanding of the various processes, please find various activities detailed hereunder for information purposes.
2. **PAYMENT OF TUITION FEES**

In order to enable prospective students to register and study at the University of Fort Hare during 2020, the following guidelines are provided for information purposes. Fees are determined by the University Council on an annual basis and are subject to revision without prior notice. Students with outstanding balances on their fees accounts:

a) *will not be permitted to graduate;*

b) *will not receive examination results;*

c) *will not receive an academic transcript;*

d) *will not be permitted to re-register in the following year;*

e) *will not be permitted to write examinations;*

f) *will not be allowed into residences;*

g) *will be charged interest on outstanding accounts; and*

h) *will be handed over to a debt collection agency for collection.*

2.1 Tuition Fees payable to the Institution

At the time of registering, students undertake to pay all fees due on time and in terms of the rules of the University. Failure to do so will result in the above sanctions being applied. Students are advised to familiarize themselves with the *Fees Payable to the University* section of the University General Prospectus.

2.1.1 **Minimum Initial Payment (MIP)**

Before any student is permitted to register at the University, the University requires such a student to pay a *Minimum Initial Payment (MIP)* of **R3500.00** by no later than 3 days (72 hours) prior to registration.
This amount will be credited to the student’s account. Students without a minimum credit balance of **R3500.00** in their student accounts will not be permitted to register.

Students applying for a place in the University residence are also required to pay an amount of **R1500.00** as payment towards residence fees for the year. This amount is payable before **31 of December 2019** in order to secure a place in residence. Should a student not be allocated a place in residence, this amount will be allocated to tuition fees or refunded to the student, should he/she not register.

### 2.1.2 Bursary/Student Loans/NSFAS

All students who have been allocated a student bursary/NSFAS loan must produce a copy of the Bursars letter to the **Student Fees Section 3 days (72 hours) prior registration** to clear the relevant account and enable registration.

NSFAS applications are now done directly to them by login into **www.nsfas.org.za**. VERY IMPORTANTLY, please ensure that you apply for your funding through NSFAS as they close on 30 November of each year.
2.2 Methods of Payment

2.2.1 Direct deposits/internet payments

Direct deposits/internet payments may be made into the University’s bank account, and the details are as follows:

Bank: Standard Bank
Branch: Alice Branch
Code: 050119
Account Number: 28 210 1357
Swift Code: SBZAZAJJ
Account Name: University of Fort Hare Student Deposit
Reference: Student Number

It is important for all students to use the student number as the
It is important for all students to use the student number as the reference number when effecting payment via internet or at direct deposits. Payment of R3500.00 foreign levy for non SADC country international students is payable to the institution. Payment of R1500.00 foreign levy, for SADC country international students, is payable to the institution.

**2.2.2 Debit and credit card payments**

Debit and credit card payments for student fees are accepted, and payments can be made via the Cashiers office by the card holder.

**3. QUALIFICATION AND COURSE SELECTION**

Students are invited to visit the Faculty Academic representative to collect their Registration Form and Course Enrolment Form on the designated day. The Faculty Representative will assist each student with the identification of their academic programme and course selection and endorse both forms accordingly.

**3.1 Verification of Biographical Data**

Once students have collected these forms from the Faculty Representative, they are requested to verify the biographical details (names, identity number, address and academic record) to ensure that all relevant data has been captured accurately on the database.

**3.2 Registration Processes**

Students will then proceed to the academic registration point, together with their Letter of Acceptance Registration Form and Course Enrolment Form, where their qualification and course details will be captured and registered for the 2020 academic year.
Students will be presented with two copies of the relevant “Proof of Registration Form”, which will reflect qualification details as well as all Semester 1 and Semester 2 courses. In the university of Fort Hare, both semesters are registered during the Jan/Feb registration.

Please note that once this is closed, you cannot register for the course later in the year. That is why it is important for all students to check and verify that their qualification and course details have been captured accurately.

All students will be requested to sign the 2nd copy of the “Proof of Registration Form” which will be retained for record purposes.
4. RESIDENCE REGISTRATION

4.1 Hostel Students

All students wishing to register for hostel accommodation must present the necessary *Residence Registration Form* to the Residence officials and register accordingly. The Student Identity Card will reflect all hostel particulars for access control purposes.

4.2 Hostel Deposit

An amount of **R1500.00** must be deposited into the institution’s bank account by no later than the 31st of December 2019 (*Please refer to the fees section above for details*)

4.2.1 Non-residence Students

It is important for all students who do not stay in university residences to register as such so that their Student Identity Card can be endorsed accordingly for access control purposes into the various campus venues.

5. ISSUING OF STUDENT IDENTIFICATION CARD

All registered students will proceed to the Student Card Section where they will be issued with a “*Student Identity Card*” which will reflect their student number, name, qualification and residence details.
6. STUDENT WEB ON-LINE REGISTRATION – SELECTED UNDERGRADUATE QUALIFICATIONS, HONOURS, MASTER’S AND DOCTORATE STUDENTS

As part of our ongoing commitment to improving our service, some selected undergraduate, Honours, Masters and PhD students are invited to e-register online in specified venues during scheduled dates at registration.

NB: On their own, the above-mentioned postgraduate students may register up to the 31st of March 2020. It must be clearly understood that Online Registration may be closed earlier than this date as this is determined by space availability and the Registrar’s discretion of enrolment quotas. It is therefore vital that applicants follow registration processes earlier than later because this is highly competitive.

7. ORIENTATION PROGRAMME FOR 2020


Orientation – Alice Campus: 30 January – 01 February 2020

It is important that you attend this programme as it will assist you to make choices for your educational opportunities and initiate you to the intellectual, cultural and social climate of the institution. Should you need any other information, please contact the Student Affairs Division on (040) 602 2430 / 2166 between 08:00– 16:30 on Monday to Thursday and 08h00 – 15h30 on Fridays.

Do not miss this opportunity to make friends as you settle in and have lots of fun!!
8. INTERNATIONAL STUDENTS

As a student from outside South Africa who has been accepted for an academic programme of study at the University of Fort Hare, please note the following:

8.1 Specific Requirements For A Study Permit

a) An official letter from the university confirming provisional acceptance and duration of course;

b) A study permit, which will be issued by the South African High Commission/Embassy or Consulate in your country of origin/residence;

c) Proof of Medical Insurance recognized in South Africa; and

d) An International Qualification verified by SAQA.

8.2 Contact Particulars - International Affairs

For more information pertaining to issues relevant to international students, please contact the following office:

Mr Mbeko B.S. Mnyatheli
Manager: International Programmes
Telephone + 27 (040) 602 2221 – Alice campus
Telephone + 27 (043) 704 7328 – East London campus
Cell +27 (0)79 218 2018

Email address - mmnyatheli@ufh.ac.za

Ms Quinter Onyango (qonyango@ufh.ac.za)
Ms Carol Kukubo (ckukubo@ufh.ac.za)
Ms M Malambile (mmalambile@ufh.ac.za)
Ms X Maphango (xmaphango@ufh.ac.za)
# REGISTRATION SCHEDULE FOR 2020: EAST LONDON, ALICE AND BHISHO CAMPUSES

## JANUARY

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
<th>Time and qualifications</th>
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</thead>
</table>
| Monday    | 20   | 1\textsuperscript{st} day of registration in the East London campus | All 1\textsuperscript{st} year Education students
All 1\textsuperscript{st} year B Social Science, B Arts, B Social Work, B Music students
All levels (1\textsuperscript{st} and 2\textsuperscript{nd} year) of Speech Therapy students
All 1\textsuperscript{st} year BCurr students |
| Tuesday   | 21   | 2\textsuperscript{nd} day of registration in the East London campus | All Senior 2\textsuperscript{nd} and 3\textsuperscript{rd} year Nursing Science
All 1\textsuperscript{st} year students
:B Commerce and B Economics
All 1\textsuperscript{st} year LLB students
All 1\textsuperscript{st} year B Commerce Law students |
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<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>Wednesday</td>
<td>22</td>
<td>All Senior B Arts, B Social Science, B Music, B Social Science</td>
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<td></td>
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<td>All Senior students: B Commerce programme (full time)</td>
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<td></td>
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<td>All Senior students: B Accounting</td>
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<td></td>
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<td>All Senior students: Economics programme (full time)</td>
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<td></td>
<td></td>
<td>All Part time Senior Students: B Commerce, B Accounting</td>
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<tr>
<td>Thursday</td>
<td>23</td>
<td>All Senior LLB students (2\textsuperscript{nd}, 3\textsuperscript{rd} &amp; 4\textsuperscript{th} year students)</td>
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<tr>
<td></td>
<td></td>
<td>All Commerce Law Senior students</td>
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<tr>
<td></td>
<td></td>
<td>All 4\textsuperscript{th} year Nursing Science</td>
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<tr>
<td>Friday</td>
<td>24</td>
<td><strong>Last day of registration in the East London campus</strong></td>
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<td></td>
<td>All Senior students: B Social Work</td>
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<td></td>
<td>All Senior students: B Education (GET)</td>
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<td></td>
<td></td>
<td>2(^{nd}), 3(^{rd}) &amp; 4(^{th}) year students only</td>
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<td>All Honours, Masters and PhD students from all faculties to register via the Student Web On-line registration system in the following venue:</td>
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<tr>
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<td>Baobab Lab (East London Campus Ground Floor, Elco Building )</td>
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<tr>
<td>Monday</td>
<td>27</td>
<td>Setting up for registration at the Alice campus</td>
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</tbody>
</table>
| Tuesday   | 28 | **1st day of Registration in Alice Campus**    | All 1st year B Science students  
All 1st year B Education students  
All 1st year B Agriculture: Mainstream and Foundation  
All 1st year B Science Agriculture: Mainstream and Foundation  
All 1st year BHS |
| Wednesday | 29 |                                                | All 1st year students: B Arts, B Social Science, Human Settlement, B Social Work, B Fine Arts, B Applied Communication, B Library and Information Science, B Music  
All 1st year Management & Commerce students |
<table>
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<tr>
<th>Thursday</th>
<th>30</th>
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</table>
|          | All Senior B Science students  
|          | All Master’s: Science (Course Work) students  
|          | All Senior students: B Commerce  
|          | All Senior students: B Accounting  
|          | All Senior students: B Administration  
|          | All Public Admin students  
|          | B Administration (Honours)  
<p>|          | B Social Science (Development) (Honours)  |</p>
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<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Events</th>
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<tbody>
<tr>
<td>Friday</td>
<td>31</td>
<td>All Senior students: B Arts</td>
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<td></td>
<td></td>
<td>All Senior students: B Theology</td>
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<td></td>
<td></td>
<td>All Senior students: B Social Science (Plain)</td>
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<tr>
<td></td>
<td></td>
<td>All Senior students: B Music</td>
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<tr>
<td>Monday</td>
<td>03 Feb</td>
<td>All Senior B Agriculture students</td>
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<td></td>
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<td>All Senior students: Qualification - 70001 &amp; 70401</td>
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<tr>
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<td>All Senior students: Qualification – 70002 &amp; 70402</td>
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<td>All Senior BHS in HMS students</td>
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</tbody>
</table>
| Tuesday   | 04 Feb | School for Initial Teacher Education (SITE): PGCE students (FET)  
All Senior students : B Education (2\textsuperscript{nd} and 3\textsuperscript{rd} year students) |
|-----------|--------|-------------------------------------------------------------------|
| Wednesday | 05 Feb | All Senior B Social Science students  
All Senior B Fine Arts students  
All Senior B Applied Communication students  
All Senior B Library and Information Science students  
All Senior B Social Science (HRM) students  
All Human Settlements students  
Senior Social Work Students |
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<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
<th>Time and qualifications</th>
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</thead>
<tbody>
<tr>
<td>Thursday</td>
<td>06</td>
<td>All Senior B Science Agriculture students</td>
<td>All Senior students: Qualifications 71501 &amp; 71401</td>
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<tr>
<td></td>
<td></td>
<td>All Senior students: Qualifications 71521 &amp; 71421</td>
<td>All Senior students: Qualifications 71503, 71403</td>
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<td></td>
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<td>All Senior students: Qualifications 71506,71507,71509</td>
<td>All Senior students: Qualifications 71406,71407 and 71409</td>
</tr>
<tr>
<td>Friday</td>
<td>07</td>
<td>Last day of registration in Alice</td>
<td>All Honours Masters and PhD students from all faculties to register via the Student Web On- line registration system in the following venue Great Hall – Alice Campus</td>
</tr>
<tr>
<td>Monday</td>
<td>10</td>
<td>Setting up in Bhisho</td>
<td>No registration</td>
</tr>
</tbody>
</table>
| Tuesday         | 11 | 1st day of registration in Bhisho campus | All students for the ff: Higher Cert in Public Admin for Community Service (60514)  
Advanced Cert in Public Admin for Community Service (60514)  
B Admin (Public Administration) (62005)  
B Admin (HRM) |
|-----------------|----|------------------------------------------|---------------------------------------------------------------------------------|
| Wednesday       | 12 | Last day of registration in Bhisho campus | PG DIP In Public Sector Monitoring and Evaluation (60516)  
All Honours & Master’s programme in Public Admin students |