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Non-subsidised Programmes

How to apply for a Programme

Follow this step-by-step guide to apply for your desired programme. There are two application processes: one for first-time applicants who have never applied to UJ before and another for returning applicants who already have a student number, even if you do not remember it. Below, you will find detailed instructions for each process.

A. **APPLICATION PROCESS FOR FIRST-TIME APPLICANTS:**

STEP 1: To apply as a **first-time applicant** please click on the **link** below:

https://registration.uj.ac.za/pls/prodi41/wuj012pkg.wuj012_startup

OR

Copy and paste the **link** to your search engine in order to submit your application: the link will land on the webpage below.

STEP 2: A **token** will be requested, type "**LAWSLP**" to find **hybrid programmes (Limited Contact)** or type **LAWDIGI** to find **fully online programmes.**

STEP 3: Select the programme you want to apply for by clicking on the qualification or the **underlined code** for example: **S4ANMO**

Academic Enquiry

Note: Click on the Programme or Qualification link to proceed with your enquiry.

		Qualification	
ℹ		S4ANMO	Foundations of Animal Law
ℹ		S4BCGQ	SLP in Board Governance
ℹ		S4BRSQ	SLP in Business Rescue
ℹ		S4CMCQ	SLP in Compliance Management
ℹ		S4INSQ	SLP in Insolvency Law and Practice
ℹ		S4LEGQ	SLP in Legislative Drafting
ℹ		S4LINO	Law and Industry IR 4.0
ℹ		S4LMSQ	Legal Masterclass Series
ℹ		S4MLCQ	SLP in Money Laundering Control
ℹ		S4PARQ	Bridging Programme in Paralegal
ℹ		F4CJFQ	HCert in Criminal Justice&Forensic Inves
ℹ		E4COMQ	PGDip in Legal Principles Compliance
ℹ		E4DICQ	PGDip in Drafting&Interpretation of Con.

STEP 4: Finalise your application by recording your personal information as instructed on the online system.

Academic Application

Application Information

Step 1: Select your intended study period e.g. First Year, Second Year etc.

Step 2: Select how you would like to study for the qualification from the list provided.

Step 3: Select when you would like to study for this qualification from the list provided.

Step 4 (Optional): Click 'View Calendar Information' to view year book/calendar information based on your selection.

Step 5: Click 'Proceed with application' to record your Personal Information should you wish to continue with this application, otherwise use your browser Back button to return to programme selection.

- **Important information!**

After you have recorded all your personal information, the system will instruct you to create a **5-digit pin** and then provide you with a **9-digit reference number (student number).** It is important to keep a record of your pin and student number.

- **Did you have trouble uploading your documents?**

Email your certified ID Copy, Matric Certificate, Academic transcript and Qualification(s) Certificate(s) to ujappdocs@listsrv.uj.ac.za. In the subject line please include your student number **ONLY!**

- **Application Status**

For your application status, click on the below link or copy and paste the link below into your browser: https://student.uj.ac.za/status.aspx

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B. RETURNING STUDENTS WITH AN EXISTING STUDENT NUMBER:

Step 1: Click on the link below or copy and paste the link into your browser
https://registration.uj.ac.za/pls/prodi41/w99pkg.mi_login

Student Login: Login Credentials
◉Student ○Personnel ○Alumni
Student Number:
_____
Pin:
_____
(5 numeric digits.Do not start with a 0.)
Login Forgot Pin Change Pin Forgot Student Number

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Step 2: If you forgot your password, click on "forgot password".

Step 3: Once logged into the system, click on Academic/Residence Application (navigate to the highlighted part)

Thereafter, click on POPI (if *not* already accepted), accept it and then click on Academic/Residence Application. Then click on *"Show"* under the *Academic Applications* category.

Step 4: **Add New Application**

After clicking on show, a list of all your previous applications will show and a button on the bottom right named '*Add New Academic Application'.* Click on *"Add New Academic Application"* as per screenshot below.

Step 5: Enter Token "LAWSLP" as indicated below

Step 6: Choose your desired qualification

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You will receive an automated email stating that your application has been received for processing.

GENERATING A PROFORMA STATEMENT

UJ has implemented a 2-Step Login to ensure your personal information stays private and protected. Below is a step-by-step guide to help you login.

HOW TO LOG IN

NB: You will be required to login with a **PIN** and **PASSWORD**

▪ Select **Student** in the options provided

▪ The PIN and PASSWORD are not the same

▪ Please make sure that you DO NOT copy and paste your details

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▪ Your login credentials must be typed manually

▪ DO NOT use autosave or use autofill to login

STEP 1: PIN LOGIN

✓ Use the following link to begin the login process:

https://registration.uj.ac.za/pls/prodi41/w99pkg.mi_login

✓ Type in your student number and 5-digit PIN then click on Login

(If you forgot your pin or student number, please click on the relevant button to retrieve your credentials).

STEP 2: PASSWORD LOGIN

Once logged in with the PIN, you will be directed to a page where you will need to create a password to continue.

✓ A temporary password (different from the PIN) will be sent to the email address that is registered on our student information system.

✓ You will use this temporary password to create your own password, following the password requirements as per the yellow highlighted section on screenshot below.

✓ Fetch the temporary password from your emails, type it in the temporary password field, and create your own password on the new password field. (If you do not receive the temporary password within 3 minutes, return to the login page and click on forgot password then check your emails again).

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The temporary password is only valid for 15 minutes, whereafter you must request a new one by clicking on forgot password.

If you have previously created a password, you will be prompted to login with the password as per the screenshot below. You can click on the **"Forgot Password"** button if you cannot remember your password and follow the instructions to reset your password.

STEP 3: PROFORMA STATEMENT

Once logged in, on the left-hand side click on "Proforma Statement" and then click on "Generate a Provisional Proforma Statement" as shown in the screenshot below:

Select the programme that you require a proforma statement for.

Select the module or subject for which you need the statement and continue.

You will then be able to view the estimated FEES of the programme you want to study.

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Then Click "Generate Quote" to save.

The quote can be saved or downloaded.