



Quick Reference Guide

International Academic Programme Office (IAPO) Pre-Registration Service Request Upload – Student Guide

Lesson 1: Submitting your IAPO Service Request

- Login to the **PeopleSoft Student Administration Self Service:**
studentonline.uct.ac.za

UNIVERSITY OF CAPE TOWN
IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD

i. Protect Your Password. Do not divulge your password to anyone. Do not leave a PC unattended if you are logged in. You and only you will bear the consequences if there is damage or loss arising from abuse of your User ID and Password.

ii. Special pricing on laptops. [Read more](#)

ATTENTION iOS DEVICE USERS:
Please do not view Academic Records on your iOS device. If your Academic Record is more than one page, you will only be able to view the first page of your Academic Record due to a PeopleSoft compatibility issue with Safari. [View your Academic Record on a PC](#)

Before your first login, manage your password: <http://password.uct.ac.za>
Postgraduate enquiries: admissions-pg@uct.ac.za
Undergraduate enquiries: admissions-ug@uct.ac.za
Student support: sss-helpdesk@uct.ac.za

Enter User ID in UPPER CASE

Password

Sign In

[Forgot Password ?](#)

- Enter your student number in the **Enter User ID (also known as your CAMPUS ID or Applicant number) in UPPER CASE** field e.g. XXXYYY001
- Enter your UCT password in the **Password** field
- Click on the **Sign In** button
- The **Student Homepage** appears

MoU/PPA
No Action Required

Student Center

Academic Records

Service Requests

- Click on the **Service Requests** tile

Student Homepage Service Requests

My Service Requests

Request Number	Request Type	Request Subtype	Request Date	Status	Status Date
Create New Request					

- Click on the **Create New Request** button
- Select the **International Student Pre-Registration Applications** button
- Click on the **Next** button

Academic Institution

Academic Institution: University of Cape Town

Select a Request Category

Select a Request Category
<input type="radio"/> Change of Curriculum Applications
<input type="radio"/> Deferred Examination Applications
<input type="radio"/> Leave of Absence (LOA) Applications
<input type="radio"/> Thesis/Dissertation related matters
<input checked="" type="radio"/> International Student Pre-registration Applications

Cancel [Next >](#)

- The **Select Request Type** page appears

Academic Institution: University of Cape Town

Select a Request Category

International Student Service Requests

International Student Pre-registration Applications

Please note – You must create and submit both the Immigration and Proof of Payment Request Types that follow. Each request must be accompanied by the required documentation. You will be pre-registered only when both requests are received and accepted. After you are successfully pre-registered you can proceed with registration of your courses.

Select a Request Type
<input type="radio"/> Upload Immigration Documents
<input type="radio"/> Upload Proof of Payment Documents

Cancel [Next >](#)

Note

It is very important that you read the note in the pop-up message box.


Select a Request Type

Select a Request Type
<input type="radio"/> Upload Immigration Documents
<input type="radio"/> Upload Proof of Payment Documents

Cancel [< Previous](#) [Next >](#)

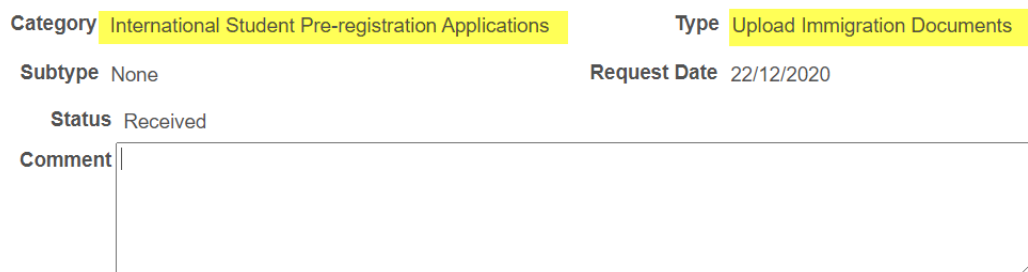
- There are **two request types** that are available for selection **Upload Immigration Documents** and **Upload Proof of Payment Documents** (see **Document Requirements** section at the end of this guide for details on the support documents required for each request type).
- Select the relevant request type

- Click on the **OK** button



- Select the **Upload Immigration Documents**
- Click on the **Next** button

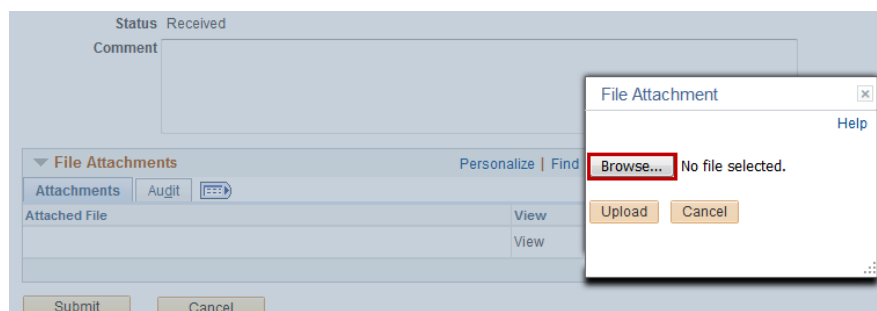
My Request Detail



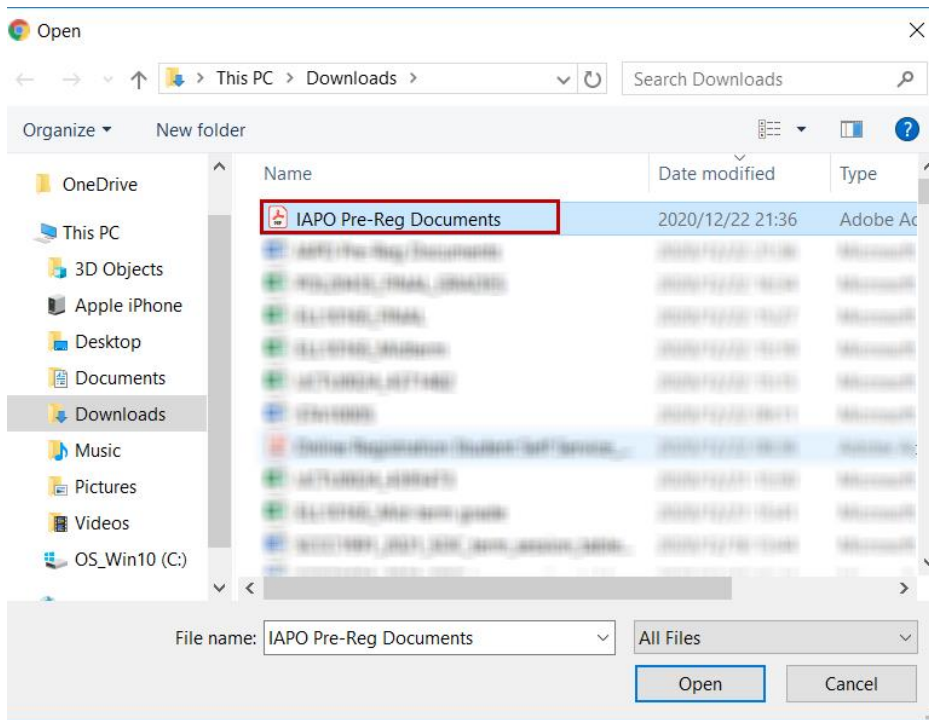
- Comments can be added in the **Comment** box
- Click on the **Add Attachment** hyperlink to upload your documents (see *Document Requirements* section at the end of this guide for details on the support documents required for each request type).

Note

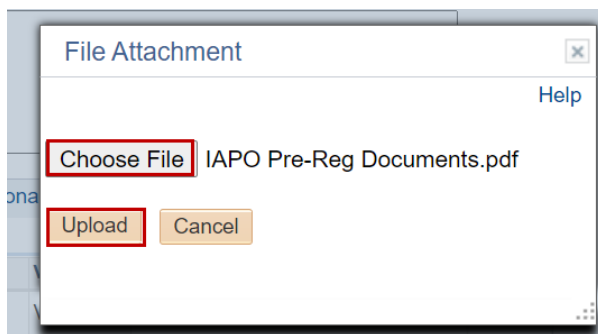
Save your documents as a single PDF and add attachment. **You will be required to upload these documents in a single PDF attachment.**



- Click on the **Browse** button to locate the file



- Click on the **Open** button



- Click on the **Upload** button

My Request Detail

Category International Student Pre-registration Applications **Type** Upload Immigration Documents

Subtype None **Request Date** 22/12/2020

Status Received

Comment

File Attachments			Personalize	Find	First	1 of 1	Last
Attached File	Description	View					
IAPO_Pre-Reg_Documents.pdf	IAPO_Pre-Reg_Documents.pdf	View					

- To review your document, click on the **View** button
- Click on the **Submit** button



Home / Requests

My Service Requests

My Service Requests						Personalize	Find	View All	Print	Grid	First	1 of 1	Last
Request Number	Request Type	Request Subtype	Request Date	Status	Status Date								
47090	Upload Immigration Documents		22/12/2020	Received	22/12/2020								

Create New Request

- The **Status** column will indicate **Received**, which means that you have successfully created your **Upload Immigration Documents** service request and a notification has been sent to the relevant administrator to process the request.

Home / Requests

My Service Requests

My Service Requests						Personalize	Find	View All	Print	Grid	First	1-2 of 2	Last
Request Number	Request Type	Request Subtype	Request Date	Status	Status Date								
47091	Upload Immigration Documents		22/12/2020	Pending	22/12/2020								
47090	Upload Immigration Documents		22/12/2020	Received	22/12/2020								

Create New Request

- Check your service request **Status** column timeously to monitor updates.

Note

Your status can change to the following:

RECEIVED – this means that the service request was submitted and received
INCOMPLETE – this means that the supporting documentation is incomplete and more or other documents are required. You will be able to upload the outstanding documents by adding them to the same service request, when in this status.

REJECTED/ DECLINED – this means that the service request is rejected because the supporting documentation is missing or incorrect. You will need to submit a new service request.

ACCEPTED – this means that the required supporting documentation was submitted and accepted. Once both service requests, for immigration documents and proof of fee payment, is accepted, you will be pre-registered and cleared for registration.

An Incomplete Status

My Service Requests

My Service Requests						1-5 of 5	View All
Request Number	Request Type	Request Subtype	Request Date	Status	Status Date		
47089	Upload Immigration Documents		22/12/2020	Incomplete	28/12/2020		
47087	Upload Immigration Documents		11/12/2020	Accepted	21/12/2020		
47086	Upload Immigration Documents		10/12/2020	Declined	11/12/2020		
47079	Upload Proof of Payment Documents		09/12/2020	Received	09/12/2020		

- An **Incomplete** status indicates that your application has outstanding documentation which is required before your application can be accepted.
- Click on the request type hyperlink to view the administrator’s comments and upload the corrected appeal documentation.

Home / My Request

My Request Detail

University of Cape Town

Category International Student Pre-registration Applications **Request Number** 47092
Type Upload Proof of Payment Documents **Request Date** 22/12/2020
Subtype None **Status** Incomplete

Status Date	Comment	By
		Staff

[Add Comment](#) [Update Last Comment](#)

Enter Comment Below

File Attachments Personalize | Find | First 1 of 1 Last

[Attachments](#) [Audit](#)

Attached File	View	Add Attachment
	View	Add Attachment

[Save](#) [Cancel](#)

- The comment/s will be displayed in the comment field
- Click on the **Add Comment** button to update a note advising that you have uploaded the corrected document/s. Browse and Upload the correct document/s

Home / My Request

My Request Detail

University of Cape Town

Category International Student Pre-registration Applications **Request Number** 47092
Type Upload Proof of Payment Documents **Request Date** 22/12/2020
Subtype None **Status** Incomplete

Status Date	Comment	By
		Staff

[Add Comment](#) [Update Last Comment](#)

Enter Comment Below

Additional documents attached

File Attachments Personalize | Find | First 1 of 1 Last

[Attachments](#) [Audit](#)

Attached File	View	Add Attachment
	View	Add Attachment

[Save](#) [Cancel](#)

- Click on the **Add a New Row** icon to add the correct documentation
- Re-submit the additional documents and continue to monitor your service request status.
- If status is marked declined, a new service request needs to be submitted



Home / My Request

My Request Detail

University of Cape Town

Category International Student Pre-registration Applications **Request Number** 47092
Type Upload Proof of Payment Documents **Request Date** 22/12/2020
Subtype None **Status** Incomplete

Status Date	Comment	By
		Staff

Enter Comment Below

additional documents attached

File Attachments Personalize | Find | First 1 of 1 Last

Attached File	Description	View
IAPO_Pre-Reg_Documents.pdf	IAPO_Pre-Reg_Documents.pdf	View

- Click on the **Save** button

My Service Requests

My Service Requests Personalize | Find | View All | First 1-3 of 3 Last

Request Number	Request Type	Request Subtype	Request Date	Status	Status Date
47092	Upload Proof of Payment Documents		22/12/2020	Acknowledged	22/12/2020

Note Once your service request has been saved with the updated documentation and comment, the status will be updated to Acknowledged. When the service request has been Accepted you will receive notification the pre-registration process has been completed.

DOCUMENT REQUIREMENTS

Immigration documents

Required immigration documents if you are traveling to South Africa or hold a valid visa for studies or research at UCT:

- Passport bio page
- Relevant visa endorsed for UCT (i.e. study visa, endorsed for study at UCT or visitors' visa endorsed for research)
- Entry stamp confirming date of entry into South Africa (if travelled to South Africa)
- Medical aid cover from a South African medical aid scheme, valid for the full duration of the visa and study programme, renewed annually (specifically for holders of study visas)

Required immigration documents if you are enrolling in a UCT programme or completing research from outside of South Africa and do not hold a valid visa:

- Passport bio page
- Letter from your UCT enrolling faculty office or academic supervisor confirming that you will be completing your studies and/or research from outside of South Africa for this academic year.

You will be required to upload these documents in a single PDF attachment.

Proof of payment documents

Required documents for fees clearance

- Bank receipt confirming tuition fees deposited or credit card payment. More information on the required [initial fee payments and deadline dates](#).
- Payment should be made into the University of Cape Town's bank account at Standard Bank,



Rondebosch; Branch Code: 025009, Account No: 07 148 0234, Swift Address: SBZAZAJJ. The student name/alphanumeric applicant number must be quoted on the transfer.

- Scholarship/Bursary or Fellowship award letter (stamped by UCT Postgraduate Funding Office for Postgraduate awardees).
- NOTE: A letter of sponsorship is not accepted in lieu of payment

You will be required to upload these documents in a single PDF attachment.

In initial fees must be paid prior to the course registration dates communicated by the respective faculty offices. Students should allow 14-days for fee payment to be cleared and reflect in UCT's bank account. Only once the funds are reflected will the fee clearance be processed.