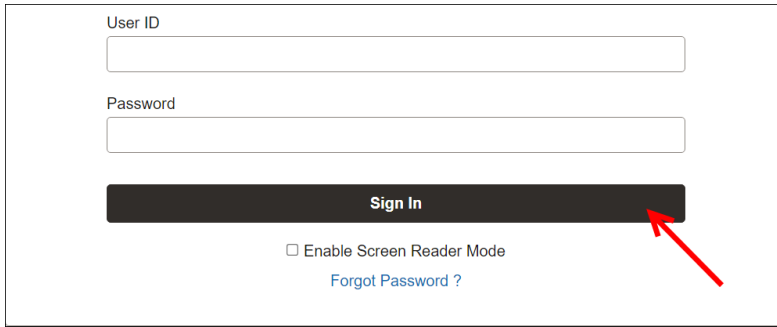


Requesting a Proof of Registration

- Login to the [PeopleSoft Student Administration Self Service](#):



User ID

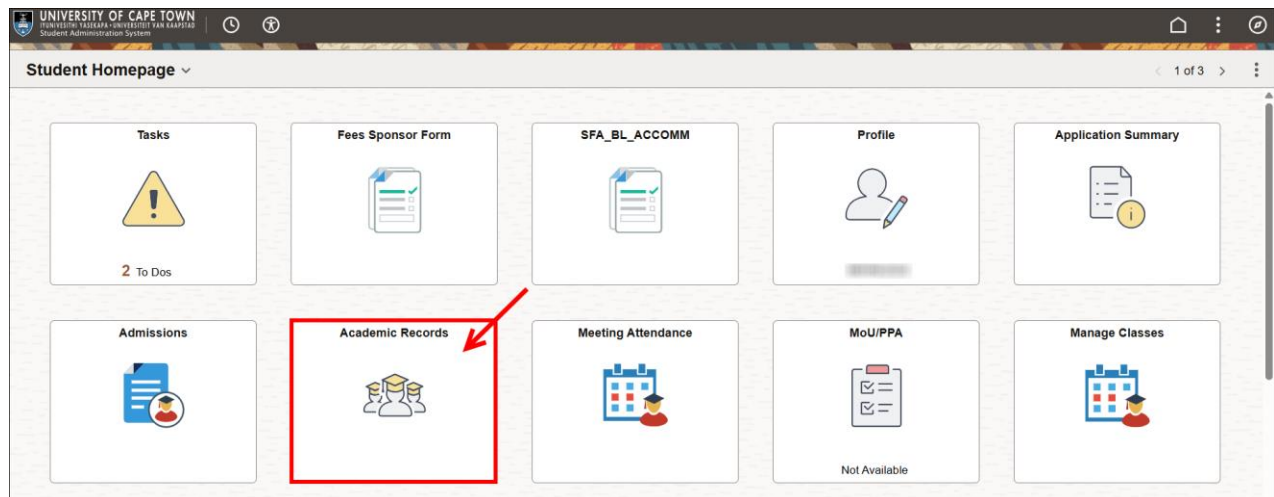
Password

Sign In

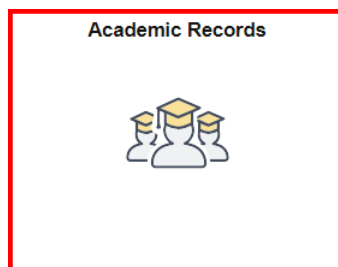
☐ Enable Screen Reader Mode

[Forgot Password ?](#)

- Enter your user ID/Student number in upper case in the **User ID** field. E.g., **XXXYYY001**
- Enter your UCT password into the **Password** field.
- Select the **Sign In** button



- Select the **Academic Records** tile on the Student Homepage





Course History
View Grades
View Academic Record
Communication List
Progress Report
Change of Curriculum
Proof of Registration
Request End of Year Results
Mid Term Course Grade Average

- Select the **Proof of Registration** tab from the menu on the left.

Proof of Registration

Term Selection

Select Term

Academic Information

Career Undergraduate

Level Third Year

Program HB001 Bachelor of Social Science

Course ↑↓	Description ↑↓

EMAIL

- Select the academic year you wish to retrieve your Proof of Registration for by clicking the drop-down menu by **Select Term**.
- Click the **Email** button to retrieve your Proof of Registration.



- Once you click on the Email button, the proof of registration letter will be emailed to your **UCT student email account** where it can be viewed and printed. Please allow 10 minutes for this to process.
- Please check your junk mail or trash folder if you have not received any email after 10 mins. The confirmation email is sent from a no-reply email address and may be considered spam.