PRE-REGISTRATION GUIDE

The turnaround time for processing pre-registration requests is 3-to-5 working days once we receive all the required documents. For more details on the required documents, visit the Student Support tab on the International Office website: https://uct.ac.za/international

Only once the Immigration and Fees Service Requests have been accepted will the two holds be lifted and you can proceed to online registration!

START HERE

- Go to the UCT Website: www.uct.ac.za
- Select the HOME tab
- Scroll down and select I am a 'STUDENT' from the drop-down-list
- Select I want 'To access PeopleSoft' from the drop-down-list

- Enter your student number in the **Enter User ID** 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

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

- Select the **Upload Immigration Documents**
- Click on the **Next** button
- Comments can be added in the Comment box
- Click on the **Add Attachment** hyperlink to **upload your documents**
- Click on the **Browse** button to locate the file
- Click on the **Upload** button and **Submit**

NOTE: Save your documents as a single PDF and add attachment.

REPEAT THE PROCESS FOR THE FEES SERVICE REQUEST.

- Monitor the Service Request status to check for updates.
- You will also receive an email notification informing you of the status of your Service Request and whether any information is missing.

Once both Immigration and Fees Service Requests are accepted, you may complete your online registration.