

REGISTRATION GUIDE FIRST-YEAR STUDENTS

2026



T: +27 51 401 9111 | E: studentadmin@ufs.ac.za | www.ufs.ac.za

*Inspiring excellence, transforming lives
through quality, impact, and care.*

DEAR **FIRST-YEAR** STUDENT

We warmly welcome you to the University of the Free State (UFS), where we strive to empower each student with a world-class educational journey. Congratulations on taking this important step towards growth and opportunity within the Kopsie community.



REGISTERING CORRECTLY



At the UFS, we are committed to supporting your success holistically, ensuring that your registration experience is smooth, accurate, and aligned with your academic goals. This guide provides essential information to help you begin this impactful journey with confidence.

The next step is to register (enrol) for the learning programme (degree) and modules (courses) that you will be attending as part of your studies.

You have applied to study a particular learning programme – say, a bachelor's degree. Each learning programme consists of a curriculum, which is made up of all the modules (courses) you will study during the year. Each year, you will have to register for first- and second-semester modules as prescribed in the curriculum.

THE **REGISTRATION** PROCESS || **PART 1**

The following steps have been carefully designed to guide you through registration, offering a seamless start to a fulfilling and successful experience here at the UFS, where your growth and academic success are our priorities.

- STEP 1** Observe registration information and rules.
- STEP 2** Start / and complete your registration task.
- STEP 3** Download your student documents.
- STEP 4** Get a student card.
- STEP 5** Confirm your modules and download study material – wait 24 hours before logging in to Blackboard.



THE REGISTRATION PROCESS || PART 2

If you are registered for the first-year seminar, you will receive Blackboard training during this module. If you are in the extended programme and will only register for the second semester module next year, the Blackboard office will contact you regarding Blackboard training.

For queries related to your modules not appearing on Blackboard (after the 24-hour period), please contact the Educational Technology Support Desk via email (ehelpdesk@ufs.ac.za), or call **+27 51 401 9111** (select option 5).

PLEASE NOTE: You must register for a faculty-specific Critical Academic Literacies module (CAL). Mainstream programme students **MUST** also sign up to write the compulsory academic literacy test.

[CLICK HERE](#) for more information about the CAL modules and to sign up for a test session, or refer to the poster attached.

FOR MORE INFORMATION, YOU CAN ALSO CONTACT:

BLOEMFONTEIN CAMPUS || SOUTH CAMPUS

T: **+27 51 401 2448** E: ALtestBFN@ufs.ac.za

QWAQWA CAMPUS

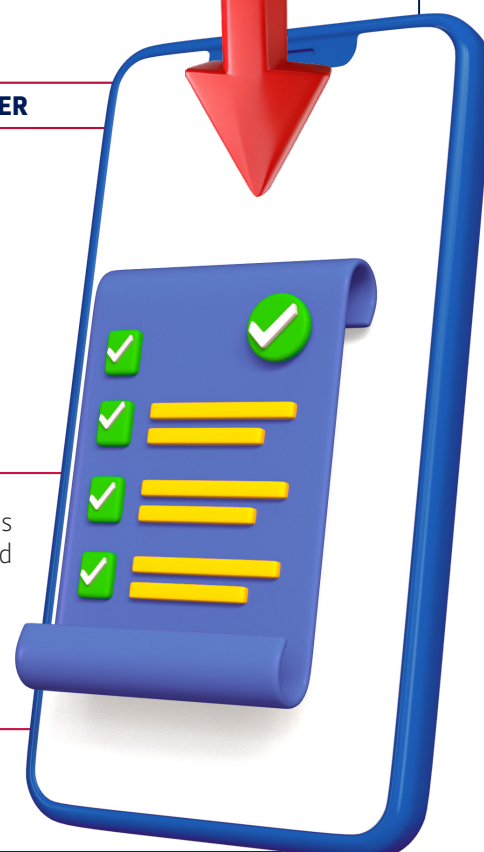
T: **+27 58 718 5066** E: ALtestQQ@ufs.ac.za

PLEASE TAKE NOTE OF THESE IMPORTANT DATES:

	FIRST SEMESTER	SECOND SEMESTER
CLASSES START ON	9 February 2026	13 July 2026
THE LAST DATE TO ADD OR CHANGE MODULES	13 February 2026	17 July 2026
THE LAST DATE TO CANCEL MODULES WITH FULL CREDIT	31 March 2026	15 August 2026

LAST DATE: Cancel all modules for a full waiver of tuition fees (excluding the non-refundable registration fee) or a waiver of selected modules by 31 March.

Cancel by the second semester for a waiver on second-semester modules and 50% on year modules.



UFS4LIFE **EMAIL** ADDRESSES

Your UFS4life email address serves as your official communication channel, ensuring that you stay connected with valuable updates, resources, and academic support.

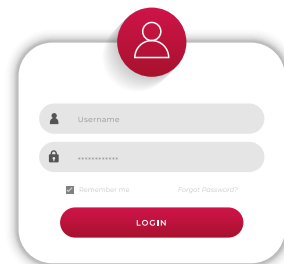
Our commitment to your success includes equipping you with efficient tools, such as this email (e.g., studentnumber@ufs4life.ac.za) and secure password access, for an enhanced learning experience.



UFS **PASSWORD**

You will need to use a password during your studies to access the electronic systems used by the UFS. Make sure that you maintain active UFS login credentials. Here are some videos to help you: www.ufs.ac.za/kovsielife/student-self-service

If you forget your password, [CLICK HERE](#) to reset it or contact [+27 51 401 9111](tel:+27514019111) for help (press 4).



THE **RULES**

The rules of the UFS apply to you in all respects during the course of your studies. Please be aware of the following:

General rules may change from year to year. Please ensure that you are familiar with the applicable general rules before registration.

THEY CAN BE FOUND HERE:

[GENERAL RULES](#)

FACULTY RULEBOOKS CAN BE FOUND HERE:

www.ufs.ac.za/templates/yearbooks

FINANCIAL RULES ARE AVAILABLE HERE:

www.ufs.ac.za/kovsielife/student-finance



REGISTRATION **INFORMATION**

Read through all the information, paying special attention to the registration website:

www.ufs.ac.za/register



START **YOUR REGISTRATION** TASK

ENROL(REGISTER)AND FOLLOW THE STEPS:

Please log in to **PeopleSoft Campus Solutions** to complete the registration task. For assistance on how to access the registration task to complete the agreement and enrol for your modules, please visit the registration website to access the step-by-step guide.

IMPORTANT: Even if you have not yet made your first payment, you must still submit your registration request online by completing the Registration Activity Guide. Please note that your registration will only be finalised once all requirements have been met:

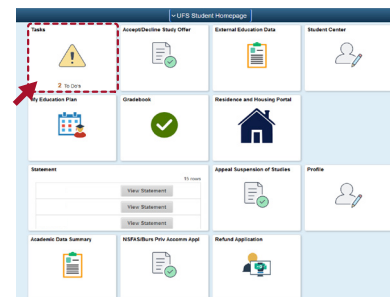
- Proof of your first payment or funding confirmation has been submitted. Click on the link for more information on first payments – **First Payments**
- There are no negative service indicators (holds) on your record

If you notice any holds on your Academic Data Summary (ADS), please follow the instructions provided to resolve them promptly.

If the required documents or payments are not submitted by the 6 February 2026, your registration will be withdrawn.

NOTE: Registration will be finalised only when the first payment has been made, or if a bursary confirmation covering all fees for the year has been submitted.

First payments are not the same for all students. If you are not from South Africa, you may pay a different amount. You are only registered once you have paid all the required fees and completed the registration process.

The image shows the Oracle PeopleSoft login interface. It features a 'User ID' field, a 'Password' field with a red arrow pointing to it, and a 'Select a Language' dropdown menu set to 'English'. Below these fields is a blue 'Sign In' button. At the bottom, there is a checkbox for 'Enable Screen Reader Mode'.

FIRST PAYMENTS FOR REGISTRATION 2026 || PART 1

1. STUDENTS STUDYING WITH FINANCIAL AID SA STUDENTS ONLY || NSFAS, BURSARIES, LOANS

For more information on financial support, please see www.ufs.ac.za and follow the links: Students – Financial Aid.

STUDENTS STUDYING WITH FINANCIAL AID FROM RECOGNISED AND REPUTABLE FUNDERS ARE EXEMPTED FROM PAYING THE FIRST PAYMENT AFTER ALL THE FOLLOWING CONDITIONS ARE MET:

- Historic debt from the previous year must be paid.
- Funding must be officially confirmed by the funder. Proof of confirmed funding must be submitted to Student Finance five (5) working days prior to registration. Email confirmation letters to tuitionfees@ufs.ac.za
- Funding must cover the full cost of study for the year.

THE ABOVE EXCLUDES THE FOLLOWING:

- International students studying with financial aid must make the first payments as indicated in Paragraph 2 for SELF-PAYING STUDENTS.
- Students who have applied/appealed for funding, but have not yet received confirmation of funding, must make the first payment as indicated for SELF-PAYING students in Paragraph 2, five (5) working days prior to registration. Payments will be refunded when funding is confirmed.
- Students with financial aid (bursary/loan) that does not cover the full cost of study for the year must make the first payment as indicated for SELF-PAYING STUDENTS in Paragraph 2, five (5) working days prior to registration.

2. SELF-PAYING STUDENTS

- Historic debt from the previous year must be paid.
- Please ensure that **first payments** are made five (5) working days prior to registration. Students will not be able to register until these payments are reflected on their tuition fee accounts.
- Should the total fees for the year be less than the first payment required, the total fee must be paid.

NOTE: Should a student qualify for an academic merit award, it may be used – partially or fully – to cover the first payment.



FIRST PAYMENTS FOR **REGISTRATION 2026** || **PART 2**

AMOUNTS PAYABLE AS FIRST PAYMENTS PRIOR TO REGISTRATION

We have made it easy for you. The link below will take you straight to our Student Finance portal:

[First Payment](#)

PROGRAMME PRICES

Tuition fees are charged per module. The cost of your programme will vary depending on the modules (courses) you choose to register for, and the total estimated costs are provided as average figures for each academic year. For international non-SADC students, the cost of each module is increased by an additional 50%.



WHERE TO **PAY**

ANY ABSA BANK BRANCH

Name of account: University of the Free State
Branch code: 630734 || Account number: 1570 151 688
SWIFT code for international transfers: ABSAZAJJ

Reference number: 100 followed by student number for the first payment, tuition, and accommodation fees.
Email proof of payment to: tuitionfees@ufs.ac.za



INTERNET (EFT)

You must add the university as a beneficiary at any branch of your bank. Use the same ABSA bank details as above.

Reference number: 100 followed by student number.
Email proof of transaction to: tuitionfees@ufs.ac.za



ONLINE CREDIT CARD PAYMENT FACILITY

Visit www.ufs.ac.za/kovsielife/student-finance. Please be aware that an official UFS student number is required when this facility is used for payment.



ON-CAMPUS CASHIERS' OFFICE

South Campus:
Monday to Friday: 08:30–15:30
Qwaqwa Campus:
Monday to Friday: 08:30–15:00



RULES FOR FEES

The University of the Free State remains dedicated to quality education and impactful engagement, regardless of potential disruptions beyond the university's control. In line with our culture of care, we aim to keep you informed and prepared for all financial aspects of university life.

Tuition and accommodation fees are payable in full, irrespective of whether any services to be rendered by the university are disrupted by circumstances beyond the university's control, such as strikes, student boycotts, public unrest, or any other disruption on campus.



PAYMENT DATES

Tuition fees are calculated per course or semester. Accommodation fees are also calculated per semester. Account statements are emailed to your UFS4LIFE email address. It is your responsibility to forward the account to the person(s) responsible for paying it. Equally, it is your responsibility to make enquiries if you have not received an account. All fees must be paid, whether an account is received or not.

SOUTH AFRICAN AND INTERNATIONAL STUDENTS

First payment: January–March 2026
five (5) days prior to registration.

First semester: All fees for the first semester are payable on or before 31 March 2026.

SOUTH AFRICAN STUDENTS

Second semester: All fees for the second semester are payable on or before 31 August 2026.

INTERNATIONAL STUDENTS

Second semester: All fees for the second semester are payable on or before 30 June 2026.

All other fees, including the amenities levy, are payable no later than the end of the month following the month in which the transaction took place, as indicated on the account, unless specifically stipulated in the regulations.

All financial rules, information, and processes are available at:
www.ufs.ac.za/kovsielife/student-finance



WHAT IS CURRICULUM ADVICE?

Curriculum advice at the UFS is a supportive process led by dedicated, trained faculty staff who provide individualised guidance to help students understand their curriculum choices, including majors, minors, and applicable academic rules. This support is especially impactful for students on academic monitoring, appeal, or probation, ensuring that they receive the quality advice and care needed to succeed in their studies. Curriculum advice is an essential part of your journey, setting you on a path to personal and academic growth.

WHAT IS ACADEMIC ADVISING?

Academic advising at the UFS is a holistic process that extends beyond registration, offering continuing support throughout your university career. Advising includes both curriculum-specific guidance and general support for academic skills, allowing you to progress confidently and purposefully. At the UFS, we aim to make your educational experience impactful and caring, tailored to your needs as you pursue your studies.

WHAT IS A FACULTY?

A faculty at the UFS is a vibrant, organised grouping of academic departments, each specialising in related fields, such as Natural and Agricultural Sciences or Theology and Religion. When you chose the UFS, you selected a learning programme aligned with one of our seven faculties. Each faculty is dedicated to delivering a quality academic experience and guiding you towards achieving your aspirations.

WHAT IS AN ACADEMIC DEPARTMENT?

Within each faculty, academic departments focus on specific areas of expertise, such as history or chemistry. These departments work together to provide a supportive, high-quality learning environment that encourages impactful research, community engagement, and academic excellence.

WHAT IS A CURRICULUM ADVISER?

A curriculum adviser is a caring, knowledgeable faculty or departmental staff member dedicated to guiding you in understanding your degree programme. This adviser will help you map out an academic plan tailored to your goals, offering quality guidance on majors and electives.

Visit your faculty's website to connect with a curriculum adviser who is committed to supporting your journey.



WHO SHOULD I CONTACT FOR CURRICULUM ADVICE?

Curriculum advisers are available during specific periods within the registration process to provide personalised guidance to first-year students. Refer to your faculty webpage for the exact dates and details to ensure that you receive the care and support needed for a strong start.

WHAT IS A GENERAL/CENTRAL ACADEMIC ADVISER?

Our trained academic advisers in the Centre for Teaching and Learning (CTL) offer general advice to help align your personal, academic, and career aspirations. These advisers provide essential support, especially if you are undecided about your academic path, to ensure that your experience at the UFS is fulfilling and impactful. Reach out to a general academic adviser for caring guidance via WhatsApp: [+27 87 230 6470](tel:+27872306470) or T: [+27 51 401 9111](tel:+27514019111) (option 2).

WHAT IS REGISTRATION ADVICE?

Registration advice, facilitated by the Student Contact Service, offers critical support as you navigate offer management and online registration. This service ensures that your registration journey is smooth and backed by the UFS' commitment to quality. For any registration-related queries, contact T: [+27 51 401 9111](tel:+27514019111) (option 1) or E: Studentadmin@ufs.ac.za.



CRITICAL **ACADEMIC LITERACIES MODULE** REGISTRATION AND COMPULSORY **ACADEMIC LITERACY TEST** SIGN-UP

To enhance your academic skills, all students are required to register for a faculty-specific Critical Academic Literacies (CAL) module, designed to help you develop essential academic skills for success. These modules reflect the UFS' commitment to quality, providing impactful preparation for your academic journey.

The Academic Literacy Test (AL test) is a compulsory test at the UFS, which assesses the level of support you may need for university-level critical thinking, reading, and writing. Academic literacy is foundational for success, and this test ensures that you receive the care and guidance necessary for a strong start. Only mainstream programme students need to write the AL test.

EXEMPTION: If you achieve the expected level in the AL test, you may be exempted from the Critical Academic Literacies module (only applicable to mainstream programme students).

REQUIREMENT: If you do not meet the expected level, you will complete this module in your first year, ensuring that you have the skills required to succeed at the UFS.

Extended programme students are automatically enrolled in the Critical Academic Literacies module and are not required to write the AL test.

[CLICK HERE](#) for more information about the test and to sign up for a test session.



MORE QUESTIONS?

T: +27 51 401 9111 (press 2)

BLOEMFONTEIN CAMPUS

T: +27 51 401 2448

E: ALtestBFN@ufs.ac.za

QWAQWA CAMPUS

T: +27 58 718 5066

E: ALtestQQ@ufs.ac.za



ESSENTIAL **FIRST-YEAR** SUCCESS MODULES

At the University of the Free State (UFS), we are committed to ensuring that every student begins their journey with the foundation needed to succeed and thrive. As part of this commitment, the First-Year Seminar (FYS) is a compulsory module designed to support your transition from high school to university, equipping you with critical academic and employability skills.

FOR MAINSTREAM PROGRAMME STUDENTS:

You must register for the 16-credit FYS module, which runs over the first and second semesters, as stated in Rule A12.7 of the General Rules. For extended programme students: you must register for the 8-credit, second-semester module in your second year, following completion of foundational courses (SCLL1508, SCNS1508, or SCLL1414 + SCLL1524).

[CLICK HERE](#) for more information about the FYS module.

STAYING INFORMED

To support your success, we will send all relevant dates, times, and venue details to your UFS4life email address. Please check this email regularly to ensure that you do not miss any information about your FYS sessions. Your participation in these modules is essential to experience the full benefits of a quality education at the UFS.

IF YOU HAVE ANY QUESTIONS OR QUERIES, CONTACT:

BLOEMFONTEIN CAMPUS

E: ufs101@ufs.ac.za

QWAQWA CAMPUS

E: ufsqq101@ufs.ac.za



DOWNLOAD YOUR **STUDENT DOCUMENTS**

At the UFS, we are committed to helping you navigate the registration process with ease, but it is ultimately your responsibility to ensure that your registration is accurate and complete. This includes confirming that your study code, module codes, and centre of presentation are correct. Proper registration ensures a smooth start to your academic journey and avoids potential financial issues or disruptions of bursaries.

Please make sure that you complete any registration adjustments on or before the final dates for changes:

FIRST-SEMESTER AND YEAR MODULES:

Cancellation deadline is 31 March 2026.

SECOND-SEMESTER MODULES:

Cancellation deadline is 15 August 2026.

PROOF OF REGISTRATION

www.ufs.ac.za/kovsielife/student-self-service

CLASS TIMETABLE (COURSE SCHEDULE)

www.ufs.ac.za/kovsielife/unlisted-pages/academic-life/official-timetables

Taking these steps will help secure your success and ensure that your university experience is both impactful and financially well-managed.

DEREGISTRATION OF MODULES/STUDIES

If you are unable to continue with your studies after registration, you **MUST** drop/cancel modules via the self-service platform. Cancellations made after 31 March 2026 for the first semester and after 15 August 2026 for the second semester will incur a financial liability.

Please note that you cannot carry over uncompleted/discontinued modules to the next year. You will have to register for that module again the following year.

INCORRECT MODULE REGISTRATIONS

If you need to make adjustments to your registration, such as cancelling or changing modules, please follow the guidelines to ensure a smooth process that minimises the impact on your academic record. For specific changes after registration deadlines, additional fees may apply.

Under certain circumstances, incorrect registrations can be rectified at a fee before the start of the examination, on condition that the module(s) is/are in the same subject field, e.g. if a student is registered for EBUS2714 instead of EBUS2715. An additional amount will be payable after the last date for registration.



GET YOUR **STUDENT CARD**

Contact the Card Division for your student card once your enrolment (registration) request has been finalised. You will need your proof of registration to process a student card.



CONFIRM YOUR MODULES AND **DOWNLOAD STUDY MATERIAL**

Blackboard is the online learning management system where you will find study material and assessments related to the modules you are registered for. You must verify that your modules are accurately reflected on the Blackboard portal.

PLEASE NOTE: Newly enrolled modules will only be reflected on the platform 24 hours after your enrolment (registration) has been finalised.

Please contact the Educational Technology Support Desk on **+27 51 401 9111** (press 5) or email your query to ehelpdesk@ufs.ac.za for assistance if your modules are not reflected on the portal after 24 hours. You can access Blackboard here: ufs.blackboard.com/



GATEWAY **ORIENTATION** PROGRAMME

THE GATEWAY TEAM WILL ASSIST YOU WITH:

- Information
- Assignment to colleges
- Assignment to mentors

You will find more information on Gateway here: www.ufs.ac.za/kovsielife/gateway



CAREER COUNSELLING AT **STUDENT COUNSELLING AND DEVELOPMENT (SCD)**

At Student Counselling and Development (SCD), we are dedicated to supporting both registered and prospective students in exploring their ideal career path. Our career counselling services are designed to help you identify your best-fit career, ensuring that you can make informed, meaningful decisions about your future.

The process includes a psychometric evaluation that assesses your interests, aptitude, and personality. This is followed by an intensive consultation with one of our professional counsellors, who will provide personalised guidance to help you navigate your career options.

This service is offered at a fee and reflects the quality and depth of support provided to each student; it ensures that your career development is as impactful and fulfilling as possible.



[HOME](#) | [CONTACT US](#) | [Q](#)

**Inspiring excellence.
Transforming lives.**

[Support Services Menu](#) [Student Counselling and Development](#)



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[Reports, Policies, Strategic Plans](#)

[About Us](#)

[Prospective Students and Tariffs](#)

[Staff](#)

[Contact Us](#)



Student Mental Health Tools and Resources

- [Wellbeing Warriors](#)
- [Student Toolkit](#)
- [MindMatters](#)
- [SCD Crisis Intervention Protocol for Staff](#)
- [Your Roadmap at SCD](#)



Upcoming Events

- [Developmental Workshops](#)
- [REBT Programme](#)



News

- [News Desk](#)



Bloemfontein Campus

T: +27 51 401 2853
E: scd@ufs.ac.za



Qwaqwa Campus

T: +27 58 718 5125
E: scdq@ufs.ac.za



South Campus

T: +27 51 505 1989
E: scdsouth@ufs.ac.za

CONTACT DETAILS || PART 1

STUDENT CONTACT SERVICES

T: +27 51 401 9111 (press 1)

E: StudentAdmin@ufs.ac.za

Chatbot: +27 87 240 6370

ACADEMIC ADVISING

T: +27 51 401 9111 (press 2)

ACADEMIC LITERACY TEST AND CAL MODULES

T: +27 51 401 9111 (press 2)

T: +27 51 401 2448

E: ALtestBFN@ufs.ac.za

BLOEMFONTEIN CAMPUS

T: +27 58 718 5066

E: ALtestQQ@ufs.ac.za

QWAQWA CAMPUS

STUDENT FINANCE

T: +27 51 401 9111 (press 3)

E: tuitionfees@ufs.ac.za

FINANCIAL AID AND NSFAS ENQUIRIES

HD: +27 51 401 9111 (press 3+1)

E: fnaidenquiriesbfn@ufs.ac.za

BLOEMFONTEIN CAMPUS

HD: +27 51 401 9111 (press 3+1)

E: fnaidenquiriesouth@ufs.ac.za

SOUTH CAMPUS

HD: +27 51 401 9111 (press 3+1)

E: FinAidQwa@ufs.ac.za

QWAQWA CAMPUS

FOR OTHER BURSARIES, PLEASE CONTACT

HD: +27 51 401 9111 (press 3+2)

FINANCIAL AID EXTERNAL BURSARIES

E: fnaidbursaries@ufs.ac.za

ICT SERVICES (PASSWORD SUPPORT)

T: +27 51 401 9111 (press 4)

EDUCATIONAL TECHNOLOGY SUPPORT DESK (BLACKBOARD)

T: +27 51 401 9111 (press 5)

E: ehelpdesk@ufs.ac.za

CONTACT DETAILS || PART 2

HOUSING AND RESIDENCE AFFAIRS

T: +27 51 401 9111 (press 6)

T: +27 51 401 9111 (press 6)

E: resapplications@ufs.ac.za

BLOEMFONTEIN CAMPUS

T: +27 51 401 9111 (press 6)

E: SCResApplications@ufs.ac.za

SOUTH CAMPUS

T: +27 51 401 9111 (press 6)

E: res_infoqc@ufs.ac.za

QWAQWA CAMPUS

CAREER COUNSELLING AT STUDENT COUNSELLING AND DEVELOPMENT (SCD)

T: +27 51 401 9111 (press 7)

E: SCD@ufs.ac.za

BLOEMFONTEIN CAMPUS

T: +27 51 401 9111 (press 7)

E: SCDSouth@ufs.ac.za

SOUTH CAMPUS

T: +27 51 401 9111 (press 7)

E: SCDQQ@ufs.ac.za

QWAQWA CAMPUS

CENTRE FOR UNIVERSAL ACCESS AND DISABILITY SUPPORT (CUADS)

T: +27 51 401 9111 (press 7)

E: cuads@ufs.ac.za

DISTANCE/OPEN LEARNING AND E-LEARNING

Here are the contact details for the Open Learning programmes.

Faculty of Natural and Agricultural Sciences.

Approved distance-tuition students in the BSc Quantity Surveying and BSc Construction Management programmes can contact the department as follows:

T: +27 51 401 9624

E: DuPlessisHB@ufs.ac.za

H DU PLESSIS

OFFICE FOR INTERNATIONAL AFFAIRS

Immigration, Accreditation, Medical Aid and Student Administration:

T: +27 51 401 9032

E: tshabalalal@ufs.ac.za

LETLELA TSHABALALA

T: +27 51 401 7207

E: oiastudentadmin@ufs.ac.za

