

REGISTRATION GUIDE SENIOR STUDENTS

2026



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

UNIVERSITY OF THE
FREE STATE
UNIVERSITEIT VAN DIE
VRYSTAAT
YUNIVESITHI YA
FREISTATA



DEAR **SENIOR** STUDENT

We are excited to welcome you back for the 2026 academic year at the University of the Free State, where quality, impactful learning, and care are central to your experience.

Online Enrolment (registration) will start from 2 January 2026. If you are a senior student who requires assistance with registration, please contact your faculty for academic advice.



2026 **REGISTRATION** PROCESS



We are committed to providing a smooth and supportive registration process. Please follow these steps for a quality start to the new academic year:

STEP 1

Confirm your academic standing on your ADS.

STEP 2

Start / and complete your registration task.

STEP 3

Download student documentation.

STEP 4

Confirm and access your modules on Blackboard.

For comprehensive information on registration, visit:
www.ufs.ac.za/register

PLEASE TAKE NOTE OF THESE **IMPORTANT DATES**

Our quality academic schedule helps you plan ahead with ease. 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 FULL CREDIT MODULES	31 March 2025	15 August 2026

NOTE: Registration fees are not refundable.

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.

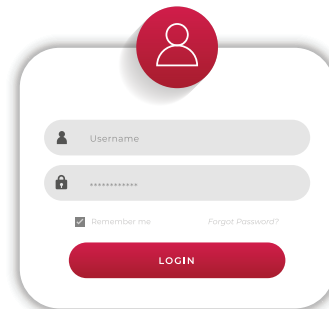
Cancel by the second semester for a waiver on second-semester modules and 50% on year modules.

UFS **PASSWORD**

Please ensure that your UFS password has not expired, as you will require it to access electronic systems used by the UFS. You can set (or reset) your UFS password here:

selfservice.ufs.ac.za/sspr/private/login

For further assistance with this facility, please contact the Student Helpdesk on **+27 51 401 9111** (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. These 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



CONFIRM YOUR **ACADEMIC STANDING**

Access your ADS on [PeopleSoft Campus Solutions](#) and confirm your academic standing.

A screenshot of the Oracle PeopleSoft login page. It shows the 'ORACLE PeopleSoft' logo at the top. Below it are fields for 'User ID' and 'Password'. There is a 'Select a Language' dropdown menu set to 'English'. A blue 'Sign In' button is at the bottom. A small checkbox for 'Enable Screen Reader Mode' is also visible.

START YOUR **REGISTRATION TASK**

ENROL (REGISTER) AND FOLLOW THE STEPS:

Please log in to **PeopleSoft Campus Solutions** to complete the registration task and sign the registration terms and conditions.

It is important that students enrol (register) modules for the campus where they are studying.

For comprehensive information, visit the relevant UFS webpage: www.ufs.ac.za/register

IMPORTANT NOTE: Classes for the first semester will commence on 9 February 2026 and on 13 July 2026 for the second semester.



CLEAR YOUR **FINANCE HOLDS**

You must submit your registration request online, even if the first payment has not yet been made. Your registration will only be finalised once all conditions have been met: any outstanding fees on your account have been cleared, proof of funding has been provided, or the first payment has been completed. Click on the link for information on first payments – **FIRST PAYMENTS**

If the required documents or payments are not submitted by the deadline, your registration will remain incomplete. For full details, please refer to the Registration Terms and Conditions.

NOTE: Registration only officially takes effect when the first payment has been made, or if a bursary confirmation covering all fees for the year has been submitted, if the student has registered for the qualification and modules within the registration period, and if official proof of registration has been issued.

Although this guide has been compiled with care, the UFS cannot accept responsibility for any errors or omissions.

IMPORTANT NOTE: The registration of a student becomes official after

- the first payment has been made or confirmation of a bursary covering all fees for the year has been submitted;
- the student has registered for the qualification and modules during the registration period; and the student has received an official proof of registration.



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

- Students with confirmed NSFAS funding are exempt from the first payment.
- Students with other funding (bursaries/loans) covering full cost of study for the year are exempt from the first payment, provided that their 2025 account balance is zero.
- 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. Payments will be refunded when funding is confirmed.
- 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
- Students with financial aid (bursary/loan) that does not cover all the fees for the year must make the first payment five (5) working days prior to registration.
- Should a student qualify for an academic merit award, it may be used – partially or fully – to cover the first payment, provided that their 2025 account balance is zero.
- Visit www.ufs.ac.za/kovsielife/unlisted-pages/bursaries/financial-aid for more information on bursaries/funding you may apply for.



2. SELF-PAYING AND PARTIALLY FUNDED STUDENTS SA AND INTERNATIONAL STUDENTS

- 2025 account balance must be zero.
- First payments are payable by students without funding confirmation or who are only partially funded.
- First payments are payable by all international students, irrespective of whether they have funding confirmation or not.

FIRST PAYMENTS are due five (5) working days prior to registration. Students will not be able to register until these amounts are reflected as CREDITS on their tuition fee accounts.

- The full amount is payable when the total fees are less than the first payment required.
- Should a student qualify for an academic merit award, it may be used – partially or fully – to cover the first payment, provided that their 2025 account balance is zero.

AMOUNTS PAYABLE AS FIRST PAYMENTS PRIOR TO REGISTRATION

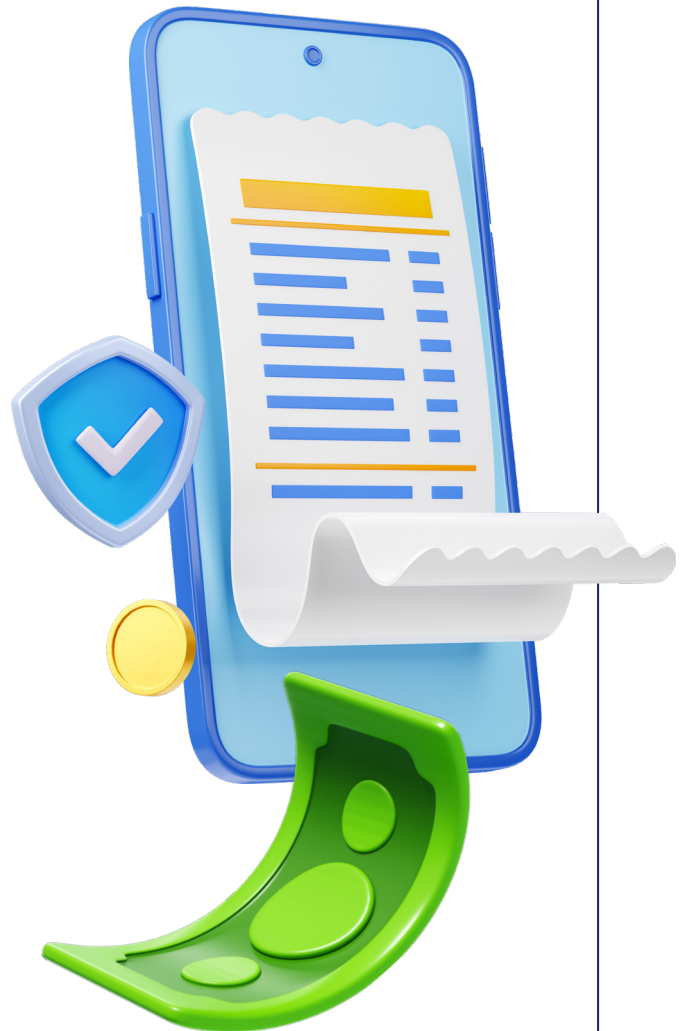
We have made it easy for you. The link below will take you straight to our Student Finance portal:

FIRST PAYMENTS

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%.

IMPORTANT: As we cannot list all programme prices here, we encourage you to obtain an official quote online for accurate and personalised pricing information. Please visit kovsielife.ufs.ac.za/quote/quote.aspx to access this service.

PLEASE NOTE: You will need the specific module codes in order to obtain a quote. This can be found in your faculty's rulebook. To access this information, visit the UFS website at www.ufs.ac.za, navigate to Academic Programmes, and select your faculty for the full list of modules.



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 WITH REGARD **TO 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 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.



CURRICULUM **ADVICE HOLD**

Curriculum advice for senior students will be available as per the schedule communicated to you. It is essential that you seek guidance to ensure that your academic path is aligned with your goals and the high standards of success we aim to uphold.

Curriculum advice will take place according to your faculty advising schedule. Please visit your faculty website for more information:

www.ufs.ac.za/templates/faculty-list

Last date to add or change modules: 13 February 2026. Please take note of this important deadline to ensure that your course choices reflect both your academic aspirations and career objectives.

For detailed academic information, we encourage you to contact your faculty directly. Our faculty members are here to provide you with the necessary support and guidance, ensuring that your academic journey is one of quality and impact.

CRITICAL **ACADEMIC LITERACIES** MODULES

If you have not yet successfully completed a Critical Academic Literacies (CAL) module, it is vital to check whether this module is required for your academic progression. Completing this module is essential for your graduation, as it ensures that you have the necessary skills to thrive in your studies and in your future career.

Students who have been exempted from the CAL module are not required to complete it. For all other students, please be aware that this module plays a critical role in your academic development and is a key requirement for your degree.

We are committed to supporting you in every step of your academic journey, ensuring that you have the tools and resources needed to succeed with care and excellence.

Please contact us to make sure if you need this module or not:

BLOEMFONTEIN CAMPUS:

Annamarie Otto E: ottoA@ufs.ac.za

QWAQWA CAMPUS:

Palesa Selepe E: selepePM@ufs.ac.za

SOUTH CAMPUS:

Linda Sparks E: sparksLA@ufs.ac.za



FIRST-YEAR SEMINAR || **UFSS**

If you have not yet successfully completed the relevant UFSS module, please check in with the UFSS team. The UFSS module plays a critical role in your academic development and is a key requirement for your degree.

Completing this module is essential for your graduation, as it ensures that you have the necessary skills to thrive in your studies and in your future career.

If you have any questions or queries, contact:

BLOEMFONTEIN CAMPUS:

E: ufs101@ufs.ac.za

QWAQWA CAMPUS:

E: ufsq101@ufs.ac.za



DOWNLOAD YOUR **STUDENT DOCUMENTS**

Your success and ease on the academic journey are important to us. To support a smooth experience, please ensure that your registration details are accurate. This includes verifying the correct study code, module code(s), and campus of presentation to avoid any financial or academic issues.

Last dates for module cancellation with financial credit:

- 31 March 2026 (first semester)
- 15 August 2026 (second semester)

In keeping with our culture of care, please print a copy of your Proof of Registration once completed, to retain for your records.

DEREGISTRATION OF MODULES/STUDIES

If you are unable to continue with your studies after registration, you can drop/cancel modules via the self-service portal. 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.

CHANGES TO EXISTING ENROLMENT/REGISTRATION

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.

The last date to cancel first-semester modules with full credit is 31 March 2026. To make changes to an existing enrolment (registration), you need to complete a DV6 and submit it to the faculty for approval.

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.



CONFIRM AND **ACCESS YOUR MODULES** ON BLACKBOARD

PLEASE NOTE: Newly enrolled modules will only be available on the platform 24 hours after finalising your enrolment request. Be on the lookout for communication about Blackboard training if you need a refresher on how to navigate the Blackboard platform.

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 the modules you have registered for are not reflected on the portal 24 hours after registering.

To access Blackboard, visit the following website:
ufs.blackboard.com



UFS Staff and Students

Guests



Reset
Password



Blackboard
Queries



Staff
Resources



Student
Resources

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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.

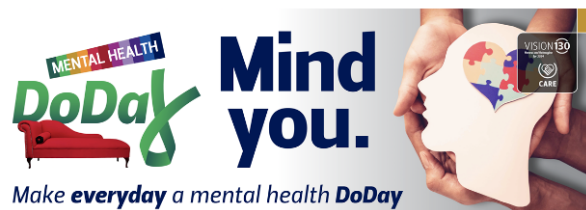
This service is offered at a fee and reflects the quality and depth of support provided to each student; it ensures that your career development is as impactful and fulfilling as possible.



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**Inspiring excellence.
Transforming lives.**

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[Reports, Policies, Strategic Plans](#)

[About Us](#)

[Prospective Students and Tariffs](#)

[Staff](#)

[Contact Us](#)

CONTACT DETAILS

STUDENT CONTACT SERVICES

T: +27 51 401 9111 (press 1)

E: StudentAdmin@ufs.ac.za

Chatbot: +27 87 240 6370

ACADEMIC ADVICE

T: +27 51 401 9111 (press 2)

CAL MODULES

T: +27 51 401 9111 (press 2)

T: +27 51 401 2448

E: ALtestBFN@ufs.ac.za

Bloemfontein / South Campuses

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

STUDENT FINANCE 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: fnaidenquiriessouth@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)

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

HOUSING AND RESIDENCE AFFAIRS

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

OFFICE FOR INTERNATIONAL AFFAIRS

IMMIGRATION, ACCREDITATION, MEDICAL AID, AND STUDENT ADMINISTRATION

T: +27 51 401 9032

E: tshabalal@ufs.ac.za

Letlela Tshabalala

FINANCIAL AID EXTERNAL BURSARIES

E: fnaidbursaries@ufs.ac.za