



Dear Student

REGISTRATION: 2022 2nd SEMESTER

Please ignore this notification if you do not intend to register for 2022 - second semester.

This letter contains important information about registration.

REGISTRATION

The registration period is from **18 July 2022 until 29 July 2022.**

ONLINE REGISTRATION

You do not need to go to go campus to register. You can access the online self-help registration system off campus, via electronic devices. If you need any support, please send an email to your registration department at the email address stated below. **The subject line must be SUPPORT ONLINE AND YOUR STUDENT NUMBER.** Please give a clear message of the error that occurred, you may include a photo of the error message as well.

Registration department offices contact details:

Email Address	Campus
emareg@tut.ac.za	eMalahleni Campus
ecoreg@tut.ac.za	Ga-Rankuwa Campus
mboreg@tut.ac.za	Mbombela Campus
polreg@tut.ac.za	Polokwane Campus
Pta-Engineering-Reg@tut.ac.za	Engineering and the Built Environment Pretoria Campus
humreg@tut.ac.za	Humanities
ictreg@tut.ac.za	Information and Communication Technology
manreg1@tut.ac.za	Management Sciences Pretoria Campus
SciRegistration2@tut.ac.za	Sciences Pretoria Campus
SciRegistration1@tut.ac.za	Sciences Arcadia Campus
artsreg@tut.ac.za	The Arts



- Students can **add subjects on the online registration system** during the official registration period only.
- Similarly, students can cancel subjects on the online registration system during the official registration period only.
- After the closing date for registration, application for subject additions and cancellations should be done in writing, or by completing a subject addition and cancellation form.
- No subject/qualification cancellations or additions can be made telephonically or at the academic department(s).

Steps to follow:

1. Go to <https://www.tut.ac.za/study-at-tut/i-am-a-student/undergraduate>, and click on Online Registration.
2. Log into the system, click on Registration.
3. Click Continue, and then Accept Registration.
4. Please verify that your Proof of Registration is for the 2022 academic year and that you have registered for the correct subject(s)/module(s).

PAYMENTS

A minimum initial payment of **R1 500** is payable by self-funded students before academic registration as the first instalment of the total tuition fees charged. A compulsory advance payment of **R1 200** is required before residence registration, for self-funded students.

Payments made into the University bank account take three (3) working days before reflecting on the student’s statement of account. Electronic payment over the University counters will reflect on the student’s statement of account immediately.

Payments may be made in one of the following accounts:

ABSA BANK (student account)	
Account holder:	Tshwane University of Technology
Account number:	405 314 2603
Branch code:	632005
Account type:	Cheque or current account
Reference	<StudNumber>
Standard Bank	
Account holder:	Tshwane University of Technology
Account number:	011 414 154 (student account)
Branch code:	West End
Account type:	Cheque or current account
Reference	<StudNumber>

Payment by employers or by means of bursaries

- Written proof of such sponsorship or a bursary letter should be emailed at least three (3) days before the day of registration to the relevant Financial Aid Campus email address stated below:



Campus	Email Address
Pretoria	finaidpta@tut.ac.za
eMalahleni	finaidema@tut.ac.za
Ga-Rankuwa	finaidgar@tut.ac.za
Mbombela	finaidmbom@tut.ac.za
Polokwane	finaidpol@tut.ac.za
Arts	finaidarts@tut.ac.za
Arcadia	finaidarc@tut.ac.za
Soshanguve North	finaidsohn@tut.ac.za
Soshanguve South	finaidsohs@tut.ac.za

- A “Student Undertaking Form” must accompany a written proof of sponsorship or a bursary letter. The form is accessible on the link <https://www.tut.ac.za/bursaries-and-loans/downloads>. Sign and email to the same email address above to enable the unblocking of registration.
- If the University allows you entry to return to the campus, only the original sponsorship or bursary letters shall be accepted. No photocopies or faxed letters are acceptable.

Returning NSFAS students

- Results of all students who wrote examinations, including supplementary examinations, will be shared with NSFAS, after publication. Returning NSFAS-qualifying students will be allowed to register without paying the upfront registration fee, subject to compliance with the 2022 NSFAS criteria.
- In terms of the academic progression criteria, it is important to note that students on the DHET Bursary Scheme will receive a maximum of N+1 years of funding from NSFAS. Once this funding is exhausted, no further funding will be available to students, regardless of the academic status of the student.

Acknowledgement of Debt Arrangements

Students with outstanding fees who want to view results and continue with studies will be required to bring a parent/guardian to one of the University campuses listed below for a case-by-case consideration.

- Parents/legal guardians are expected to enter into acknowledgement of debt (AoD) arrangements with the University.
- Parents/legal guardians are required to bring a copy of ID document, and proof of income.
- Parents/legal guardians who are unable to visit any of the TUT campuses, will be contacted either telephonically or by e-mail to have the AoD forms sent to them to complete.
- AoD arrangements may be made from the commencement of registration periods until the last day of registration, at any of the TUT campuses listed below, regardless of the campus where the student is registered.

E-PAYMENT

1. Go to <https://www.tut.ac.za>, click on Search and then click on Online Registration.
2. Account and card limits should be sorted out with the account holder’s bank.
3. Debit and credit cards are accepted.



4. Log into the system, with the pin number you received when applying for admission. Click on MyGate Online payment and then on Payment Information - Rules and Regulations. Read the Rules and Regulations, and then click on the I Accept button.
5. Click on Process Online Payment, complete the amount to pay, click on the ClickToPay button.
6. The screen to complete the card number, cardholder's name as printed on the card and the CVV number will open.
7. The CVV number is the three (3) digits on the back of the card.
8. The account holder's cell phone linked to the account must be at hand, as the One Time Password (OTP) will be sent for authorisation and finalisation of the transaction. The student will have the opportunity to print the receipt of the transaction.

The system will guide the student until the transaction is concluded. Once the OTP is inserted and the transaction confirmed successful, there will be no reversal, as the student's account will be credited automatically. In case of overpayment, the refund procedure will be followed. Please contact the Revenue Office at stufinservices@tut.ac.za or Tel: 086 110 2421.

Classes will commence on 18 July 2022.

Student Debtor offices contact details:

Email Address	Campus
EmalFinance@tut.ac.za	eMalahleni Campus
GarFinance@tut.ac.za	Ga-Rankuwa Campus
MbomFinance@tut.ac.za	Mbombela Campus
PolFinance@tut.ac.za	Polokwane Campus
PTAFinance@tut.ac.za	Pretoria Campus Arcadia Campus Arts Campus
SoshFinance@tut.ac.za	Soshanguve North Campus Soshanguve South Campus

PROSPECTUS AND STUDENT RULES AND REGULATIONS 2022

The Prospectus and the Students' Rules and Regulations are available on the TUT website or the following link: <https://www.tut.ac.za/study-at-tut/i-am-a-student/prospectus>.

STUDENT ACCOMMODATION

If you are still in need of accommodation for the second semester, please send an email to your respective Residence Administration office:

Campus	Email Address
Pretoria, Arts, Arcadia, eMalahleni, Mbombela & Polokwane	resadminp@tut.ac.za or accreditation@tut.ac.za
Ga-Rankuwa Campus	resadming@tut.ac.za
Soshanguve North & South campuses	resadmins@tut.ac.za

We empower people

However, your email to apply for Residence does not automatically imply you will be successful in obtaining accommodation.

Alternatively, you may visit any of the Res Admin offices on your Campus for assistance.

myTUTOR LEARNING MANAGEMENT SYSTEM

The myTUTOR Service Desk is available during office hours (08:00 – 16:00) via email at myTUTOR@tut.ac.za or Tel.: (012) 382-4427. Please state the student number in all communication with the University.

myTUTOR Service Desk can only assist with:

- [myTUTOR](#) – Learning Management System
- [TUT4life](#) – student email
- Eduroam – TUT network access
- [Microsoft 365](#) – download and access
- Data application

Below is **myTUTOR Brightspace LMS** login details for **TUT registered students**:

Link: <https://mytutor21.tut.ac.za>

Username: studentnumber@tut4life.ac.za

Password: tut4life password

TUT4life EMAIL SETUP AND PASSWORD MANAGEMENT

Below are instructions to access your **TUT4life** email account. Please reset your **TUT4life** email password before you can access myTUTOR Brightspace (LMS). Please note that it takes 48 hours after registration of subjects before your subjects will appear on myTUTOR for you to access.

1. Go to <https://tut4life.tut.ac.za/>
2. Click on Reset My Password.
3. Provide your student number and ID/Passport number then click on Submit.
4. Type in your desired Password that meets the minimum criteria displayed, then click on Submit.
5. Wait a few seconds to be redirected to Office 365.
6. Type in your studentnumber@tut4life.ac.za in the email section.
7. Type in your Password in the password section, then click on Sign In.
8. Select Mail on the icons that will be displayed (If the mail icon is not displayed, then send your student number with the description “Add mail icon on **TUT4life**” to TUT4Life@tut.ac.za).
9. For first time users, you will be asked to choose a language which is English (South Africa) and time zone as Harare Pretoria.
10. Click on Save.
11. Your mailbox will be displayed.
12. The next time you want to access **TUT4life**, go to <https://tut4life.tut.ac.za/> then click on Access My email. Follow steps 6 to 8.
13. Note: Your myTUTOR password is the same as your TUT4life password.

Please note the following password rules when creating a password:

- Password must contain characters from each of the following categories:
 - * Uppercase characters (A through Z).
 - * Lowercase characters (a through z).
 - * Base - 10 digits (0 through 9).



- * Special characters: [~!@#\\$\\$%^&* -+=\|\(\){}\[\]:;'"<>.,?/](#)
- Password must contain at least 8 characters and a maximum of 16 **e.g. Password12@**, **(Eight letters, one uppercase letter P, 7 lowercase letters password, special character @ and two numerical digits 12)**.
- Your student number may not appear in your password.
- Password may not consist of four consecutive numerical characters.
- Password must not contain your user account name (e.g. full names and/ or surname).

ADDITIONAL myTUTOR TOOLS AND SELF-HELP INFORMATION

1. **HOW TO ACCESS AND USE myTUTOR:** <https://www.tut.ac.za/other/ict/mytutor/about>
2. Resources such as Login journey, Top Tips, PULSE App, how to install Office 365 and MS Teams, etc. are available on the myTUTOR website. These will be continuously updated. Students should visit this site regularly for updates.
3. **myTUTOR Student Orientation Module** – all registered students will have access to this module in myTUTOR (<https://mytutord2l.tut.ac.za/d2l/home/19099>).
4. **First-year Orientation Module** – Get to know your faculty: www.tut-orientation.co.za.

DATA APPLICATIONS AND ALLOCATIONS

1. Apply for data at <https://tut4life.tut.ac.za/>.
2. Update TUT Student Biographical Data by changing your cellphone number.
3. Should you change your cellphone number once data has been allocated for the month, you will only receive data the following month.
4. Problems with data allocation, stolen phones, etc. should be addressed with your cellphone supplier.

We wish you a rewarding study period and trust you will use this opportunity to achieve your goals in life.

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