

# POSTDOCTORAL

# REACTIVATION/RENEWAL OF

# RETURNING FELLOWS

All the info  
you need to  
get started.  
[click here](#)

UCT POSTGRADUATE FUNDING OFFICE

*An intro to our team, services & scholarships*



UNIVERSITY OF CAPE TOWN  
IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD



**Date created:** 12 December 2023

**Date updated:** January 2024

**By:** Caroll Lakey; Project Coordinator

## **Purpose of the document**

This document is designed to guide the POSTDOCTORAL RESEARCH FELLOWS to complete the Activity Guide on PeopleSoft.

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## 2. Icons & DESCRIPTIONS USED IN THE MANUAL

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Throughout this document, the pictograms below are used to underline points or important notions.

	Important information
	Good to know - Tricks
	Student Administration System
	Postgraduate Funding Office
	Activity Guide

### 3. BACKGROUND

Previously all Postdoctoral Research Fellows (PDRF) had to complete a manual form and submit it to the Postgraduate Funding Office (PGFO) for enrollment. The Administrator (AA) verifies the information and manually captured the information onto PeopleSoft. There are different processes according to the status of the PDOC. E.g.

- New Local fellow
- Returning Local fellow
- New International fellow
- Returning International fellow

For an international fellow the Administrator contact and submit the various international documents to the International Office (IAPO) for fee clearance. The turn around time to verify the international documents consis approximately of five (5) to seven (7) working days.

### 4. REACTIVATION OF FELLOWS

All returning fellows who were enrolled in in the previous year, will be automatically receiving a Task on their PeopleSoft Profile. Each returning follow must complete the relevant steps and can edit their personal information where applicable.

### 5. AUTOMATED REACTIVATION OF ENROLLMENT TASK EMAIL



An automated email is generated by PGFO and sent to each returning fellow to inform them of the Task to be completed. This email is sent in the preceding year, e.g. 2023 for 2024.

Reactivation of Enrollment Task

no-reply@uct.ac.za  
To: [redacted]

Reply Reply All Forward Print More

Dear Fellow [redacted]

Postdoctoral Research Fellows are required to renew their postdoctoral enrollment in January each year and before the end of March of the following year to retain access to facilities and to facilitate payment processes, irrespective of the first date of registration.

But for a smooth transition, it is recommended to do your reactivation before January.

A task has been assigned to you to enable you to complete your reactivation. This can be accessed by clicking on the ?Tasks? Tile on your Homepage when you have logged in to PeopleSoft.

For enquiries, please contact +27 21 650 5065 or send an email to [pdocs@uct.ac.za](mailto:pdocs@uct.ac.za)


Kind Regards

Post-Doctoral Administration

Fri 1/12/2024 11:12 AM

## 6. FELLOW LOGGING ONTO PEOPLESOFT

- Navigate to PeopleSoft or click on <https://studentonline.uct.ac.za/psp/students/?cmd=login&languageCd=ENG&>



**UNIVERSITY OF CAPE TOWN**  
IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD

User ID

Password

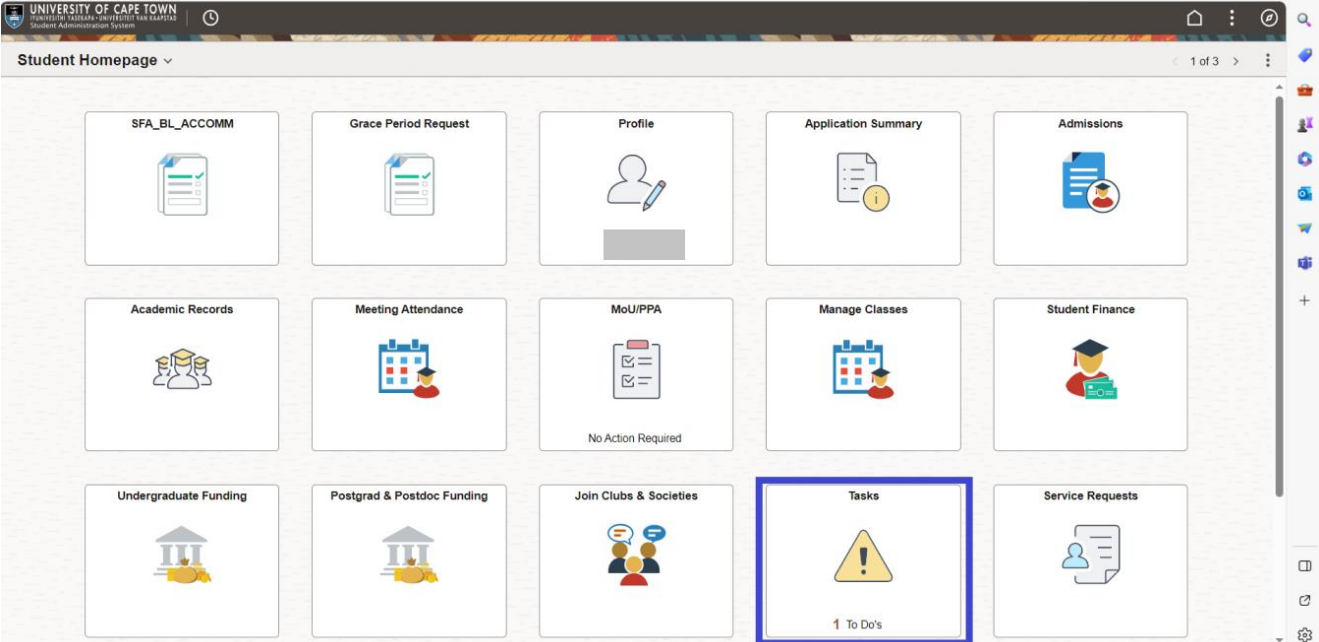
**Sign In**

Enable Screen Reader Mode

[Forgot Password ?](#)

[Set Trace Flags](#)

- Enter the USER ID e.g. XXXXXX000
- Enter the Password
- The PeopleSoft home page will automatically default in



- Click on the Task icon

Task	Due Date	Status
PDOC Reactivation of Enrollment		Assigned

- Click on the PDOC Reactivation of Enrollment link

FINAL

## 7. PDOC REACTIVATION OF ENROLLMENT

Activity guide with nine (9) steps will open for the Fellow to complete.

### 7.1 STEP 1 - INTRODUCTION

- The following Introduction page opens

The screenshot shows the 'PDOC Reactivation of Enrollment' interface. On the left is a vertical navigation menu with steps 1 through 9. Step 1, 'Introduction', is highlighted as 'Visited'. The main content area is titled 'Step 1 of 9: Introduction' and contains instructions for Postdoctoral Research Fellows. At the top right, there are buttons for 'Academic Assistance', 'Help', and 'Next >'. The 'Next >' button is highlighted with a blue border.



Read through the Introduction thereafter click the Next button

### 7.2 STEP 2 – PERSONAL DETAILS

Verify if your personal details are displaying correctly.

The screenshot shows the 'PDOC Reactivation of Enrollment' interface at Step 2: Personal Details. The left navigation menu shows Step 2, 'Personal Details', as 'In Progress'. The main content area has a title 'Step 2 of 9: Personal Details' and a 'Confirm' button in the top right. Below the title are input fields for 'Date of Birth', 'Gender', and 'Identity Number'. A section titled 'Names' contains a table with columns 'Name' and 'Type'. The table lists 'Primary' and 'Former1' names. A '+ ' button is visible above the table. At the bottom right, there is a 'Confirm' button highlighted with a blue border.

- Click on the Confirm button

PD OC Reactivation of Enrollment

Academic Assistance Help < Previous **Next >**

1 Introduction Visited

**2 Personal Details Complete**

3 Biographic Details Not Started

4 Contact Details Not Started

5 Addresses Not Started

6 Fellow/Research Info Not Started

7 Document Uploads Not Started

8 Declaration Not Started

9 Complete Not Started

Step 2 of 9: Personal Details


Date of Birth [Redacted]  
 Gender [Redacted]  
 Identity Number [Redacted]

Please note the CONFIRM button is greyed out after you confirmed your information

Confirm

Names

Name	Type
[Redacted]	Primary >
[Redacted]	Former1 >

-  Note once you confirm your details are correct the Confirm button is greyed out.
- Click on the Next button

### 7.3 STEP 3 – BIOGRAPHICAL DETAILS

Verify if your details are displaying correctly.

PD OC Reactivation of Enrollment

Academic Assistance Help < Previous **Next >**

1 Introduction Visited

2 Personal Details Complete

**3 Biographic Details In Progress**

4 Contact Details Not Started

5 Addresses Not Started

6 Fellow/Research Info Not Started

7 Document Uploads Not Started

8 Declaration Not Started

9 Complete Not Started

Step 3 of 9: Biographic Details

> Demographic Details

Citizenship Details

Country	Citizenship Status
South Africa	SA Citizen

Confirm

- Click on the Confirm button



**PDOC Reactivation of Enrollment**

Academic Assistance Help < Previous Next >

1 Introduction Visited

2 Personal Details Complete

**3 Biographic Details Complete**

4 Contact Details Not Started

5 Adresses Not Started

6 Fellow/Research Info Not Started

7 Document Uploads Not Started

8 Declaration Not Started

9 Complete Not Started

**Step 3 of 9: Biographic Details**

> Demographic Details

Citizenship Details

Country	Citizenship Status
South Africa	SA Citizen

Confirm



- Note once you confirm your details are correct the Confirm button is greyed out.
- Click on the Next button

## 7.4 STEP 4 – CONTACT DETAILS

Verify if the contact details are correct if not you may edit the email address or phone numbers accordingly.

- Click on the Add a row button to Edit or Add a new email address or phone number

**PDOC Reactivation of Enrollment**

Academic Assistance Help < Previous Confirm

1 Introduction Visited

2 Personal Details Complete

3 Biographic Details Complete

**4 Contact Details In Progress**

5 Adresses Not Started

6 Fellow/Research Info Not Started

7 Document Uploads Not Started

8 Declaration Not Started

9 Complete Not Started

**Step 4 of 9: Contact Details**

All communication between UCT and a student is via the UCT email account.

**Email**

+ Add Email

Email

@uct.ac

pssoft.test@uct.ac.z

Preferred

**Phone**

+ Add Phone

Phone	Type	Preferred
	SA Cellular	✓
	Home (Phone)	

- Click on the Save button

**PDOC Reactivation of Enrollment**

Academic Assistance Help < Previous **Confirm**

**1 Introduction**  
Visited

**2 Personal Details**  
Complete

**3 Biographic Details**  
Complete

**4 Contact Details**  
In Progress

**5 Addresses**  
Not Started

**6 Fellow/Research Info**  
Not Started

**7 Document Uploads**  
Not Started

**8 Declaration**  
Not Started

**9 Complete**  
Not Started

**Step 4 of 9: Contact Details**

All communication between UCT and a student is via the UCT email account.

**Email** ⓘ

+  

Email	Type	Preferred
@uct.ac.za	Personal	✓
psoft.test@uct.ac.za	Fee	

**Phone** ⓘ

+  

Phone	Type	Preferred
	SA Cellular	✓
	Home (Phone)	

- Click on the Confirm button

**PDOC Reactivation of Enrollment**

Academic Assistance Help < Previous **Next >** Confirm

**1 Introduction**  
Visited

**2 Personal Details**  
Complete

**3 Biographic Details**  
Complete

**4 Contact Details**  
Complete

**5 Addresses**  
Not Started

**6 Fellow/Research Info**  
Not Started

**7 Document Uploads**  
Not Started

**8 Declaration**  
Not Started

**9 Complete**  
Not Started

**Step 4 of 9: Contact Details**

All communication between UCT and a student is via the UCT email account.

**Email** ⓘ


+  

Email	Type	Preferred
@uct.ac.za	Personal	✓
psoft.test@uct.ac.za	Fee	

**Phone** ⓘ

+  

Phone	Type	Preferred
	SA Cellular	✓
	Home (Phone)	

-  Note once you confirm your details are correct the Confirm button is greyed out.
- Click on the Next button

## 7.5 STEP 5 - ADDRESSES

Verify and update where applicable

PDQC Reactivation of Enrollment

Academic Assistance Help < Previous Confirm

1 Introduction Visited

2 Personal Details Complete

3 Biographic Details Complete

4 Contact Details Complete

5 Addresses In Progress

6 Fellow/Research Info Not Started

7 Document Uploads Not Started

8 Declaration Not Started

9 Complete Not Started

**Step 5 of 9: Addresses**

Home(Street) Address

+ Address From

WCP 7975 Current >

Home(Postal) Address

+ Address From

WCP 7975 Current >

Fee(Billing) Address

+ Address From

No address defined Current >

Delivery Address

No address defined

Add Delivery Address

UCT Residence Address

No address defined

Fee(Collection) Address

PDQC Reactivation of Enrollment

Academic Assistance Help < Previous Next > Confirm

1 Introduction Visited

2 Personal Details Complete

3 Biographic Details Complete

4 Contact Details Complete

5 Addresses Complete

6 Fellow/Research Info Not Started

7 Document Uploads Not Started

8 Declaration Not Started

9 Complete Not Started

**Step 5 of 9: Addresses**

Home(Street) Address

+ Address From

WCP 7975 Current >

Home(Postal) Address

+ Address From

WCP 7975 Current >

Fee(Billing) Address

+ Address From

No address defined Current >

Delivery Address

No address defined

UCT Residence Address

No address defined

Fee(Collection) Address

Cancel Add Address Save

Type Home(Street)

\*From 12/01/2024 Copy From

\*Country South Africa Q

\*Address Line 1 From

Address Line 2 Current >

Address Line 3 From

State/Province Current >

Postal Code From

Postal Code Q

Suburb/Town/City Q

Select the relevant information and Save

- Click on the Confirm button

**PDOC Reactivation of Enrollment**

Academic Assistance Help < Previous **Next >**

**1 Introduction** Visited

**2 Personal Details** Complete

**3 Biographic Details** Complete

**4 Contact Details** Complete

**5 Addreses** Complete

**6 Fellow/Research Info** Not Started

**7 Document Uploads** Not Started

**8 Declaration** Not Started

**9 Complete** Not Started

**Step 5 of 9: Addreses** You may Add a Row to Edit your existing address where applicable

**Home(Street) Address**

+ Address From

WCP 7975 Current >

**Home(Postal) Address**

+ Address From


WCP 7975 Current >

**Fee(Billing) Address**

+ Address From

Current >

Confirm

-  Note once you confirm that your details are correct the Confirm button is greyed out.
- Click on the Next button

## 7.6 STEP 6 – DEMOGRAPHICS/MARITAL STATUS

All personal information e.g. Marital Status and Ethnic Group must be entered for reporting purposes.

**PDOC Reactivation of Enrollment**

Academic Assistance Help < Previous **Next >**

**1 Introduction** Visited

**2 Personal Details** Complete

**3 Biographic Details** Complete

**4 Contact Details** Complete

**5 Addreses** Complete

**6 Fellow/Research Info** In Progress

**7 Document Uploads** Not Started

**8 Declaration** Not Started

**9 Complete** Not Started

**Step 6 of 9: Fellow/Research Info**

**Personal Information**

Marital Status  Ethnic Group

**Funding Information**

Please enter approved funding in the table below.

+ 

Name of Award	Fellowship Institution	Value of Award	Start Date	End Date
-				

**Note:** You will be required to upload an Award Letter as confirmation of approved funding.

**Research Information**

Host Faculty

Host Department

Academic Program

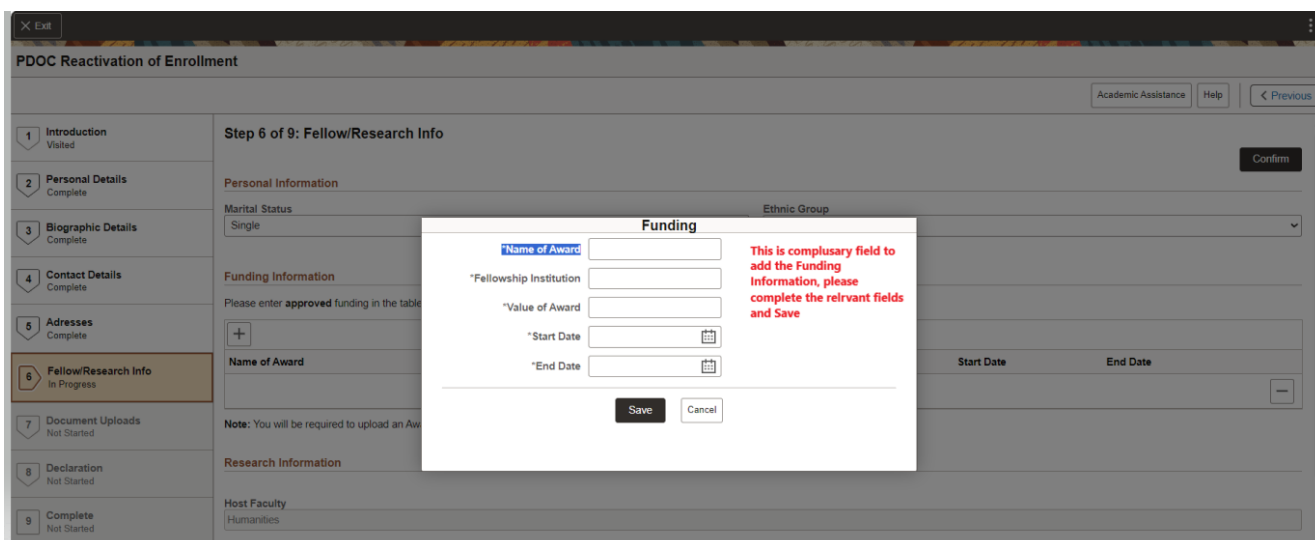
Academic Plan

Confirm

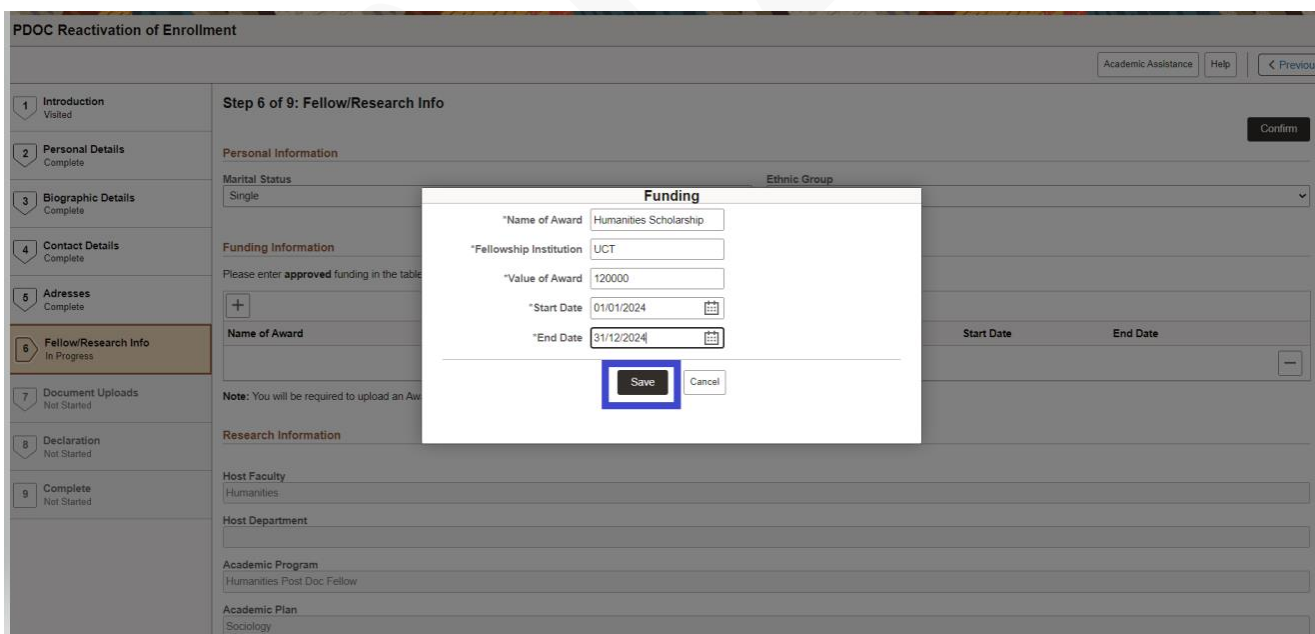
- Select the relevant option for Marital Status and Ethnic Group

Marital Status	Ethnic Group
<p><b>Step 6 of 9: Fellow/Research Info</b></p> <p><b>Personal Information</b></p> <p>Marital Status <input type="text"/></p> <p>Divorced Married Not Applicable Single Unknown Widowed</p>	<p>Ethnic Group <input type="text"/></p> <p>African Chinese Coloured Indian No Info White</p>

- Click on the Funding Information add a row button



- Enter the Name of the Award
- Enter the Fellowship Institution
- Enter the Value of the Award
- Enter the Start Date
- Enter the End Date



- Click the Save button

- Note all the Research Information populates in automatically

**PDOC Reactivation of Enrollment** Academic Assistance Help < Previous Confirm

1 Introduction Visited

2 Personal Details Complete

3 Biographic Details Complete

4 Contact Details Complete

5 Addresses Complete

6 Fellow/Research Info In Progress

7 Document Uploads Not Started

8 Declaration Not Started

9 Complete Not Started

**Personal Information**

Marital Status: Single Ethnic Group: No Info

**Funding Information**

Please enter approved funding in the table below:

Name of Award	Fellowship Institution	Value of Award	Start Date	End Date
Humanities Scholarship	UCT	120000	01/01/2024	31/12/2024

Note: You will be required to upload an Award Letter as confirmation of approved funding.

**Research Information**

Host Faculty: Humanities

Host Department: \_\_\_\_\_

Academic Program: Humanities Post Doc Fellow

Academic Plan: Sociology

Please note that if your Faculty, Department, Program or Plan need to change you are required to complete a new Fellow application.

\*Research Group: \_\_\_\_\_

\*Research Title: \_\_\_\_\_

\*Short Description of Research Proposal (max 750 characters): \_\_\_\_\_

\*Host Principle Investigator Name and Surname: \_\_\_\_\_

- Enter the Research Group
- Enter the Research Title
- Enter the Short Description of the Research Proposal
- Enter the Host Principal Investigator Name and Surname

**PDOC Reactivation of Enrollment** Academic Assistance Help < Previous

1 Introduction Visited

2 Personal Details Complete

3 Biographic Details Complete

4 Contact Details Complete

5 Addresses Complete

6 Fellow/Research Info In Progress

7 Document Uploads Not Started

8 Declaration Not Started

9 Complete Not Started

Marital Status: Single Ethnic Group: No Info

**Funding Information**

Please enter approved funding in the table below:

Name of Award	Fellowship Institution	Value of Award	Start Date	End Date
Humanities Scholarship	UCT	120000	01/01/2024	31/12/2024

Note: You will be required to upload an Award Letter as confirmation of approved funding.

**Research Information**

Host Faculty: Humanities

Host Department: \_\_\_\_\_

Academic Program: Humanities Post Doc Fellow

Academic Plan: Sociology

Please note that if your Faculty, Department, Program or Plan need to change you are required to complete a new Fellow application.

\*Research Group: Humanities

\*Research Title: Complexity within the sphere

\*Short Description of Research Proposal (max 750 characters): Complexity within the sphere

\*Host Principle Investigator Name and Surname: \_\_\_\_\_

Head of Host Department Name and Surname: Sociology

Annual renewal of a multi-year fellowship is permitted within the prescribed limit on tenure

- Scroll up and click the Confirm button

**PDOC Reactivation of Enrollment**

Academic Assistance Help < Previous Next >

1 Introduction Visited

2 Personal Details Complete

3 Biographic Details Complete

4 Contact Details Complete

5 Addresses Complete

6 Fellow/Research Info Complete

7 Document Uploads Not Started

8 Declaration Not Started

9 Complete Not Started

**Step 6 of 9: Fellow/Research Info**

Personal Information

Marital Status: Single Ethnic Group: No Info

Funding Information

Please enter approved funding in the table below.

Name of Award	Fellowship Institution	Value of Award	Start Date	End Date
Humanities Scholarship	UCT	120000	01/01/2024	31/12/2024

Note: You will be required to upload an Award Letter as confirmation of approved funding.

Research Information

Host Faculty: Humanities

Host Department:

Academic Program: Humanities Post Doc Fellow

Academic Plan: Sociology

Please note that if your Faculty, Department, Program or Plan need to change you are required to complete a new Fellow application.

Confirm

- Note once you confirm your details are correct the Confirm button is greyed out.
- Click on the Next button

## 7.7 STEP 7 – DOCUMENTATION UPLOADS



These documentation is required and you won't be able to proceed until all is uploaded.

**PDOC Reactivation of Enrollment**

Academic Assistance Help < Previous

1 Introduction Visited

2 Personal Details Complete

3 Biographic Details Complete

4 Contact Details Complete

5 Addresses Complete

6 Fellow/Research Info Complete

7 Document Uploads In Progress

8 Declaration Not Started

9 Complete Not Started

**Step 7 of 9: Document Uploads**

Document Uploads

The grid below shows document you can upload for supporting evidence to your application. Required uploads are marked with \*

You can only upload one file for each document. If you have multiple documents of the same type you'll need to combine them before uploading.

Only these file types are permitted: .doc, .docx, .htm, .jpeg, .jpg, .odt, .pdf, .rtf, .tif, .xls, .xlsx.

If an optional document is deleted, click on the Reload button to refresh the page. This will allow one to upload any outstanding optional documentation.

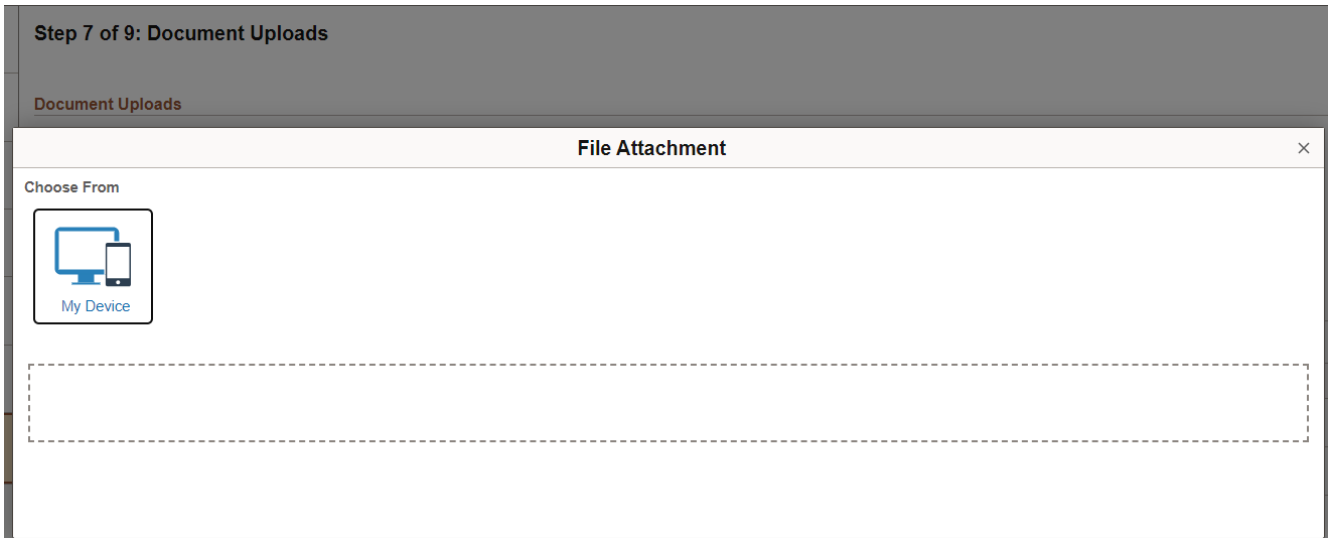
Upload your supporting documents

Reload

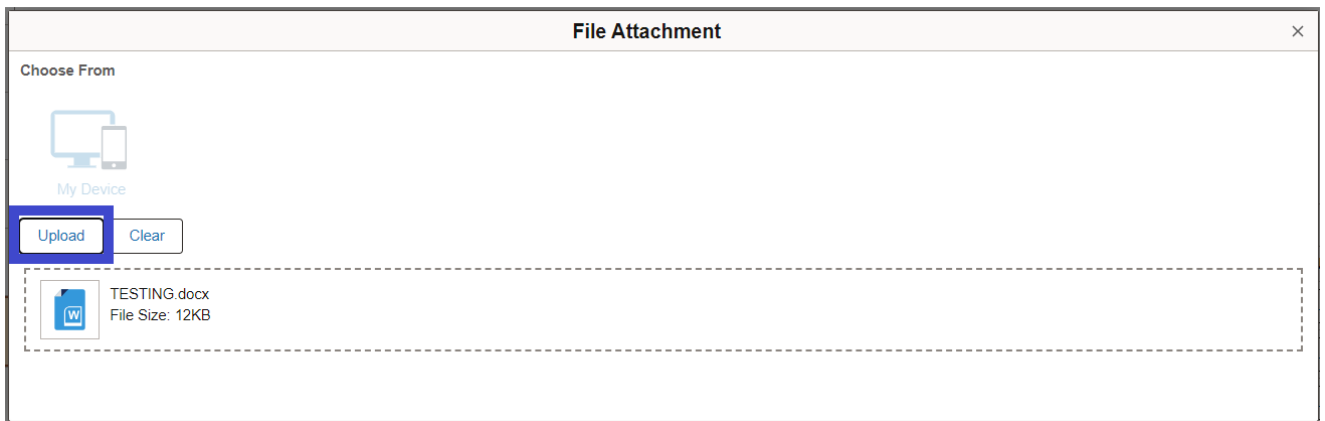
Document	File	Upload
*Identification Document		Upload
*Award Letter		Upload
*PHD Degree Cert		Upload

Confirm

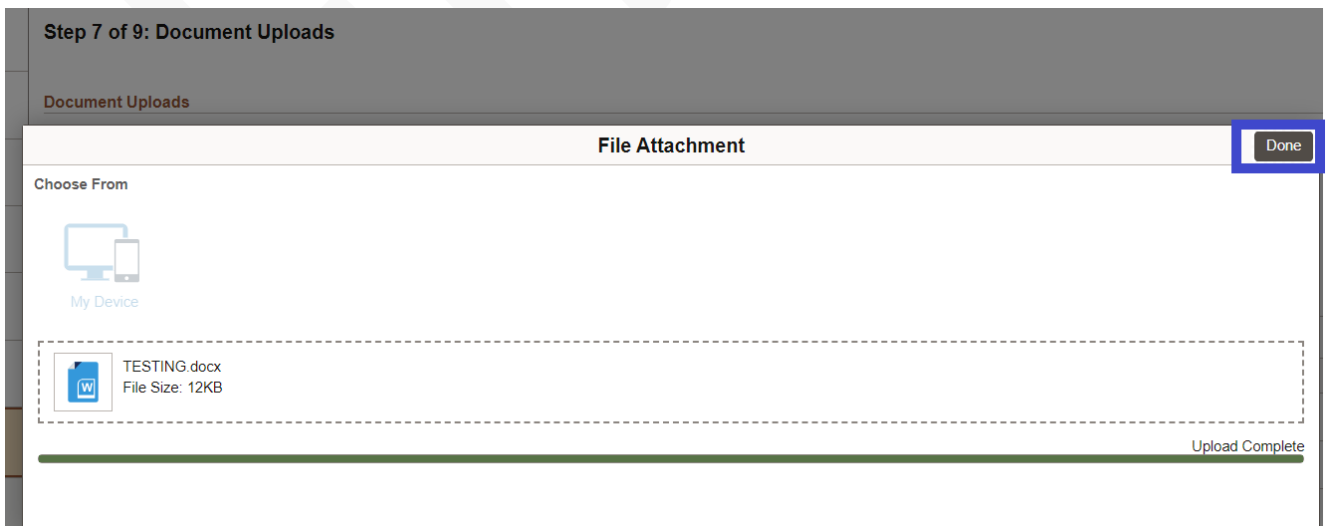
- Click the Upload button for the Identification Document option
- The following File Attachment window opens



- Click on My Device
- Select the document from your repository



- Click on the Upload button



- Click on the Done button
- Note you can View or Delete the document if selected incorrectly



**PDOC Reactivation of Enrollment**

Academic Assistance | Help | < Previous

1 Introduction Visited

2 Personal Details Complete

3 Biographic Details Complete

4 Contact Details Complete

5 Addresses Complete

6 Fellow/Research Info Complete

7 Document Uploads In Progress

8 Declaration Not Started

9 Complete Not Started

### Step 7 of 9: Document Uploads

**Confirm**

**Document Uploads**


The grid below shows document you can upload for supporting evidence to your application.  
Required uploads are marked with \*

You can only upload one file for each document. If you have multiple documents of the same type you'll need to combine them before uploading.  
Only these file types are permitted: .doc, .docx, .htm, .jpeg, .jpg, .odt, .pdf, .rtf, .tif, .xls, .xlsx.  
If an optional document is deleted, click on the Reload button to refresh the page. This will allow one to upload any outstanding optional documentation.

Upload your supporting documents

Reload

Document	File	View	Upload	Delete
*Identification Document	TESTING.docx	<a href="#">View</a>		<a href="#">Delete</a>
*Award Letter			<a href="#">Upload</a>	
*PHD Degree Cert			<a href="#">Upload</a>	

- Click on the Upload button
-  Repeat the steps on page 16 to upload the Award Letter and PHD Degree Certification

**PDOC Reactivation of Enrollment**

Academic Assistance | Help | < Previous

1 Introduction Visited

2 Personal Details Complete

3 Biographic Details Complete

4 Contact Details Complete

5 Addresses Complete

6 Fellow/Research Info Complete

7 Document Uploads In Progress

8 Declaration Not Started

9 Complete Not Started

### Step 7 of 9: Document Uploads

**Confirm**

**Document Uploads**

The grid below shows document you can upload for supporting evidence to your application.  
Required uploads are marked with \*

You can only upload one file for each document. If you have multiple documents of the same type you'll need to combine them before uploading.  
Only these file types are permitted: .doc, .docx, .htm, .jpeg, .jpg, .odt, .pdf, .rtf, .tif, .xls, .xlsx.  
If an optional document is deleted, click on the Reload button to refresh the page. This will allow one to upload any outstanding optional documentation.

Upload your supporting documents

Reload

Document	File	View	Delete
*Identification Document	TESTING.docx	<a href="#">View</a>	<a href="#">Delete</a>
*Award Letter	TESTING.docx	<a href="#">View</a>	<a href="#">Delete</a>
*PHD Degree Cert	TESTING.docx	<a href="#">View</a>	<a href="#">Delete</a>

- Click on the Confirm button

**PDOC Reactivation of Enrollment**

Academic Assistance | Help | < Previous **Next >**

1 Introduction Visited

2 Personal Details Complete

3 Biographic Details Complete

4 Contact Details Complete

5 Addresses Complete

6 Fellow/Research Info Complete

7 Document Uploads Complete

8 Declaration Not Started

9 Complete Not Started

### Step 7 of 9: Document Uploads

**Confirm**

**Document Uploads**

The grid below shows document you can upload for supporting evidence to your application.  
Required uploads are marked with \*


You can only upload one file for each document. If you have multiple documents of the same type you'll need to combine them before uploading.  
Only these file types are permitted: .doc, .docx, .htm, .jpeg, .jpg, .odt, .pdf, .rtf, .tif, .xls, .xlsx.  
If an optional document is deleted, click on the Reload button to refresh the page. This will allow one to upload any outstanding optional documentation.

Upload your supporting documents

Reload

Document	File	View	Delete
*Identification Document	TESTING.docx	<a href="#">View</a>	<a href="#">Delete</a>
*Award Letter	TESTING.docx	<a href="#">View</a>	<a href="#">Delete</a>
*PHD Degree Cert	TESTING.docx	<a href="#">View</a>	<a href="#">Delete</a>

Please note the CONFIRM button is not greyed out because this allow you to go back to view or remove the documents if incorrectly uploaded by you.

-  Note the Confirm button is not greyed out because it allows you to view and delete if you upload an incorrect document.
- Click on the Next button

## 7.8 STEP 8 – DECLARATION



Please read carefully through the PDOC Fellowship Reactivation of Enrollment. This is the binding contract between you and the university.

**PDOC Reactivation of Enrollment**

Academic Assistance Help < Previous **Accept**

**1 Introduction** Visited

**2 Personal Details** Complete

**3 Biographic Details** Complete

**4 Contact Details** Complete

**5 Addresses** Complete

**6 Fellow/Research Info** Complete

**7 Document Uploads** Complete

**8 Declaration** In Progress

**9 Complete** Not Started

**Step 8 of 9: Declaration**  
**PDOC Fellowship Reactivation of Enrollment Declaration**

Postdoctoral Research Fellows are not enrolled for any qualification. They are, and need to be, recorded as members of the UCT community for the duration of the fellowship. Enrolled Postdoctoral Research Fellows are given a status that allows University privileges, e.g. access to libraries, sports clubs, parking, etc.

I hereby wish to apply for such status for the period set out in this application. This status may be withdrawn at the University's discretion. This status makes me subject to University rules during the period I hold the fellowship. It gives me membership of the University during this period.

- I declare that, to the best of my knowledge and belief, the above information is correct and that should the information be found to be incorrect or misleading, my application may be invalidated.
- I undertake to abide by the rules of the University.
- I hold myself responsible for the payment of charges due which were levied by myself and payable by me to the University for both the first and second terms of each year as prescribed by the University's Term of Payment. If I am in arrears, I will be liable for the interest at the rate of interest charged by the University's Bankers from time to time from due date of payment and will be liable for all costs of recovery, including fees charged by attorneys on the scale as between attorney and client and collection commission.
- I hereby waive all claims against the University for any damage or loss suffered while I am, or as a consequence of my being, a Postdoctoral Research Fellow of the University and arising out of death, bodily injury, loss of health or illness suffered by me or any other person, and loss and destruction of, or damage to, any property belonging to me or any other person, howsoever such damage or loss is caused, including but not limited through the negligence of the University or any official, employee or representative of the University, I, or my estate hereby indemnifies the University against any claim by any other person arising in any way as contemplated above or in respect of my own negligence or willful acts or omissions.
- I declare that I do not hold another PDOC fellowship at any other institution without my Host consent.

**Note:** If you are a **returning international** fellow, you will be required to submit International Documentation (Passport, Visa and Medical Aid documents) by means of an IAPO Service Request.

- Click on the Accept button

**PDOC Reactivation of Enrollment**

Academic Assistance Help < Previous **Next >** **Accept**

**1 Introduction** Visited

**2 Personal Details** Complete

**3 Biographic Details** Complete

**4 Contact Details** Complete

**5 Addresses** Complete

**6 Fellow/Research Info** Complete

**7 Document Uploads** Complete

**8 Declaration** Complete

**9 Complete** Not Started

**Step 8 of 9: Declaration**  
**PDOC Fellowship Reactivation of Enrollment Declaration**

Postdoctoral Research Fellows are not enrolled for any qualification. They are, and need to be, recorded as members of the UCT community for the duration of the fellowship. Enrolled Postdoctoral Research Fellows are given a status that allows University privileges, e.g. access to libraries, sports clubs, parking, etc.

I hereby wish to apply for such status for the period set out in this application. This status may be withdrawn at the University's discretion. This status makes me subject to University rules during the period I hold the fellowship. It gives me membership of the University during this period.

- I declare that, to the best of my knowledge and belief, the above information is correct and that should the information be found to be incorrect or misleading, my application may be invalidated.
- I undertake to abide by the rules of the University.
- I hold myself responsible for the payment of charges due which were levied by myself and payable by me to the University for both the first and second terms of each year as prescribed by the University's Term of Payment. If I am in arrears, I will be liable for the interest at the rate of interest charged by the University's Bankers from time to time from due date of payment and will be liable for all costs of recovery, including fees charged by attorneys on the scale as between attorney and client and collection commission.
- I hereby waive all claims against the University for any damage or loss suffered while I am, or as a consequence of my being, a Postdoctoral Research Fellow of the University and arising out of death, bodily injury, loss of health or illness suffered by me or any other person, and loss and destruction of, or damage to, any property belonging to me or any other person, howsoever such damage or loss is caused, including but not limited through the negligence of the University or any official, employee or representative of the University, I, or my estate hereby indemnifies the University against any claim by any other person arising in any way as contemplated above or in respect of my own negligence or willful acts or omissions.
- I declare that I do not hold another PDOC fellowship at any other institution without my Host consent.

**Note:** If you are a **returning international** fellow, you will be required to submit International Documentation (Passport, Visa and Medical Aid documents) by means of an IAPO Service Request.

**Agreement Date** 12/01/2024

**After you accepted the Declaration the Accept button is greyed out and date stamped**

- Once you have accepted the declaration an Agreement Date will be added to this page.
- Click on the Next button

## 7.9 STEP 9 - COMPLETE



Read and confirm if the information is correct.

PDOC Reactivation of Enrollment

Academic Assistance Help < Previous

1 Introduction Visited	<b>Step 9 of 9: Complete</b> Personal, Demographic and Research Information Confirm that your information is correct I have checked and updated my personal and research information and confirm that it is correct. Where I could not update a field with outdated information, I undertake to report this to the Faculty Office to be updated. I accept that if I do not do this I am in breach of rule G9.
2 Personal Details Complete	
3 Biographic Details Complete	
4 Contact Details Complete	
5 Addresses Complete	
6 Fellow/Research Info Complete	
7 Document Uploads Complete	
8 Declaration Complete	
9 Complete In Progress	

Submit

- Click on the Submit button
- After submitting it will open on PeopleSoft home page

UNIVERSITY OF CAPE TOWN  
Student Administration System

Student Homepage

1 of 3

SFA_BI_ACCOMM	Grace Period Request	Profile	Application Summary	Admissions
Academic Records	Meeting Attendance	MoU/PPA No Action Required	Manage Classes	Student Finance
Undergraduate Funding	Postgrad & Postdoc Funding	Join Clubs & Societies	tasks No current tasks	Service Requests
Important Links 1. UCT	Offers			






- Note you will not have any Tasks to complete.


## 8. AUTOMATED EMAIL

After you submitted the Reactivation of Enrollment you will receive an automated Receipt of Reactivation of Enrollment email.

### Receipt of Reactivation of Enrollment

 no-reply@uct.ac.za  
To 

 1:42 PM

Dear Fellow ()


We acknowledge receipt of your reactivation of enrollment. The requirements include the submission of a complete application form, along with the specified supporting documentation. If your reactivation application is found to be incomplete, we will contact you with a request for the outstanding documents.

For enquiries, please contact +27 21 650 5065 or send an email to [pdocs@uct.ac.za](mailto:pdocs@uct.ac.za)

**Note:** If you are an international fellow, you will be required to create and submit a Fee and Immigration service request in PeopleSoft. For assistance please click [here](#) for a guideline document.

Kind Regards

Post-Doctoral Administration

-  If you are an International Fellow please click on the hyperlink which will direct you to the IAPO website.

PRE-REGISTRATION FAQs | UCT.ac.za

UNIVERSITY OF CAPE TOWN

IAPO

Home About Services Dictionary Programmes Exchange Opportunities Partnerships Student Support Fees and Payments FAQs Confucius Institute Contact us

Home > FAQs

## PRE-REGISTRATION FAQs

Questions about visa/immigration clearance through pre-registration

*Pre-registration takes approximately 3-5 working days provided that you submit all the required documents.*

- 1. What is pre-registration?**  
Pre-registration is an administrative process to verify and capture immigration documentation and proof of initial fee payments for international students and researchers prior to their registration at UCT. The *Immigration Act* requires all institutions of higher learning in South Africa to keep a record of international students registered at their institution. A report on international student registration is submitted annually by UCT to the South African Department for Home Affairs.  
UCT is required to complete this process to comply with government regulations for ensuring that each international student possesses valid immigration documents for the duration of their registration.
- 2. Who is required to pre-register?**
- 3. How do I pre-register?**
- 4. What documents do I need to pre-register?**
- 5. How long does pre-registration take?**