

Requesting a Proof of Registration

Navigational Path: *Self Service*>*Student Center*

- A **Student Center** page opens
- Click on the **Proof of Registration** hyperlink under the **Academics** section

The screenshot shows the 'Academics' section of a student portal. On the left, there is a list of links: Search, Enroll, My Academics, Change of Curriculum, **Proof of Registration** (highlighted with a red box), Progress Report, and View my Communications. On the right, there are icons for Deadlines, URL, and Gradebook, along with a 'View Class Activities - Action Required' button and a 'weekly schedule' link. A prominent message box with an information icon states: "You are not enrolled in classes." At the bottom, there is a search bar with the text "other academic..." and a search button.



Note

If you are not currently registered, it will indicate under the **Academics** section that **“You are not enrolled in classes.”**

- A **Proof of Registration** page opens
- Select **Term** in the drop down list
- Click on the **Email** button

Proof of Registration

Select Term

Academic

Career Undergraduate
Level First Year
Program HU026 ACE in Adult Education

Course	Description
EDN 3000F	Adult Learning and Teaching
EDN 3001S	Professional & Policy Studies

This will EMAIL the Proof of Registration letter to your UCT Email account.

(Although it does not show online if you are active on 2 programmes you will receive 2 emails).

Please allow 10 minutes for this to complete.

**Note**

Once you click on the **Email** button, the proof of registration letter will be emailed to your uct student email account where it can be viewed and printed. Please allow 10 minutes for this to process.

**Note**

Previous years Proof of Registration letters may also be requested by changing the term and click on the **Email** button again to process the request.