



Higher Degree Administration

International Applicants

Brochure for Masters and Doctoral Applicants

2018/2019

Student Academic Life Cycle Administration (SALA)

INTERNATIONAL APPLICANTS

BROCHURE FOR MASTERS AND DOCTORAL APPLICANTS

2018/2019

We acknowledge receipt of your enquiry with regard to admission to the North-West University.

THE APPLICATION PROCEDURE

Visit the NWU website at <http://jbossprd.nwu.ac.za/aaa-webclient/StudentWebCommand.do?sf=143369&lng=3#/top> for the **on-line application** process or

Visit the NWU website at Postgraduate Studies to download the **electronic application form**: <http://studies.nwu.ac.za/postgraduate-studies/higher-degree-admissions>

Electronic application forms may also be requested from HigherDegree-Enquiries@nwu.ac.za

Please complete the application form and return it to the North-West University with the following supporting documents:

(If any of the following documents have been issued in the maiden name of an applicant, a certified copy of the applicant's marriage certificate must accompany the application).

- A **certified** copy of your **Identity Document/Passport**;
- A **certified** copy of your **full academic transcript**, including **final results of all qualifications obtained** and a **certificate of conduct**, as issued by the registrar of the university/teachers' training college/Technicon where you were (or are currently) registered;
- **Certified** copies of all your **degree certificates and/or diplomas**;
- **Application fee**: A non-refundable application fee of **R550.00**;
- An **evaluation certificate as issued by the South African Qualifications Authority (SAQA)** must be submitted if your previous qualification was obtained in a foreign country. The evaluation certificate may be obtained by visiting the SAQA website www.saga.org.za.
- **Certificate of proof of English proficiency**:
 - *Prospective students from non-English speaking countries must submit a certificate of English language proficiency, either the TOEFL score sheet or results of the University of Cambridge International English Language Testing System. Students who completed their studies through an English-medium institution prior to submitting their application may apply in writing for exemption from the TOEFL test. (See more detail under **Language Policy**).*

Please note:

All prospective international students must report to the International Office (Mafikeng Campus: A1 Admissions Building, Room 120; Potchefstroom Campus: Building E11; Vaal Triangle Campus: Building 24, Room G12) of the North-West University upon arrival on Campus, for assistance regarding study permits and accommodation. Please submit the following when reporting to the International Office:

- A sworn statement or bank guarantee must be submitted to ensure that you have access to the necessary finances which will enable you to undertake your studies and to cover your living expenses for the full duration of your studies;
- Proof of medical cover for the duration of your studies at the North-West University. The International Office on Campus will provide assistance if needed, see contact details below:

Contact person(s) at the International Office

Mafikeng Campus:

Mr Eddy Masemola

Tel: +27 18 389 2696

Eddy.Masemola@nwu.ac.za

Potchefstroom Campus:

Ms Annelishé van der Spoel

Tel: +27 18 299 2919

Annelishe.VanDerSpoel@nwu.ac.za

Ms Tasha Willemse

Tel: +27 18 299 2948

Tasha.Willemse@nwu.ac.za

Vaal Triangle Campus:

Ms Jenny van der Walt

Tel: +27 16 910 3340

VTC-HigherDegrees@nwu.ac.za

Important Notice

- Your application will NOT be processed if any of the above-mentioned documents are not submitted with your application;
- All documents must be certified by a commissioner of oaths, attorney of law or university official;
- Additional information may be required by the relevant Faculty/Department/School;
- The allocation of a university reference number does not necessarily imply that you have been accepted.

Forward your application to:

Printed copies via Courier:

North-West University
Mafikeng Campus
C/o Albert Luthuli and University Drive
Higher Degree Administration Office
A1 Admissions Building, Room 120/122/124
MMABATHO, 2745
South Africa

North-West University
Potchefstroom Campus
11 Hoffman Street
Higher Degree Administration Office
Joon van Rooy building (F1), Room 257
POTCHEFSTROOM, 2531
South Africa

North-West University
Vaal Triangle Campus
Hendrik van Eck Boulevard
Higher Degree Administration Office
Building 24, Room G12
VANDERBIJLPARK, 1900
South Africa

Electronic copies via e-mail to: MC-HigherDegrees@nwu.ac.za (Mafikeng Campus)
HigherDegree-Enquiries@nwu.ac.za (Potchefstroom Campus)
VTC-HigherDegrees@nwu.ac.za (Vaal Triangle Campus)

Financial Information

Please visit the website: http://www.nwu.ac.za/sites/www.nwu.ac.za/files/files/p-far/2014_BG%26FR_Web.pdf

Please take note of the following in accordance with the NWU financial rules:

Important International student registration notification:

All international students must pay the full amount for their proposed study and relevant costs in advance, before registration can be finalised.

Payment of application fees

The payment details are as follows:

Account Name: NWU Online Registrations	Branch Code: 632005
Bank: ABSA	Account Number: 4091691369

Reference: South African citizens must please use the letter **H** together with the prospective student's **RSA ID number**. **International students** must, however, use the letter **H** together with the prospective student's **date of birth and surname**.

Maximum tuition fee periods: Masters and Doctoral degrees

Tuition fees for postgraduate studies are levied per qualification per year, with the exception of the MBA, MTh and the Postgraduate Diploma in Management, which is levied per registered module.

The maximum tuition fee periods, on which tuition fees payable are calculated, is two years for a master's degree and three years for a doctoral degree according to the new model put in place from 2011. **Again, these financial tuition fee periods should not be confused with any of the General Academic Rules!**

When a masters or doctoral student does not adhere to the General Academic Rules regarding the submission date of their (mini)dissertations or theses, such students run the risk that their examination results will be received late and will therefore not be updated on the graduation lists. The result will be registration for an additional academic year and the possible exceeding of the tuition fee period. The implication of exceeding this tuition fee period is that masters or doctoral students will pay registration fees and, the full annual qualification programme cost in each year exceeding the limit.

All pipeline masters and doctoral students from whom class fees have been levied according to the previous model will stay on that model until completion of their current masters or doctoral degree. If and when these pipeline students exceed their three years for a Master's student or four years for a Doctoral student, class fees shall be levied according to the new model.

Bursaries

For complete information and application forms you are referred to the website:
<http://www.nwu.ac.za/student/bursaries-and-loans>

Website address

Prospective students are referred to the web address: <http://studies.nwu.ac.za/postgraduate-studies/higher-degree-admissions> for information on the application and admission process of the North-West University Potchefstroom Campus.

Closing Dates

Applicants are personally responsible for confirming the closing date with the relevant Faculty/School.

PhD-Applicants

Before submitting the application form, prospective PhD applicants should consult with the lecturer under whose supervision he/she would like to conduct the research. If the applicant does not know under whose guidance he/she would like to work, an administrative assistant of the relevant faculty should be consulted for a recommendation (see list below for contact details).

List of Administrative Assistants at the various Faculties			
Mafikeng Campus			
Faculty	Administrative Assistant	Telephone	E-mail
Theology	Ms Tlotlo Makhetha	018 389 2284	Tlotlo.Makhetha@nwu.ac.za
Health Sciences	Prof Abel Pienaar (Nursing)	018 389 2624	10962824@nwu.ac.za
	Ms Naane Mokgotsi (Psychology and Clinical Psychology)	018 389 2635	16814827@nwu.ac.za
	Mr Tuelo Masilo (Social Work)	018 389 2872	Tuelo.Masilo@nwu.ac.za
NWU School of Business and Governance	Ms Saleemah Abdul	018 389 2827	23145986@nwu.ac.za
Law	Ms Irene Ramoabi	018 389 2517	Irene.Ramoabi@nwu.ac.za
Humanities	Mr John Nchoe	018 389 2263	John.Nchoe@nwu.ac.za
Education	Ms Eliza Senne	018 389 2500	Eliza.Senne@nwu.ac.za
Economic and Management Sciences	Ms Dalene Vorster	018 389 2653	Dalene.Vorster@nwu.ac.za
Natural and Agricultural Sciences	Ms Musanchi Sichembe	018 389 2319	Musanchi.Sichembe@nwu.ac.za
Potchefstroom Campus			
Faculty	Administrative Assistant	Telephone	E-mail
Humanities	Ms Sonya Bekker	018 299 1484	Sonya.Bekker@nwu.ac.za
Natural and Agricultural Sciences	Ms Farzana Hussain	018 299 2816	Farzana.Hussain@nwu.ac.za
Natural and Agricultural Sciences (Environmental and Biological Sciences)	Mr JC van Rooyen	018 299 4069	JC.VanRooyen@nwu.ac.za
Theology	Mr Lee Trollip	018 299 1840	Lee.Trollip@nwu.ac.za
Education Sciences	Ms Erna Greyling Ms Sonia Turkstra	018 299 4656 018 299 4781	Erna.Greyling@nwu.ac.za Sonia.Turkstra@nwu.ac.za
Economic and Management Sciences	Ms Louise Jansen van Rensburg	018 299 1347	Louise.Jansenvanrensburg@nwu.ac.za

Sciences			
Law	Ms Clarina Vorster	018 299 1952	Clarina.Vorster@nwu.ac.za
Engineering	Ms Tanya Fouché	018 299 4020	Tanya.VanDerWesthuizen@nwu.ac.za
Health Sciences	Ms Susan Lindeque	018 299 4013	Susan.Lindeque@nwu.ac.za
MBA	Ms Wilma Pretorius	018 299 1419	Wilma.Pretorius@nwu.ac.za
PhD in Business Administration	Ms Wilma Pretorius	018 299 1419	Wilma.Pretoius@nwu.ac.za
Vaal Triangle Campus			
Faculty	Administrative Assistant	Telephone	E-mail
Economic and Management Sciences	Ms Angelica van Rensburg	016 910 3490	Angelica.VanRensburg@nwu.ac.za
Economic and Management Sciences UARM	Ms Helei Jooste	016 910 3498	Helei.Jooste@nwu.ac.za
Health Sciences OPTENTIA	Ms Marinda Malan	016 910 3515	Marinda.Malan@nwu.ac.za
Humanities Basic Sciences	Ms Lebo Serobane	016 910 3466	Magdelene.Serobane@nwu.ac.za
Humanities Languages	Ms Theresa Louw	016 910 3442	Theresa.Louw@nwu.ac.za
MBA	Ms Rhonda Ferreira	019 910 3011	Rhonda.Ferreira@nwu.ac.za

Include the following when consulting an administrative assistant:

- A certified copy of your undergraduate essay/dissertation (if you are applying for admission to a master's degree) or your masters' dissertation (if you are applying for admission to a doctorate degree). An official summary/abstract, certified by the relevant institution, may also be submitted.
- An introductory study proposal and recent and complete curriculum vitae for the attention of the school director of the relevant faculty where you wish to undertake your post graduate study.

Language Policy

- Through a functional language plan, all campuses take into account the multilingual reality of South Africa. For more information please visit <http://www.nwu.ac.za>
- Prospective students from non-English speaking countries must submit a certificate of English language proficiency, either the TOEFL score sheet or results of the University of Cambridge International English Language Testing System. Please request that the institution where you did the test send us an official statement of your score and that it also states whether the test was paper- based or IT-based. Students who completed their studies through English-medium institutions prior to submitting their application may apply in writing for exemption from the TOEFL-test. The link on the web to complete the TOEFL test is: <http://www.ets.org.toefl/>

Application period

Upon receipt of all the relevant documents, your application will be evaluated by the relevant faculty. Please note that it can take up to six months to process an application, however, postgraduate registrations are accepted up to the end of March of each year. The academic year at the North-West University runs from January to December.

Contact persons at the Masters and Doctorate Admissions Office:

Mafikeng Campus:

Faculty/Other	Advisor	Tel no	E-mail address
All faculties	Mr Eddy Masemola	018 389 2696	Eddy.Masemola@nwu.ac.za
All faculties	Ms Dipuo Maseng	018 389 2916	Dipuo.Maseng@nwu.ac.za
All faculties	Ms Tlotlo Makhetha	018 389 2284	Tlotlo.Makhetha@nwu.ac.za
HDA General Enquiries			MC-HigherDegrees@nwu.ac.za
HDA Coordinator	Mr Shuping Mokgothu	018 389 2699	Shuping.Mokgothu@nwu.ac.za

Potchefstroom Campus:

Faculty/Other	Advisor	Tel no	E-mail address
Humanities	Ms Ruth Kgabung	016 910 3025	13250337@nwu.ac.za
Natural and Agricultural Sciences	Ms Sandra Horn	018 299 4006	Sandra.Horn@nwu.ac.za
Theology	Ms Sandra Horn	018 299 4006	Sandra.Horn@nwu.ac.za
Education	Ms Lisnet Louw	018 285 2619	Lisnet.Louw@nwu.ac.za
Economic and Management Sciences	Ms Lisnet Louw	018 285 2619	Lisnet.Louw@nwu.ac.za
NWU School of Business and Governance	Ms Ruth Kgabung	016 910 3025	13250337@nwu.ac.za
Law	Ms Lisnet Louw	018 285 2619	Lisnet.Louw@nwu.ac.za
Engineering	Mr Thabang Mampe	018 285 2578	Thabang.Mampe@nwu.ac.za
Health	Mr Thabang Mampe	018 285 2578	Thabang.Mampe@nwu.ac.za
HDA General Enquiries	Ms Lisnet Louw Mr Godfrey Rapheso	018 285 2619 018 299 4044	HigherDegree-Enquiries@nwu.ac.za
HDA Coordinator Reception and Enquiries	Ms Marise du Plessis	018 285 2618	Marise.DuPlessis@nwu.ac.za
HDA Coordinator	Ms Lauren Delpport	018 299 4274	Lauren.Delpport@nwu.ac.za
HDA Section Head	Ms Marietjie Ackermann	018 299 4043	Marietjie.Ackermann@nwu.ac.za

Vaal Triangle Campus:

Faculty/Other	Advisor	Tel no	E-mail address
All faculties	Ms Jenny van der Walt	016 910 3340	VTC-HigherDegrees@nwu.ac.za
HDA General Enquiries			VTC-HigherDegrees@nwu.ac.za
HDA Coordinator	Ms Amanda Smith	016 910 3115	Amanda.Smith@nwu.ac.za