

APPLICATION AND ADMISSION

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Frequently asked questions

1. What is the difference between application and registration?

Application precedes registration. If a student is admitted to a programme, the student may proceed with registration for the relevant academic year. Application for a specific qualification is a once-off process, whereas registration is an annual process for as long as it takes to complete the qualification.

2. Which programmes are offered by the NWU?

The NWU offers fully accredited Masters and Doctoral programmes across eight faculties. Detailed information may be found in the various faculty yearbooks available here <http://studies.nwu.ac.za/studies/yearbooks>

3. Where can I find NWU's admission requirements?

The admission requirements for prospective students are listed in the various faculty yearbooks available here <http://studies.nwu.ac.za/studies/yearbooks>

4. How do I apply?

Simply apply online at <http://studies.nwu.ac.za/postgraduate-studies/higher-degree-admissions>

You may also download the pdf fillable application form by using the same link.

5. How much are the application fees?

International students are charged with an application fee of R550. South African citizens are exempt from paying application fees.

6. Where may I obtain a total cost estimate?

You may request a quotation by making use of the Study Fee Cost Estimation application on the student self-service portal available here <http://diyser-vices.nwu.ac.za/apps/postgraduate-students>.

You may also request a quotation from MC-study-fees@nwu.ac.za / PC-studyfees@nwu.ac.za / vaalaccounts@nwu.ac.za

7. How many choices of study may I apply for?

It is advised that students who apply for master's and doctoral studies may indicate no more than two choices of study.

8. Does the NWU have only one annual academic intake for Masters and Doctoral students?

The academic year starts in January of every year, and concludes in December of the same year, with one annual intake of higher degree students. No

second semester entry is offered.

9. Where and how can I submit my application?

You may submit your application via online application process or by emailing the pdf fillable application form to your faculty advisor. Contact details available here <http://studies.nwu.ac.za/postgraduate-studies/contact-us>



10. What about a supervisor/promoter?

A supervisor/promoter is an academic staff member who will provide guidance and assistance to students in order to carry out their research and present their results to the student's best advantage. Appointment of supervisors/promoters is a Faculty specific process, and the relevant Faculty will be in contact with the student regarding the appointment of supervisors/promoters. Kindly refer to point 8 on [page 11](#) of this document.

11. How long does the application process take?

Please allow 4 – 6 weeks before checking on the status of your application. Your faculty advisor in the Higher Degree Administration Office will communicate the result of your application to you via e-mail.

12. Where can I find the closing dates for applications?

M studies: The closing date for most postgraduate programmes is 30 October. Please note that some programmes have different closing dates - please consult with the relevant Faculty on programme specific closing dates.

PhD studies: There is no closing date for PhD applications, it is advised that you contact a probable promoter prior to your application for studies at the NWU.

13. How do I confirm my application status?

By visiting the Student 360 application (academic information) on the student self-service portal available here <http://diyservices.nwu.ac.za/apps/postgraduate-students>

14. I have been admitted for next year, but will not be able to make it. How do I defer my admission to the following year?

Please inform your Higher Degree office contact to defer your application to the following year. Please take note that the application will have to be re-evaluated for admission for the following year, and admission to the programme is not guaranteed. This can only be done once. If you wish to defer for a second time, the application lapses and you must re-apply for admission from scratch. Contact details available here <http://studies.nwu.ac.za/postgraduate-studies/contact-us>

15. My admission letter states that I have been conditionally/provisionally accepted, what does that mean?

This means that your admission will be final only once you have met the final requirements/conditions stated in your letter of conditional admission.

16. If I have received a student number, does that mean that I have been accepted by the NWU?

Receiving a student number does not imply that you have been accepted by the NWU. Your application still needs to be evaluated by the relevant faculty.

17. Who accredits North-West University’s degrees, and who is the awarding body?

No higher education institution in South Africa may offer a programme unless it has been accredited by the Higher Education Quality Committee (HEQC). This is to protect students against poor-quality programmes. Rest assured that all degrees awarded by NWU are fully accredited by both the Council on Higher Education (CHE) and the HEQC. This means NWU itself is the awarding body.

18. I want to apply for postgraduate studies at North-West University. Do I have to ratify my existing qualifications with the South African Qualifications Authority to be eligible to study at NWU?

If the institution that awarded your previous qualification(s) is accredited, you do not need to ratify your qualifications with SAQA. However, should we be uncertain about the status, recognition or accreditation of your qualification, we reserve the right to refer you to SAQA before we consider your application further.

Other important information

GO > [NWU Postgraduate webpage](#)

GO > [Yearbooks](#)

GO > [Payable Fees](#)

GO > [Bursaries and Loans](#)

GO > [International Students](#)

GO > [DIY Services](#)

GO > [Library](#)

GO > [Faculty of Economic Sciences](#)

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GO > [Faculty of Law](#)

GO > [Faculty of Natural and Agricultural Sciences](#)

GO > [Faculty of Theology](#)



1. Continuators

Applicants who were registered at the NWU in 2021/2022 and who would like to pursue Masters and/or Doctoral studies in 2022/2023 must submit the following documents when applying for admission:

- Completed Application Form (online application, electronic application form or printed format); and
- Certified copy of identity document/passport.

2. Alumni (former students)

Applicants who were registered prior to 2021/2022 at the NWU and/or the PU for CHE, must submit the following documents when applying for admission:

- Completed Application Form (online application, electronic application form or printed format);
- Certified copy of Identity Document/Passport;

Application Fee: R550.00 non-refundable application fee for International applicants only; and

- Certified copies of all academic transcripts of all relevant qualifications obtained from other tertiary institutions.

Important Notice:

- Applications will not be processed and/or considered if any of the above-mentioned documents are not submitted.
- All documents must be certified by a commissioner of oaths, attorney and/or university official.

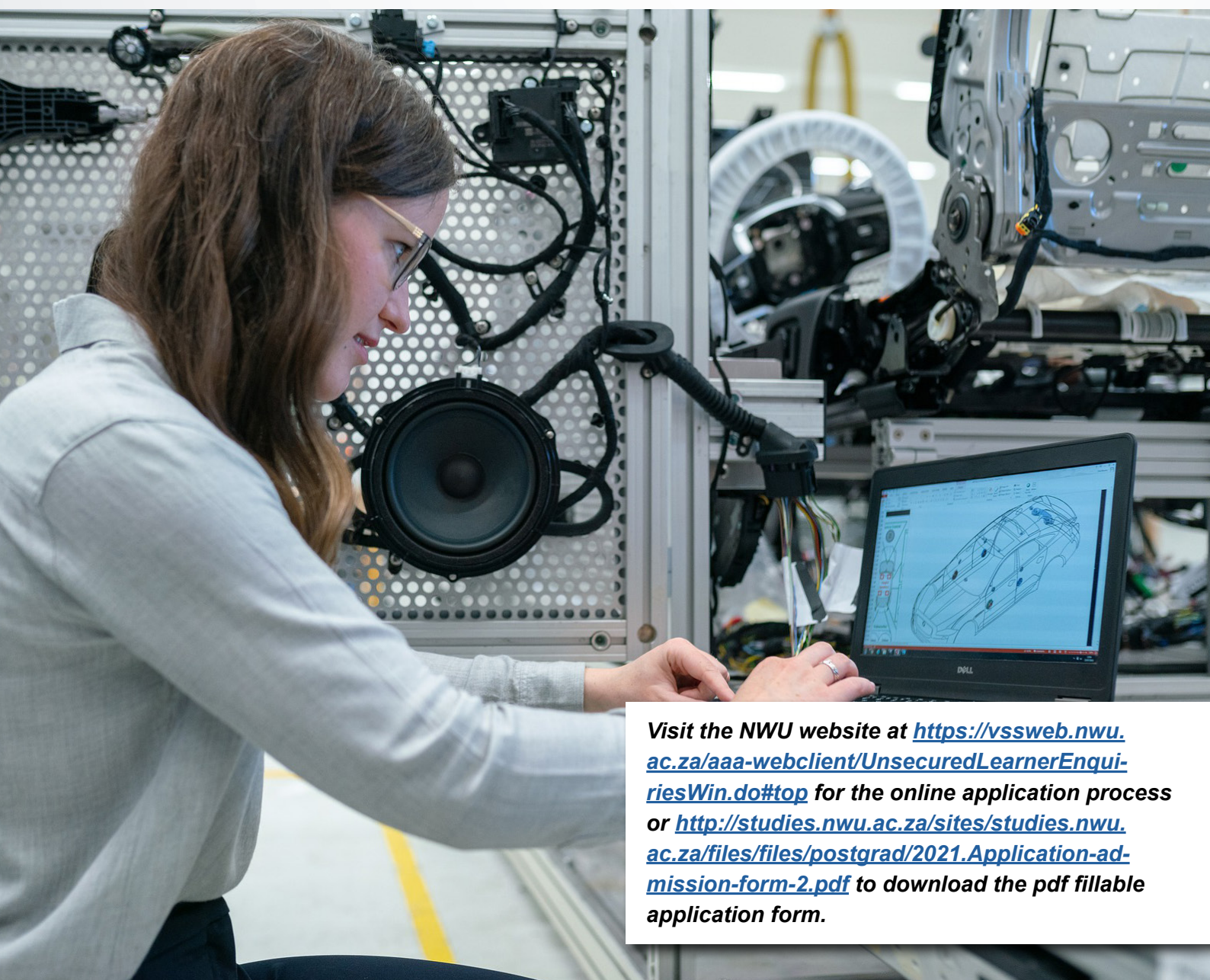
3. New applicants

All applicants who apply at the NWU for the first time, must submit the following documents when applying for admission:

- Completed Application Form (online application, electronic application form or printed format);
- Certified copy of Identity Document/Passport;

Application Fee: R550.00 non-refundable application fee for International applicants only;

- Certified copies of all academic transcripts including final results of all qualifications obtained by the applicant;
- Certified copies of all certificates/diplomas/degrees;
- If the applicant's previous qualifications were obtained from a non-South African institution, the applicant must submit an evaluation certificate as issued by the South African Qualifications Authority (SAQA). Applicants can apply for the evaluation certificate from www.saqqa.org.za
- Please note that if any of the above-mentioned documents were issued in the applicant's maiden name, the applicant must submit a certified marriage certificate;
- Additional information may be required by the relevant Faculty;
- The issue of a student number/university number does not imply that the applicant has been accepted for the programme he/she applied for. A student number/university number is issued for administrative purposes only.



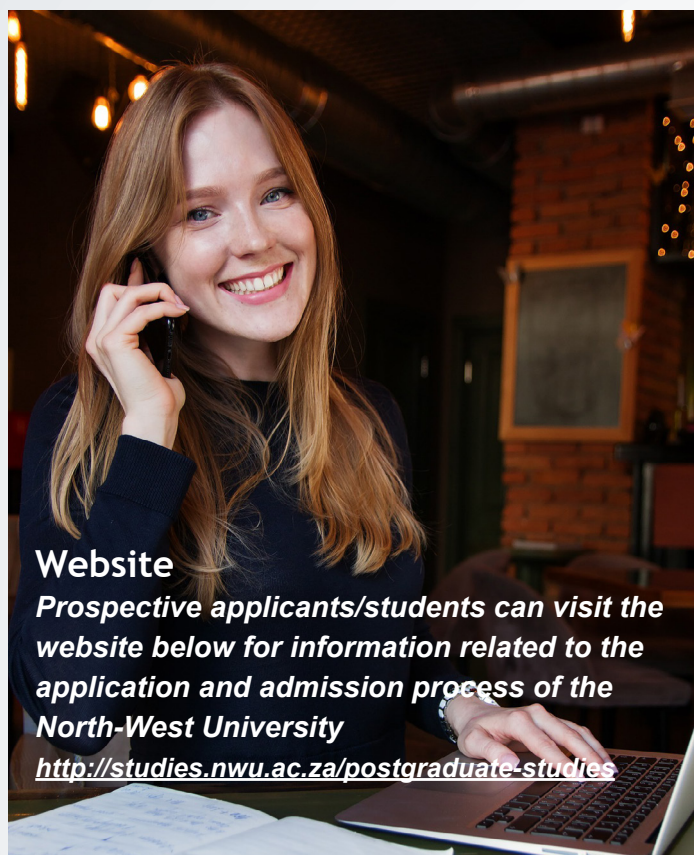
Visit the NWU website at <https://vssweb.nwu.ac.za/aaa-webclient/UnsecuredLearnerEnquiriesWin.do#top> for the online application process or <http://studies.nwu.ac.za/sites/studies.nwu.ac.za/files/files/postgrad/2021.Application-admission-form-2.pdf> to download the pdf fillable application form.

4. The application process

Visit the NWU website at <https://vssweb.nwu.ac.za/aaa-webclient/UnsecuredLearnerEnquiriesWin.do#top> for the online application process or <http://studies.nwu.ac.za/sites/studies.nwu.ac.za/files/files/postgrad/2021.Application-admission-form-2.pdf> to download the pdf fillable application form.

4.1 Submit your application (if you do not make use of the online application)

Please complete the application form in full and submit with all supporting documents:



Website

Prospective applicants/students can visit the website below for information related to the application and admission process of the North-West University
<http://studies.nwu.ac.za/postgraduate-studies>

E-mail:

You may submit your application via online application process or by emailing the pdf fillable application form to your faculty advisor. Contact details available here <http://studies.nwu.ac.za/postgraduate-studies/contact-us>

Personal:

If you are on campus and want to submit the documents personally, you can report to the following address:

Mafikeng Campus

C/o Albert Luthuli and University Drive
Higher Degree Administration Office
A1 Admissions Building, Room 120/122/124
MMABATHO, 2745

Potchefstroom Campus

11 Hoffman Street
Higher Degree Administration Help Desk
Joon van Rooy Building (F1), Room 257
POTCHEFSTROOM, 2531

Vanderbijlpark Campus

Hendrik van Eck Boulevard
Higher Degree Administration Office
Building 24, Room G12
VANDERBIJLPARK, 1900

4.2 Payment of Application Fee (International applicants only)

Banking Details:

Account Name: NWU Online Registrations
Bank: ABSA
Account Number: 4091691369
Branch Code: 632-005
Reference Number: NWU Student number/university number OR
H + date of birth and surname e.g. H840123Jacobs

International applicants only

5. Financial Information

Booklet for Payable Fees and Financial Rules:
<http://services.nwu.ac.za/student-accounts-and-bursaries/payable-fees>

A Study Fee Cost Estimation App is available on the DIY Services Portal:

<http://diyservices.nwu.ac.za/apps/postgraduate-students>

Please note the following as per the NWU financial rules:

Maximum tuition periods – Masters and doctoral qualifications: Tuition fees for masters and doctoral qualifications are calculated per qualification per year, with the exception of certain qualifications which are calculated per registered module.

6. Financial Support

<http://studies.nwu.ac.za/financial-support>

7. Bursaries

Please visit the website at <http://studies.nwu.ac.za/financial-support-services/nwu-postgraduate-bursary-scheme> for more information as well as for application forms.

8. Closing dates

Closing dates for applications are determined by the relevant Faculty. It is the responsibility of the applicant to contact the relevant Faculty for more information.

9. PhD students

Prospective PhD students must consult a prospective promoter under whose supervision the applicant would like to conduct research before submitting the application for admission. If the applicant is unsure under whose supervision he/she would like to conduct the research, the applicant must consult the following advisors at the relevant Faculty for assistance. Kindly refer to point 8 on [page 11](#) of this document.

ADMISSION AND REGISTRATION

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*International
Applicants*



Frequently asked questions

1. What is the difference between application and registration?

Application precedes registration. If a student is admitted to a programme, the student may proceed with registration for the relevant academic year. Application for a specific qualification is a once-off process, whereas registration is an annual process for as long as it takes to complete the qualification.

6. Where may I obtain a total cost estimate?

You may request a quotation by making use of the Study Fee Cost Estimation application on the student self-service portal available here <http://diyser-vices.nwu.ac.za/apps/postgraduate-students>. You may also request a quotation from MC-studyfees@nwu.ac.za / PC-studyfees@nwu.ac.za / vaalac-counts@nwu.ac.za

7. How many choices of study may I apply for?

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Other important information

- GO > *NWU Postgraduate webpage*
- GO > *Yearbooks*
- GO > *Payable Fees*
- GO > *Bursaries and Loans*
- GO > *International Students*
- GO > *DIY Services*
- GO > *Library*

- GO > *Faculty of Economic Sciences*
- GO > *Faculty of Education*
- GO > *Faculty of Engineering*
- GO > *Faculty of Health Sciences*
- GO > *Faculty of Humanities*
- GO > *Faculty of Law*
- GO > *Faculty of Natural and Agricultural Sciences*
- GO > *Faculty of Theology*



INTERNATIONAL APPLICANTS: THE APPLICATION PROCEDURE

BACK

1. The application procedure

Visit the NWU website at <https://vssweb.nwu.ac.za/aaa-webclient/UnsecuredLearnerEnquiriesWin.do#top> for the online application process or <http://studies.nwu.ac.za/sites/studies.nwu.ac.za/files/files/postgrad/2021.Application-admission-form-2.pdf> to download the pdf fillable application form.

Supporting documents to be submitted when applying (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/Technikon 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.saqa.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](#)).



Contact person(s) at the Global Engagement Office

Mafikeng Campus:

Peter Monyelo

Tel: +27 18 389 2575

Peter.Monyelo@nwu.ac.za

Potchefstroom Campus:

Ms Annelishé van der Spoel

Tel: +27 18 299 2919

Annelishe.VanDerSpoel@nwu.ac.za

Vanderbijlpark Campus:

Ms Jenny van der Walt

Tel: +27 16 910 3340

25459848@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.*

Please note:

All prospective international students must report to the Global Engagement Office (Mafikeng Campus: A1 Admissions Building, Room 120; Potchefstroom Campus: Building E11; Vanderbijlpark 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 Global Engagement 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:

Forward your electronic application to:

Mafikeng Campus:

MC-HigherDegrees@nwu.ac.za

Potchefstroom Campus:

HigherDegree-Enquiries@nwu.ac.za

Vanderbijlpark Campus:

VTC-HigherDegrees@nwu.ac.za

2. Financial Information

Booklet for Payable Fees and Financial Rules: <http://services.nwu.ac.za/student-accounts-and-bursaries/payable-fees>

A Study Fee Cost Estimation App is available on the DIY Services Portal: <http://diyservices.nwu.ac.za/apps/postgraduate-students>

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.

3. Payment of application fees

The payment details are as follows:

Banking Details:

Account Name: NWU Online Registrations

Bank: ABSA

Branch Code: 632005

Account Number: 4091691369

Reference: International applicants must use the letter A 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.

4. Bursaries

For complete information and application forms you are referred to the website: <http://studies.nwu.ac.za/financial-support-services/nwu-postgraduate-bursary-scheme>

5. Website address

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

6. Closing Dates

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

7. PhD Applicants

Prospective PhD students must consult a prospective promoter under whose supervision the applicant would like to conduct research before submitting the application for admission. If the applicant is unsure under whose supervision he/she would like to conduct the research, the applicant must consult the following advisors at the relevant Faculty for assistance. Kindly refer to point 8 on [page 11](#) of this document.



8. Advisors at the various Faculties

Faculty	Advisor	Telephone	E-mail
Humanities	Ms. Sonya Bekker	018 299 1484	Sonya.Bekker@nwu.ac.za
Natural & Agricultural Sciences	Ms. Heleen Swart	018 299 2304	Heleen.Swart@nwu.ac.za
Theology	Ms. Antoinett Moerdyk	018 299 1847	Antoinett.Moerdyk@nwu.ac.za
Education	Mr. Johan Liebenberg	018 299 1980	Johan.Liebenberg@nwu.ac.za
Economic & Management Sciences	Ms. Linda Grimbeek	018 285 2127	Linda.Grimbeek@nwu.ac.za
Law	Ms. Alpha Marais	018 299 1922	Alpha.Marais@nwu.ac.za
Engineering	Ms. Tanya Fouché	018 299 2663	Tanya.Fouché@nwu.ac.za
Health	Ms. Riana Muller	018 299 4333	Riana.Muller@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.

9. 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/>

10. 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.



11. Higher Degree Administration: Faculty Administrator Contact Details

HDA Section Head
Ms. Marietjie Ackermann
018 299 2019
Marietjie.Ackermann@nwu.ac.za

Mafikeng Campus:

Faculty/Other	Administrator	Telephone	E-mail
All faculties	Ms. Dipuo Maseng	018 389 2916	Dipuo.Maseng@nwu.ac.za
HDA General Enquiries	Vacant		MC-HigherDegrees@nwu.ac.za
HDA Coordinator	Mr. Eddy Masemola	018 389 2696	Eddy.Masemola@nwu.ac.za

Potchefstroom Campus:

Faculty/Other	Administrator	Telephone	E-mail
Humanities	Ms. Yolandie Combrink	018 299 4124	Yolandie.Combrink@nwu.ac.za
Natural and Agricultural Sciences (FNAS)	Ms. Sandra Horn	018 299 4006	Sandra.Horn@nwu.ac.za
Theology	Ms. Melleney Campbell Jacobs	018 299 2629	Melleney.CampbellJacobs@nwu.ac.za
Education	Ms. Lisnet Louw	018 299 2465	Lisnet.Louw@nwu.ac.za
Economic and Management Sciences	Ms. Bonolo Kgokong	018 299 4044	33426775@nwu.ac.za
MBA and PhD after MBA	Ms. Ruth Kgabung	016 910 3025	13250337@nwu.ac.za
Law	Ms. Lisnet Louw	018 299 2465	Lisnet.Louw@nwu.ac.za
Engineering	Ms. Winnie Makgetha	018 299 2622	Winnie.Makgetha@nwu.ac.za
Health	Mr. Thabang Mampe	018 285 2578	31643949@nwu.ac.za
HDA Help Desk (Masters and Doctoral Enquiries only)		018 285 2619 018 299 4044	HigherDegree-Enquiries@nwu.ac.za
HDA Coordinator Help Desk	Ms. Marise du Plessis	018 285 2618	Marise.DuPlessis@nwu.ac.za
HDA Coordinator	Ms. Lauren Delport	018 299 4274	Lauren.Delport@nwu.ac.za

Vanderbijlpark Campus:

Faculty/Other	Administrator	Telephone	E-mail
All faculties – online applications	Ms. Petro van Rhyn	016 910 3107	24123192@nwu.ac.za
All faculties	Mr. Thabo Kgabung	016 910 3340	VTC-HigherDegrees@nwu.ac.za
MBA, PhD after MBA (MC, PC, VTC)	Ms. Ruth Kgabung	016 910 3025	13250337@nwu.ac.za
HDA Coordinator	Ms. Amanda Smith	016 910 3115	Amanda.Smith@nwu.ac.za

