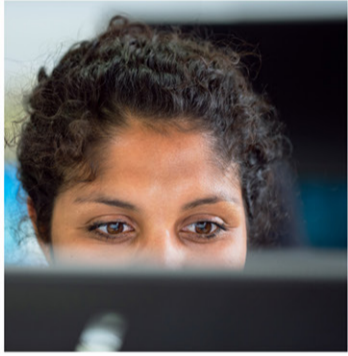
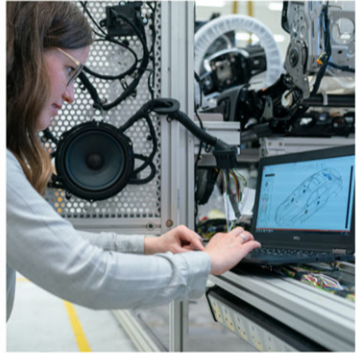


First registration: quick links

Go directly to re-registration



First registration

NWU HIGHER DEGREE ADMINISTRATION (HDA)
GUIDELINES FOR
FIRST MASTERS AND DOCTORAL
REGISTRATION 2022

FIRST REGISTRATION

Frequently asked questions

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Frequently asked questions

1. When do I register?

In the year you have applied to study, and only after your application has been approved. Comprehensive information on the registration process will be available on the NWU website www.nwu.ac.za in due course.

2. How do I register?

Simply register online at <http://studies.nwu.ac.za/studies/registration>. Contact your faculty advisor in the Higher Degree Administration office, if you are unsuccessful with the online registration. Contact details available here <http://studies.nwu.ac.za/postgraduate-studies/contact-us>. A registration form will be emailed to you which should be signed and returned.



Please take note that the first minimum payment (<http://services.nwu.ac.za/student-accounts-and-bursaries/payable-fees>) is due **prior** to registration – even in the case of online registration. International students should settle their full student account **prior** to registration.

3. Do I need to register every year?

In terms of General academic rule 2.3.1.1 all students are required to register annually.

4. Where can I request a registration form if I do not make use of the online registration process?

You may contact your faculty advisor in the Higher Degree Administration office. Contact details available here <http://studies.nwu.ac.za/postgraduate-studies/contact-us>

5. What is the minimum payment for registration?

The first minimum payment (<http://services.nwu.ac.za/student-accounts-and-bursaries/payable-fees>) is due **prior** to registration – even in the case of online registration. International students should settle their full student account **prior** to registration. The required amount increases annually.

6. How do I confirm my registration status?

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

7. Where can I obtain my proof of registration?

Once you have registered, the Proof of Registration will be emailed to you. You may retrieve your proof of registration from the Student 360 application on the student self-service portal <http://diyservices.nwu.ac.za/apps/postgraduate-students>.

8. I want to update my address details

You may use the Address Details application on the student self-service portal available at Student 360

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

9. I want to update my contact details

You may use the Contact details app application on the student self-service portal available here <http://diyservices.nwu.ac.za/apps/postgraduate-students>

10. I want to update my personal details

You may use the Personal Details application on the student self-service portal available here <http://diyservices.nwu.ac.za/apps/postgraduate-students>

11. I have a bursary. How do I register?

In the case of NWU bursaries – the bursary office will provide you with a letter that the bursary was granted, and you may proceed with registration. In the case of external bursaries, a letter from your bursar should be submitted to the Financial Department in order for you to obtain clearance for registration.

12. Where can I request an academic record/transcript?

You may retrieve your academic record from the student self-service portal (Formal Student Documentation): <http://diyservices.nwu.ac.za/apps/postgraduate-students> or send a request to MC-HigherDegrees@nwu.ac.za (Mafikeng Campus), HigherDegree-Enquiries@nwu.ac.za (Potchefstroom Campus), VTC-HigherDegrees@nwu.ac.za (Vanderbijlpark Campus).

13. Where may I request a letter of confirmation of qualification obtained when an academic record will not suffice?

Contact the Higher Degree Administration Help Desk: Tel: +27 (0) 18 299 4044/+27 (0)18 285 2618 or email HigherDegree-Enquiries@nwu.ac.za

14. Does the NWU offer financial assistance?

Yes, information available here <http://studies.nwu.ac.za/financial-support-services/nwu-postgraduate-bursary-scheme>

1. Registration dates

Students who attend contact sessions must be registered on or before the start date of their contact sessions. Arrangements must be made with the faculty if a student's registration is not completed by the time contact sessions start. Registration is a prerequisite for access to eFundi sites. **Registrations for this group should not be done later than 31 March.**

Web registrations will be open until 31 May. Any student who wishes to still register after this date, will do it as an over-the-counter request to a Higher Degree Administration (HDA) official (see contact us list). HDA will request proof of their faculty's permission to register so late in the year.

Research only M and PhD students may register until 31 May. If students want to register after 31 May they will have to obtain permission from the faculty and then notify HDA for assistance.

2. Registration process

Please ensure that you have been accepted for the correct qualification, as you will be registered accordingly. Registration is an annual process and the responsibility to register lies with the student. Please make use of the online registration process on the NWU website <http://vssweb.nwu.ac.za/str-webclient/#/top>

If you do not use the web registration process, your registration form must be requested from your HDA faculty administrator (contact details are listed on [page 11](#) of this document).

The completed and signed registration form accompanied by proof of payment (deposit slip or internet printout, or an official letter from a bursar and/or establishment) must be submitted to your faculty administrator. The first minimum payment for 2022 will be payable for South African students upon registration.

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>

The registration process is completed only when you receive a Proof of Registration for 2022.

Registration can only take place when the completed registration form and proof of payment have been submitted to your HDA Faculty Administrator.

3. The format of the NWU registration form

The registration form comprises of the following sections:

Personal details:

- Outdated and/or inaccurate information must be amended on the registration form.

Contact Details:

- Outdated and/or inaccurate information must be amended on the registration form. Communication is mainly done electronically, therefore the correct e-mail address and cell phone number is of the utmost importance.
- Please amend personal and contact details on the DIY Services Portal at this link: <http://diyservices.nwu.ac.za/student-360-service>

Post-school academic transcript:

- The student's qualifications are presented in this section.

Official decisions/academic transcript and qualification summary per program:

- For information purposes only.

Module Selection Section:

- Students must clearly specify the modules they wish to register for in the case of structured qualifications.
- Only modules that will be taken in the specific academic year must be indicated on the module selection form. Please indicate whether it is a major/electives or additional module.
- Consult with the faculty if you have any questions about the modules to select.

Other Modules Completed:

- For information purposes only.

It is very important that the student sign the Agreement at the bottom of the last page. Students will not be registered without this signature.

Please also select your choice with regards to the protection of your personal information on the NWU system (POPI Act 4 of 2013).

4. Submission of registration document and/or outstanding documents and/or information

Please note that all outstanding documents and/or information relating to the application for admission will be an impediment to your registration process. Any outstanding documents should be submitted before/during registration.



E-mail:

Students may submit the registration form, as well as all other relevant documents by e-mail to the HDA faculty administrator (contact details are listed on [page 11](#) of this document).

Students are reminded to always mention their student number/university number in all correspondence with the University.

Personal:

If you are visiting a campus and wish to submit the documents personally, you may report to the following addresses:

NWU Mahikeng Campus

C/o Albert Luthuli and University Drive
Higher Degree Administration Office
A1 Admissions Building, Room 119/120/122
MMABATHO, 2745

NWU Potchefstroom Campus

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

NWU Vanderbijlpark Campus

Hendrik van Eck Boulevard
Higher Degree Administration Office
Building 24, Room G12 and G34
VANDERBIJLPARK, 1900

5. Web registration

Web registration opens in January 2022: <http://jbossprd.nwu.ac.za/str-webclient/#/top>

Please note the following:

- If you should repeat modules, you are requested not to register online.
- If you are an International student (including students with a permanent residence permit and Non South African Citizen identity document as well as asylum seekers and refugees), you are requested not to register online.
- If any money is outstanding or if you are exceeding the study period, you will not be able to register online. Please contact your HDA faculty administrator for assistance with the registration process (contact details are listed on [page 11](#) of this document).

6. Financial information

Mahikeng Campus

Tel: 018 389 2503 / 2330

E-mail: MC-Studyfees@nwu.ac.za

Potchefstroom Campus

Tel: 018 299 2667 / 2668 / 2669 / 2670 / 2671 / 2672 / 2673

E-mail: PC-Studyfees@nwu.ac.za

Vanderbijlpark Campus

Tel: 016 910 3234 3156 / 3167

E-mail: Vaalaccounts@nwu.ac.za

Website: <http://services.nwu.ac.za/student-finances-and-financial-related-systems>

Method of payment for internet banking payments:
The pre-defined account “**NWU STUDENT**” must be selected from your bank’s list of beneficiaries.

A direct bank deposit or electronic payment can be made into any of the bank accounts of the North-West University at:

- **ABSA:** (internet beneficiary is: Account payments)
- **First National Bank:** (internet beneficiary is: Public Recipients)
- **Nedbank:** (internet beneficiary is: Bank-approved beneficiaries)
- **Standard Bank:** (internet beneficiary is: Companies list)

Only the student’s 8-figure university number will be accepted as beneficiary reference. The relevant account numbers are:

ABSA 40-7009-9350 Branch code 632-005
FNB 6216-190-7335 Branch code 240-438
Nedbank 1713-378-531 Branch code 171-338
Standard Bank 33-038-446-5 Branch code 052-838
FNB Namibia 6224-883-9823 Branch code 281-174

7. Bursaries

On-line applications only: <http://studies.nwu.ac.za/studies/bursaries-and-loans>

8. International Students

<http://www.nwu.ac.za/nwu/students/int.html>

(including students with permanent residence permits and a Non South African ID as well as asylum seekers and refugees)

- International students who reside in South Africa and visit the Potchefstroom Campus must report at the Global Engagement Office located in Building E11;
- Assistance on other campuses available at:
Mahikeng Campus: A1 Admissions Building, Room 130 and 122;
Vanderbijlpark Campus: Building 24, Room G12.
- A Clearance Form is issued to the student by the Global Engagement Office and must be presented at the time of registration.
- Students who will not reside in South Africa during their studies should submit a declaration form (A18) to HDA. The form is available at the Global Engagement offices.
- Declarations with regards to medical issues will be requested by the Global Engagement Office.
- The full amount for their proposed study and relevant costs is payable **prior** to registration.

Contact persons NWU Global Engagement office:

Mahikeng Campus

Peter.Monyelo@nwu.ac.za

Tel: +27 18 389 2575

Vanderbijlpark Campus:

25459848@nwu.ac.za

Tel: +27 16 910 3340

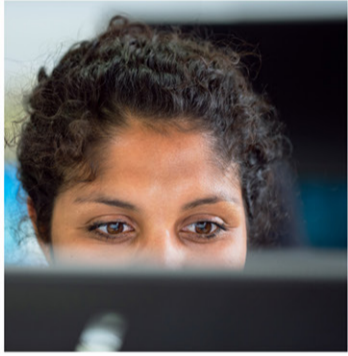
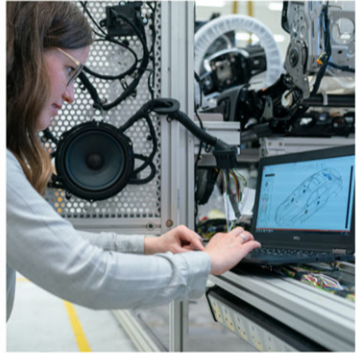
Potchefstroom Campus

Annelishe.VanDerSpoel@nwu.ac.za

Tel: +27 18 299 2919

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Re-registration

NWU HIGHER DEGREE ADMINISTRATION (HDA)
GUIDELINES FOR
MASTERS AND DOCTORAL
RE-REGISTRATION 2022

RE-REGISTRATION

Frequently asked questions

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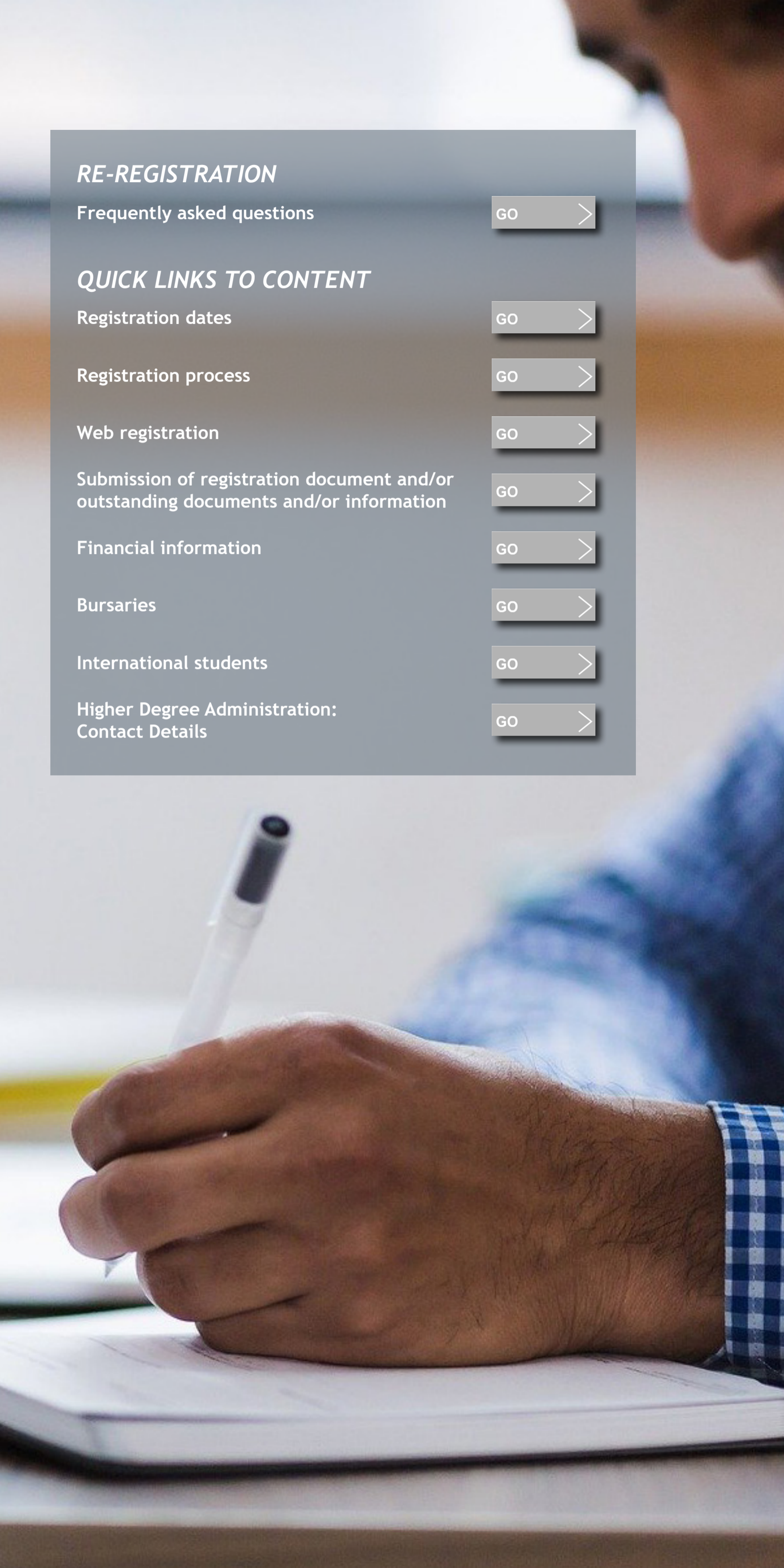
International students

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Higher Degree Administration:
Contact Details

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Frequently asked questions

1. When do I register?

In the year you have applied to study, and only after your application has been approved. Comprehensive information on the registration process will be available on the NWU website www.nwu.ac.za in due course.

2. How do I register?

Simply register online at <http://studies.nwu.ac.za/studies/registration>. Contact your faculty advisor in the Higher Degree Administration office, if you are unsuccessful with the online registration. Contact details available here <http://studies.nwu.ac.za/postgraduate-studies/contact-us>. A registration form will then be emailed to you which should be signed and returned.

Please take note that the first minimum payment (<http://services.nwu.ac.za/student-accounts-and-bursaries/payable-fees>) is due **prior** to registration – even in the case of online registration. International students should settle their full student account **prior** to registration. The registration process is complete only after you have received a Proof of Registration for 2022.

3. Do I need to register every year?

In terms of General academic rule 2.3.1.1 all students are required to register annually.

4. Where can I request a registration form if I do not make use of the online registration process?

You may contact your faculty advisor in the Higher Degree Administration office. Contact details available here <http://studies.nwu.ac.za/postgraduate-studies/contact-us>

5. What is the minimum payment for registration?

The first minimum payment (<http://services.nwu.ac.za/student-accounts-and-bursaries/payable-fees>) is due **prior** to registration – even in the case of online registration. International students should settle their full student account **prior** to registration. The required amount increases annually.

6. How do I confirm my registration status?

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

7. Where can I obtain my proof of registration?

Once you have registered, the Proof of Registration will be emailed to you. You may retrieve your proof of registration from the Student 360 application on the student self-service portal <http://diyservices.nwu.ac.za/apps/postgraduate-students>.

8. I want to update my address details

You may use the Address Details application on the

student self-service portal available at Student 360 application: <http://diyservices.nwu.ac.za/apps/postgraduate-students>

9. I want to update my contact details

You may use the Contact details app application on the student self-service portal available here <http://diyservices.nwu.ac.za/apps/postgraduate-students>

10. I want to update my personal details

You may use the Personal Details application on the student self-service portal available here <http://diyservices.nwu.ac.za/apps/postgraduate-students>



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In the case of NWU bursaries – the bursary office will provide you with a letter that the bursary was granted, and you may proceed with registration. In the case of external bursaries, a letter from your bursar should be submitted to the Financial Department in order for you to obtain clearance for registration.

12. Where can I request an academic record/transcript?

You may retrieve your academic record from the student self-service portal (Formal Student Documentation): <http://diyservices.nwu.ac.za/apps/postgraduate-students> or send a request to MC-HigherDegrees@nwu.ac.za (Mafikeng Campus), HigherDegree-Enquiries@nwu.ac.za (Potchefstroom Campus), VTC-HigherDegrees@nwu.ac.za (Vanderbijlpark Campus).

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Contact the Higher Degree Administration Help Desk: Tel: +27 (0) 18 299 4044/+27 (0)18 285 2618 or email HigherDegree-Enquiries@nwu.ac.za

14. Does the NWU offer financial assistance?

Yes, information available here <http://studies.nwu.ac.za/financial-support-services/nwu-postgraduate-bursary-scheme>

1. Registration dates

Students who attend contact sessions must be registered on or before the start date of their contact sessions. Arrangements must be made with the faculty if a student's registration is not completed by the time contact sessions start. Registration is a prerequisite for access to eFundi sites. **Registrations for this group should not be done later than 31 March.**

Web registrations will be open until 31 May. Any student who wishes to still register after this date, will do it as an over-the-counter request to a Higher Degree Administration (HDA) official (see contact us list). HDA will request proof of their faculty's permission to register so late in the year.



Research only M and PhD students may register until 31 May. If students want to register after 31 May they will have to obtain permission from the faculty and then notify HDA for assistance.

2. Registration process

Please ensure that you have been accepted for the correct qualification, as you will be registered accordingly. Registration is an annual process and the responsibility to register lies with the student. Please make use of the online registration process on the NWU website <http://vssweb.nwu.ac.za/str-webclient/#/top>

If you do not use the web registration process, your registration form must be requested from your HDA faculty administrator (contact details are listed on [page 11](#) of this document).

The completed and signed registration form accompanied by proof of payment (deposit slip or internet printout, or an official letter from a bursar and/or establishment) must be submitted to your faculty administrator. The first minimum payment for 2022 will be payable for South African students upon registration.

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 amend personal and contact details on the DIY Services Portal at this link: <http://diyservices.nwu.ac.za/student-360-service>
- Students must clearly specify the modules they wish to register for in the case of structured qualifications.
- Only modules that will be taken in the specific academic year must be indicated on the module selection form. Please indicate whether it is a major/electives or additional module.
- Consult with the faculty if you have any questions about the modules to select.
- **It is very important that the student sign the Agreement at the bottom of the last page.** Students will not be registered without this signature.
- Please also select your choice with regards to the protection of your personal information on the NWU system (PoPI Act 4 of 2013).
- **Registration can only take place when the completed registration form and proof of payment have been submitted to your HDA faculty administrator.**
- The registration process is completed only when you receive a Proof of Registration for 2022.

3. Web registration

Web registration opens in January 2022:

<http://jbossprd.nwu.ac.za/str-webclient/#/top>

Please note the following:

- If you should repeat modules, you are requested not to register online.
- If you are an International student (including students with a permanent residence permit and Non South African Citizen identity document as well as asylum seekers and refugees), you are requested not to register online.
- If any money is outstanding or if you are exceeding the study period, you will not be able to register online. Please contact your HDA faculty administrator for assistance with the registration process (contact details are listed on [page 11](#) of this document).

4. Submission of registration document and/or outstanding documents and/or information

E-mail: Students may submit the registration form, as well as all other relevant documents by e-mail to the administrative faculty administrator (contact details are listed on [page 11](#) of this document). Students are reminded to always mention their student number/university number in all correspondence with the University.

Personal: If you are visiting a campus and wish to submit the documents personally, you may report to the following addresses:

NWU Mahikeng Campus

C/o Albert Luthuli and University Drive
Higher Degree Administration Office
A1 Admissions Building, Room 119/120/122
MMABATHO, 2745

NWU Potchefstroom Campus

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

NWU Vanderbijlpark Campus

Hendrik van Eck Boulevard Higher Degree Administration Office Building 24, Room G12 and G34 VANDERBIJLPARK, 1900

5. Financial information

Website: <http://services.nwu.ac.za/student-finances-and-financial-related-systems>

Mahikeng Campus

Tel: 018 389 2503 / 2330
E-mail: MC-Studyfees@nwu.ac.za

Potchefstroom Campus

Tel: 018 299 2667 / 2668 / 2669 / 2670 / 2671 / 2672 / 2673
E-mail: PC-Studyfees@nwu.ac.za

Vanderbijlpark Campus

Tel: 016 910 3234 3156 / 3167
E-mail: Vaalaccounts@nwu.ac.za

Method of payment when using internet banking:

The pre-defined account "NWU STUDENT" must be selected from your bank's list of beneficiaries: A direct bank deposit or electronic payment can be made into any of the bank accounts of the North-West University at:

- **ABSA:** (internet beneficiary is: Account payments)
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- **Nedbank:** (internet beneficiary is: Bank-approved beneficiaries)
- **Standard Bank:** (internet beneficiary is: Companies list)

Only the student's 8-figure university number will be accepted as beneficiary reference.

Contact persons NWU Global Engagement office:

Mahikeng Campus
Peter.Monyelo@nwu.ac.za
Tel: +27 18 389 2575

Vanderbijlpark Campus
25459848@nwu.ac.za
Tel: +27 16 910 3340

Potchefstroom Campus
Annelishe.VanDerSpoel@nwu.ac.za
Tel: +27 18 299 2919



ABSA 40-7009-9350 Branch code 632-005
FNB 6216-190-7335 Branch code 240-438
Nedbank 1713-378-531 Branch code 171-338
Standard Bank 33-038-446-5 Branch code 052-838
FNB Namibia 6224-883-9823 Branch code 281-174

6. Bursaries

Online applications only: <http://studies.nwu.ac.za/studies/bursaries-and-loans>

7. International Students

<http://www.nwu.ac.za/nwu/students/int.html>

(including students with permanent residence permits and a Non South African ID as well as asylum seekers and refugees)

- International students who reside in South Africa and visit the Potchefstroom Campus must report at the Global Engagement Office located in Building E11;
- Assistance on other campuses available at:
Mahikeng Campus: A1 Admissions Building, Room 130 and 122;
Vanderbijlpark Campus: Building 24, Room G12.
- A Clearance Form is issued to the student by the Global Engagement Office and must be presented at the time of registration.
- Students who will not reside in South Africa during their studies should submit a declaration form (A18) to HDA. The form is available at the Global Engagement offices.
- Declarations with regards to medical issues will be requested by the Global Engagement Office.
- The full amount for their proposed study and relevant costs is payable **prior** to registration.



HIGHER DEGREE ADMINISTRATION: CONTACT DETAILS

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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

