

## Registration Process

*Note: It is compulsory for students to first consult with the Global Engagement Office. Registrations will not be possible without consultation.*

1

Student e-mails the Global Engagement Office who will send Attachments 'A18 and/or A15' for completion

2

Student submits forms and all documents (required documents listed under Global Engagement Office Requirements section)

3

Global Engagement Office sends documentation to the NWU Registration Office for processing

4

Once captured, the student will be informed to proceed with the online registration process

## Global Engagement Office Requirements

Communication with this office is electronic

A **single e-mail** to be sent with the following:

1. Subject Field: student number, year of registration, level & Campus.
2. Colour Scanned copies of:
  - ✓ Passport
  - ✓ Visa or any permit that permits residence in RSA
  - ✓ Green ID Book if you are a Non-SA Citizen and not a SA National -when applicable
  - ✓ Proof of medical insurance – waived for PRP holders (only)
  - ✓ Proof of your vaccinations for MMR and Meningitis and if applicable Yellow fever
3. Record of your vaccinations obtained in the previous year of registration.
4. MMR – adult for life, Meningitis need to be repeated every 5 years
5. Receipt of your visa application submitted

## Contact Information

**Undergraduate, Honours & Diploma Students (Potchefstroom Campus)** Tasha August  
+27 (018) 299 2948 E-mail. 22581952@nwu.ac.za

**Postgraduate, Masters, PhD & Postdoctoral Fellows (Potchefstroom Campus)** Annelishé van der Spoel  
+27 (018) 299 2919 E-mail. 13252127@nwu.ac.za

**All Levels of Studies (Vanderbijlpark Campus)** Jenny van der Walt  
+27 (016) 910 3340 E-mail. 25459848@nwu.ac.za

**All Levels of Studies (Mahikeng Campus)** Peter Monyelo  
+27 (018) 389 2575 E-Mail. peter.monyelo@nwu.ac.za

## Important

- **Attachment A18** MUST be signed by a Commissioner of Oaths in the Country of Origin, before submission
- **Invitation letter or an extension?** Send an e-mail to the Global Engagement Office and indicate in subject field: student number & campus