

ONLINE WEB APPLICATIONS GUIDELINE (Postgraduate)

NWU – Potchefstroom Campus, Mahikeng Campus and Vanderbijlpark Campus

www.nwu.ac.za

Hold the mouse over the "Study at the NWU" tab, when the options appear choose "Apply Here".

English Afrikaans Setswana

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APPLICATIONS FOR 2021 NOW OPEN!

BECOME MORE


Apply here

Click on "Apply online". You will be directed to the Online Application page.

Undergraduate

- Academic yearbooks
- Fields of study
- Selection information
- Apply here
 - How to apply online
 - Apply online (best viewed through Mozilla Firefox)
- Closing dates:
 - Non-selection courses: 30 September 2020
 - Music: 31 July 2020 - **Also** apply for an audition before the closing date
 - All other selection courses: 30 June 2020
 - Undergraduate enquiries
 - 018 285 4320
 - applicationsug@nwu.ac.za
- Clarification of application statuses

Online Application Login Page



Application and Admission

Verander Taal

Application Login

Change Current Applied Qualification

Forgotten University Number

Application & Admission

Please note that you need a University Number and PIN to start the application process.

Certain forms must be uploaded during the application process. To assist you in the application process you can first download the documents and complete them before starting the process.

- The undertaking is a mandatory document that needs to be uploaded with all the online applications. [Click here to download the undertaking form](#). You will be able to upload the document on the "Electronic Documents" page.
- Open Distance Learning Students in the Education Faculty must upload a PR02 form applicable to their Qualification during the application process. Click on the applicable link below to download your form:
 - [PR02 - Advanced Certificate in Teaching - Foundation Phase](#)
 - [PR02 - Advanced Certificate in Teaching - Intermediate Phase](#)
 - [PR02 - Advanced Certificate in Teaching - Senior Phase](#)
 - [PR02 - Diploma in Grade R](#)

You will be able to upload the document on the "Electronic Documents" page.

Important Notice

Students are requested to submit their application as soon as they complete the online application. Any application that is submitted after the closing dates of any qualification will automatically be cancelled. You will still be able to add any outstanding documents after the application has been submitted.


Dear student

Please note that it is illegal to use any ID number than your own when you create an NWU student number. If you have forgotten your NWU student nr, please use the "Forgotten University Number" option that is clearly visible on the application page, on the left hand side of the page.

Before starting your application there are a few options to consider, "Change the Language" of the application, "Application Login", in this option you create a new student nr, or login into your current application. "Change Current Applied Qualification", this option displays the information to contact Admissions Office if a student wants to change their qualification they have already applied for. "Forgotten University Number", if you have forgotten your student nr, use this option to retrieve your student nr.

After clickin on "Application Login", you can retrieve your forgotten pin nr, create a new University number, or create a pin for your current University number, if you have not done so yet.

Create new University Number




Login

University Number*

PIN*

[PIN Forgotten](#)
[Create new University Number](#)
[Create PIN](#)

Click on "Create new University umber"



Information required to generate new student number

Fill in all the mandatory fields, marked with the red dot, finally choose a pin nr and click "NEXT". All Non-South African citizens must choose their country of birth when creating a student nr and not choose South Africa at the Nationality tab.

A student number will automatically be generated.

Nationality *

Surname *

Initials *

First Names *

Date of birth *

Title *

Identity number *

Maiden name / Birth surname

Email address *

Confirm email address *

Cellphone *

Home language *

Correspondence language preference *

Please note:

- Uppercase and lowercase letters have to be taken into account when entering the PIN.
- The minimum length is 5 characters and the maximum length is 10 characters.

Choose PIN (must be 5 characters or more) *

Confirm PIN *

Information required to generate new student number

Choose correct Nationality for International and Non-South African citizens. Non-South African citizens do not have to add your Non-South African ID nr, every student should add their country of births ID nr. This is a mandatory field.

A student number will automatically be generated.

Nationality *

Foreign Identification Number

Surname *

Initials *

First names *

Date of birth *

Title *

Passport number

Country of Issue

Maiden name / Birth surname

E-mail address *

Confirm e-mail address *

Home language *

Correspondence language preference *

International Dial Code * (eg: 27)

Cellphone * (eg: 0820000000)

Please note:

- Uppercase and lowercase letters have to be taken into account when entering the PIN.
- The minimum length is 5 characters and the maximum length is 10 characters.

Choose PIN (must be 5 characters or more) *

Confirm PIN *

Student number and PIN

Your new student nr will be sent to you via e-mail and cellphone nr added when creating the student nr.

Student number and PIN has been sent to: ST*****@NW**.AC.ZA and 0838*****8

Result

Student number generated successfully.

Student Number

37760068

E-mail address

ST*****@NW**.AC.ZA

Cellphone

0838*****8

Use your new student number and PIN to login and continue with the new application.

Next >>

CREATING A NEW APPLICATION

After creating the student nr you will be directed to the application page to start the process of applying at the NWU. The tabs visible will be determined by the options chosen in the Matric Year, Qualification Type and Presentation method.

STUDENT, NWU MR (37760068)

[Application and admission](#) / [New Application](#)

Application Admission

Choice of Study

Biographical

Contact

Post School Information

Electronic Documents

Application Admission Information

Please enter details below.

(* indicates mandatory information.)

Application Year

* 2021

Matric Year

* 0

Qualification Type

*

Presentation Method

*

Highest Academic Level achieved / currently enrolled for

*

Hold the mouse cursors over the TOOLTIPS to see more information when needed.

Were you previously enrolled at any tertiary institution?

No

Were you previously enrolled at this tertiary institution?

No

Were you previously registered for this qualification?

No

Save

Refresh

Cancel

Next >>

Application Admission

Choice of Study

Biographical

Contact

Post School Information

In Case of Emergency

Electronic Documents

Fill in all the mandatory field and click the "NEXT" button.

Application Admission Information

Please enter details below.

(* indicates mandatory information.)

Application Year

Matric Year

Qualification Type

Presentation Method

Highest Academic Level achieved / currently enrolled for

Will you be employed during these studies?

Were you previously enrolled at any tertiary institution?

Were you previously enrolled at this tertiary institution?

Were you previously registered for this qualification?

All the tooltips give all relevant information where needed. Just hold the mouse icon over any tooltip to show the information.

These tick boxes should be changed accordingly, showing that there were studies at another Tertiary Institutes.

Postgraduate students are able to choose between "Contact" and "Distance" studies. Also choose the Highest Academic Level Achieved or currently enrolled for form the dropdown list.

Choice of Study Tab

Application Admission

Choice of Study

Biographical

Contact

Post School Information

In Case of Emergency

Employment Information

You are able to make a choice of study at each NWU Campus. The first choice is mandatory but the 2nd and 3rd choices are optional. If any tab is grayed out that means it is only presented in that specific method of delivery.

Qualification Application Information

Please enter details below.

(* indicates mandatory information.)

Please note your campus selection will determine for which qualifications you qualify, please view the available qualifications you qualify for by s

First Choice of Study

Campus

Qualification Program Level

Method of Delivery

Curriculum

Second Choice of Study (not mandatory)

Campus

Qualification Program Level

Method of Delivery

Curriculum

Third Choice of Study (not mandatory)


Campus

Qualification Program Level

Method of Delivery

Curriculum

Biographical Information Tab



STUDENT, NWU MR (37760068)

Application and admission / Already have a University Number / Submit application / Modify Application

Application Admission / School Subjects / Choice of Study / Biographical / Contact / Post School Information / Relationships / Electronic Documents

Biographical Information

Please enter details below. (* indicates mandatory information.)

Fill in all the mandatory fields as requested

Nationality

South Africa

Surname

STUDENT

Initials

NWU

Date of birth

19991231

ccymmdd

Title

MR

Gender

Identity number

9912315800083

First Names

NWU

Nickname

Maiden name / Birth surname

Marital status

Religious Affiliation

Population group

Race

Language preferences

Home language

Afr/eng

Correspondence language preference

Afrikaans

Disabilities / Conditions

Do you make use of any assistive device(s) e.g. wheelchair, hearing aid, etc?

No


Specify

Supporting proof of your disability must be included with your application and prior to your arrival you are required to familiarize yourself with the NWU Disability Rights Unit (DRU)- and concession policies and procedures as available on the NWU website

If any disabilities are marked, there will be an option to add any documents at the Electronic Documents tab at the end of the application process.

<< Previous / Save / Refresh / Cancel / Next >>

Contact Details Tab



Application Admission / School Subjects / Choice of Study / Biographical / Contact / Post School Information / Relationships / Electronic Documents

Contact Detail of the Student

Please enter details below. (* indicates mandatory information.)

Please ensure that the information on this screen is correct.

Make the correct choice when choosing to grant permission to disclose your personal information.

I hereby grant permission to disclose my personal information.

Yes ☐ No ☐

Take note/Noted: You have the right to change your permission at any time.

Preferred method of correspondence

E-Mail

Preferred method of account correspondence

E-Mail

E-mail address

STUDENT@NWU.AC.ZA

Confirm e-mail address

STUDENT@NWU.AC.ZA

Account E-mail address

Confirm account E-mail address

Street/Residential address

Country

South Africa

Search

Address Line 1

Address Line 2

Address Line 3

Address Line 4

Town/Post Office

Search

Postal Code

When filling in the street/residential address make sure not to duplicate the street name or town/city name in all the tabs.

Click on the "SEARCH" button to search for the Town/Post Office. Search via the postal code or Town/Post Office, not both.

Search Postal Code

Complete one field and click on Search to see possible results.

Postal Code

Town/Post Office

Postal Code	Post Office	Town
<input type="checkbox"/> 2531	BAILLIE PARK	POTCHEFSTROOM
<input type="checkbox"/> 2531	BAILLIE PARK EXT 27	POTCHEFSTROOM
<input type="checkbox"/> 2531	BAILLIEPARK UIT 27	POTCHEFSTROOM
<input type="checkbox"/> 2531	BOIPATONG EXT 6	BOIPATONG
<input type="checkbox"/> 2531	BOIPATONG UIT 6	BOIPATONG
<input type="checkbox"/> 2531	CACHET	POTCHEFSTROOM
<input type="checkbox"/> 2531	DASSIERAND	POTCHEFSTROOM
<input type="checkbox"/> 2531	GRIMBEEKPARK	POTCHEFSTROOM
<input type="checkbox"/> 2531	INDUSTRIA	POTCHEFSTROOM

You should only search via postal code or Town/Post Office, no need to type in both options. When ticking the correct postal code box you will be taken back to the previous window automatically, and your town/post office will be added.

Postal address
Address same as ☐ Street Address ☐ If not, select another option.

Account address
Address same as ☐ Street Address ☐ If not, select another option.

Account to whom
Addressee
(Title Initials Surname eg. Mr J Smith)

Contact numbers

Purpose	Number	International Dial Code
Home Number	<input type="text"/>	<input type="text"/>
Cellphone	0838888888	<input type="text"/>
Account Cellphone	<input type="text"/>	<input type="text"/>

If the postal and account address is the same as the street address, it will pull through to the contact details automatically. Otherwise if not, you will be able to type in a new address.

Post School Information Tab

[Application Admission](#) / [School Subjects](#) / [Choice of Study](#) / [Biographical](#) / [Contact](#) / [Post School Information](#) / [Relationships](#) / [Electronic Documents](#)

Post School Information

Please enter details below.

(* indicates mandatory information.)

What was your main activity in 2020?

How many registrations at an tertiary institution?

Did you sit for any examination at a tertiary level?

Complete in reverse order (starting with the most recent first) information regarding your tertiary studies excluding qualifications registered at NWU.

Qualification

Institution name

Type in Institution name (which was not listed)

Output Achieved

Country of Institution

Stud. Nr at other Institution

Qualification

Start year/month


End year/month

Completed

Undergraduate

If you have studied at another Tertiary Institute you are able to capture all that information. If the other Tertiary Institutes name does not appear in the dropdown list, then choose "OTHER TECHNICON", and you will be able to type in the name of the institute.

Relationship Tab



STUDENT, NWU MR (37760068)
[Application and admission](#) / [Already have a University Number](#) / [Submit application](#) / [Modify Application](#)

[Application Admission](#) [School Subjects](#) [Choice of Study](#) [Biographical](#) [Contact](#) [Post School Information](#) [Relationships](#) [Electronic Documents](#)

You can add a parent, guardian or next of kin, it is the one responsible for the account in the Relationship tab. This tab can also be skipped if not relevant.

Relationships

Only 1 relationship is required.


Select relationship to edit or to create

[Add another relationship](#)

[<< Previous](#) [Save](#) [Cancel](#) [Next >>](#)

Father
Mother
Guardian
Next of Kin

Electronic Documents Tab



STUDENT, NWU MR (37760068)
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Electronic Documents


☐ Show Document Upload History

Grade 11 Marks		Upload
Identity Document		Upload
Matric Certificate		Upload
PR02 Form (Open Distance Learning Students or		Upload
Admission Fee - Only International Students		Upload
Undertaking - Application		Upload

[<< Previous](#) [Save](#) [Cancel](#) [Next >>](#)

Upload all the correspondent documents in this tab to finalize your application.

Submitting your application



STUDENT, NWU MR (37760068)
[Application and admission](#) / [Already have a University Number](#) / [Submit application](#) / [Modify Application](#) / [Submit application](#) / [Modify Application](#) / [Submit application](#)

Submit Application to University

Select the study application you want to submit

Application * 2021 - Potchefstroom

Application Status Pending Submission

Application date 2020/04/21

Submission Date

Choice 1

Qualification Program 3BB H02 1 - BA (ANCIENT LANGUAGES WITH CLASSICAL STUDIES)

Progress Status Created

Conditional Admission Reason

Additional Reason


Only applications created via the web may be modified via the web. If you want to change the details of any other application you may [contact us](#).

[Refresh](#) [Cancel](#) [Modify application](#) [Submit application](#)

After finishing your application click the "Submit Application" button so that the NWU can start working on your application immediately.

Login Page Information:

This window will display for students who only created a University number, they will only be able to start a new application, or change their pin nr.



TEST, A MR (42834554)

Application and Admission

New Application

Change PIN

Log Off


Application & Admission

Certain forms must be uploaded during the application process. To assist you in the application process you can first download the documents and complete them before starting the process.

- The undertaking is a mandatory document that needs to be uploaded with all the online applications. [Click here to download the undertaking form.](#) You will be able to upload the document on the "Electronic Documents" page.
- Open Distance Learning Students in the Education Faculty must upload a PR02 form applicable to their Qualification during the application process. Click on the applicable link below to download your form:
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 - [PR02 - Advanced Certificate in Teaching - Intermediate Phase](#)
 - [PR02 - Advanced Certificate in Teaching - Senior Phase](#)
 - [PR02 - Diploma in Grade R](#)

You will be able to upload the document on the "Electronic Documents" page.

This window will display for a student, who has started an application, and submitted the application or need to submit their application. They can also modify an application that has not been submitted, update their contact details after the application has been submitted, or upload outstanding documents.



SMITH, J MR (42834546)

Application and Admission

New Application

Modify Application

Submit Application

Application Status

Update Contact Details

Upload Documents

Change PIN

Log Off

Application & Admission

Please note that you need a University Number and PIN to start the application process.

Certain forms must be uploaded during the application process. To assist you in the application process you can first download the documents and complete them before starting the process.

- The undertaking is a mandatory document that needs to be uploaded with all the online applications. [Click here to download the undertaking form.](#) You will be able to upload the document on the "Electronic Documents" page.
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You will be able to upload the document on the "Electronic Documents" page.

Important Notice

Students are requested to submit their application as soon as they complete the online application. Any application that is submitted after the closing dates of any qualification will automatically be cancelled. You will still be able to add any outstanding documents after the application has been submitted.

Dear student

Please note that it is illegal to use any ID number than your own when you create an NWU student number. If you have forgotten your NWU student nr, please use the "Forgotten University Number" option that is clearly visible on the application page, on the left hand side of the page.

If a student has applied for the current and the next year, the "New Application" button will not be available anymore. Any student can only apply once for the current and the next year. The student will be able to Modify or Submit any of their current applications, or check the status on any of their applications.