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NWU HIGHER DEGREE ADMINISTRATION (HDA)

GUIDELINES FOR MASTERS AND DOCTORAL FIRST REGISTRATION



#DiscoverNWU

It all starts here®

FIRST REGISTRATION

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 <https://studies.nwu.ac.za/studies/registration> in due course.

2. How do I register?

Simply register online at <http://studies.nwu.ac.za/studies/registration>. Contact your liaison 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?

Contact your liaison 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? DIY Services

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. 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).

12. 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.

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>

FIRST REGISTRATION

Dates and Process

1. Registration dates

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.

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>

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://services.nwu.ac.za/student-accounts-and-bursaries/payable-fees>

The registration process is completed only when you receive a Proof of Registration for 2024.



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 registration.



- Re-Registration: FAQ
- Re-Registration: Guidelines for Re-Registration
- First Registration
- Contact Details



NWU HIGHER DEGREE ADMINISTRATION (HDA)

GUIDELINES FOR MASTERS AND DOCTORAL RE-REGISTRATION



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RE-REGISTRATION

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 2024.

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>.



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

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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), HigherDegreeEnquiries@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 HigherDegreeEnquiries@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>

RE-REGISTRATION

Guidelines for Re-Registration

1. Registration

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.

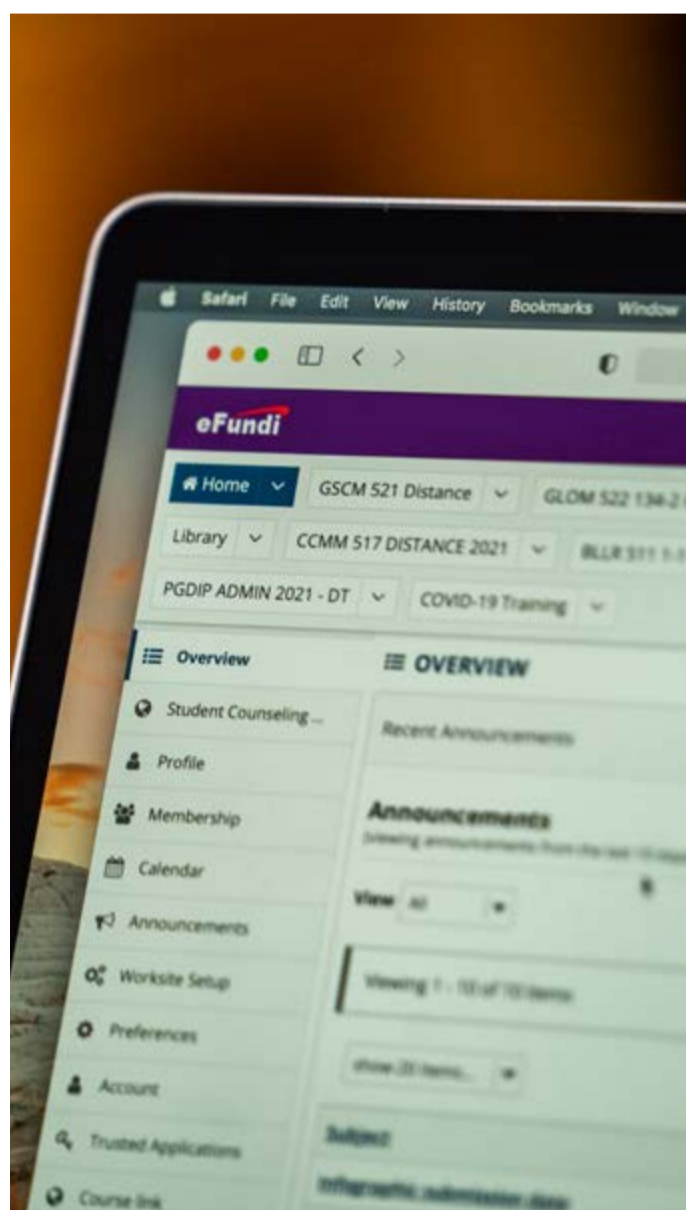
Web registrations will be open until 31 May. Any student who wishes to still register after this date, need proof of their faculty's permission to register so late in the year.

Research only M and PhD students may register until 31 May. If students want to register after 30 June 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>

Registration is strictly online. Should you be unable to register online, contact your liaison at the Higher Degree Administration Office?



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 2024 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 2024.

3. Web registration

Find more out: <https://studies.nwu.ac.za/studies/registration>

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 8 of this document).

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

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 vanRooy Building (F1), Room 257
POTCHEFSTROOM, 2531

NWU Vanderbijlpark Campus

Hendrik van Eck Boulevard
Higher Degree Administration Office
Building A1, Offices 105 and 107
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)
- **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.

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 A1, Office 109.
- 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

Potchefstroom Campus

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

Vanderbijlpark Campus

25459848@nwu.ac.za
Tel: +27 16 910 3009



CONTACT DETAILS

Higher Degree Enquiries

Kindly contact the faculties directly or:

018 299 4383/4130/4263/2445/2003
018 285 4320

Section Head (Potchefstroom Campus) and
Honorary Claims

Ms Marietjie Ackermann

Tel: 018 299 4043

E-mail: Marietjie.Ackermann@nwu.ac.za

NWU Business School (All three campuses)

Ms Ruth Kgabung

016 910 3025

E-mail: 13250337@nwu.ac.za

Mahikeng Campus

HDA General Enquiries

Ms Winnie Makgetha

Tel: 018 299 1755

E-mail: Winnie.makgetha@nwu.ac.za

Potchefstroom Campus

HDA General Enquiries

Melleney Campbell-Jacobs

018 285 2619

E-mail: HigherDegree-Enquiries@nwu.ac.za

Vanderbijlpark Campus

HDA General Enquiries

Ms Petro van Rhyn

016 910 3107

E-mail: 24123129@nwu.ac.za

Confirmation and Transcript Requests

Please contact Thabang Mampe (018 285 2618 or 31643949@nwu.ac.za) to request any of the following:

- Letter of confirmation of enrollment
- Letter of confirmation of qualification
- Letter of confirmation of medium of instruction
- Breakdown of module outcomes/syllabus
- Verification of qualification obtained
- Dispatch of academic transcripts by courier service

Additional Contact Information Coordinators

Ms Dipuo Maseng (Mahikeng)

MC coordinator

Tel: 018 389 2696

E-mail: Dipuo.Maseng@nwu.ac.za

Mrs Winnie Makgetha (Mahikeng)

Application, Registration and Helpdesk

Law and EMS

Tel: 018 299 2622

E-mail: Winnie.makgetha@nwu.ac.za

Mr Thabang Mampe (Potchefstroom)

Helpdesk

Tel: 018 285 2618

E-mail: 31643949@nwu.ac.za

Mr Godfrey Rapheso (Potchefstroom)

HDA Coordinator

Tel: 018 299 2294

E-mail: Godfrey.Rapheso@nwu.ac.za

Ms Amanda Smith (Vanderbijlpark)

Coordinator

Tel: 016 910 3115

E-mail: Amanda.Smith@nwu.ac.za



CONTACT DETAILS

Enquiries about application status, admissions,
annual registrations and the examination process

Mahikeng Campus

Phase 1: Applications and Registrations

Tshepiso Madito
Health science, Education and Theology
Tel: 018 389 2400
E-mail: 20894163@nwu.ac.za

Mrs Sasa Macaka
Humanities and FNAS
Tel: 018 389 2217
E-mail: sasa.macaka@nwu.ac.za

Phase 2 and 3: Examination

Ms Tlotlo Makhetha
Education, Humanities, Health Sciences, Theology
Tel: 018 389 2284
E-mail: Tlotlo.Makhetha@nwu.ac.za

Ms Berniece Bourn
Economic and Management Sciences, Law
and NWU Business School
Tel: 018 389 2589
E-mail: Berniece.Bourn@nwu.ac.za

Mr Godfrey Ntho
Faculty of Natural and Agricultural Sciences
Tel: 018 389 2526
E-mail: godfrey.ntho@nwu.ac.za

Potchefstroom Campus

Phase 1: Applications and Registrations

Ms Sandra Horn
Faculty of Natural and Agricultural Sciences
Tel: 018 299 4006
E-mail: Sandra.Horn@nwu.ac.za

Ms Melleney Campbell Jacobs
Help Desk and Theology
Tel: 018 285 2619
E-mail: Melleney.CampbellJacobs@nwu.ac.za

Ms Yolandie Combrink
Humanities
Tel: 018 299 4124
E-mail: Yolandie.Combrink@nwu.ac.za

Ms Lisnet Louw
Health Sciences: Psychology and Social Work
Tel: 018 299 2465
E-mail: Lisnet.Louw@nwu.ac.za

Mr Thabang Mampe
Health Sciences: Nursing, Consumer Science,
Pharmacy & Nutrition/Dietetics, Transdisciplinary
Health Promotion, Health Professions Education
Tel: 018 285 2618
E-mail: 31643949@nwu.ac.za

Mr Thabo Kgabung
Education and Law
Tel: 018 299 4759
E-mail: 28365135@nwu.ac.za

Mr Reginald Arnolds
Honorarium claims and Economic and
Management Sciences
Tel: 018 299 2193
E-mail: 20743319@nwu.ac.za

Phase 2 and 3: Examination

Ms Margaret Kruger
Economic and Management Sciences;
NWU Business School and Post Docs
Tel: 018 299 2640
E-mail: Margaret.Kruger@nwu.ac.za

Ms Nauma Blom
KFS and Business School
Tel: 018 299 2626
E-mail: Nauma.Blom@nwu.ac.za

Ms Eurika van Schalkwyk
Natural and Argicultural Sciences
Tel: 018 299 2656
E-mail: Eurika.vanSchalkwyk@nwu.ac.za

Ms Maria Raubenheimer
Natural and Argicultural Sciences
Tel: 018 299 4249
E-mail: Maria.Raubenheimer@nwu.ac.za

Ms Ilse Botha
Theology and Education, SIS project
Tel: 018 299 2632
E-mail: Ilse.Botha@nwu.ac.za

Ms Thea Joubert
Health Sciences
Tel: 018 299 2621
E-mail: Thea.Joubert@nwu.ac.za

Mrs Ragel Jafta
Humanities and Law
Tel: 018 299 4194
E-mail: Ragel.Jafta@nwu.ac.za

Ms Jana Von Moltke
Engineering
018 299 4063
E-mail: 26575779@nwu.ac.za

Vanderbijlpark Campus

Phase 1: Applications and Registrations

Ms Ruth Kgabung
NWU Business School
Tel: 016 910 3025
E-mail: 13250337@nwu.ac.za

Ms Petro van Rhyn
Economic and Management Sciences,
Humanities, Health Sciences
E-mail: 24123129@nwu.ac.za

Mr Justice Sibiya
Education, Theology, Natural and Agricultural
Sciences
E-mail: 22291075@nwu.ac.za

Phase 2 and 3: Examination

Ms Jenna Wilson
Humanities, Faculty of Natural and
Argicultural Sciences, Theology, Faculty
Economic and Management Sciences, Health
Sciences, Education and NWU Business School
Tel: 016 910 3033
E-mail: Jenna.Wilson@nwu.ac.za