

WALTER SISULU UNIVERSITY

2025
Registration
Guide

:WSU
Walter Sisulu University
In pursuit of excellence

FOREWORD BY THE REGISTRAR

Dear Student,

Welcome to the 2025 academic year at Walter Sisulu University (WSU).

Effective application and registration processes are the foundation of a positive student experience. The first point of contact with the University remains critical for a prospective student as you try to learn more about the University, your academic department, faculty, and general administrative support offices. Following proper procedures in whatever you do during registration will get you to the point of your first day in the University classroom. WSU is prepared to accompany you on your life-changing academic journey.

WSU's application and registration processes for First-Time Entering students are entirely online. Your admission is selected online and no one can influence it. The final status awarded is based on points earned and ranked with other applicants for the top number of students to be enrolled against space availability. Do not pay money to anyone who offers to help you get into any of the university qualifications and/or be allocated to a residence. For all payments, obtain a university bank account through the university website and retain the proof of payment.

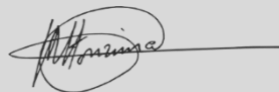
All returning students must adhere to the registration activities and dates outlined. Organise and prepare yourself ahead of time as you complete your registration activities and adhere to the deadlines. This will allow classes to begin as scheduled in the University's academic calendar.

All undergraduate and postgraduate students are guided by the

Registration Booklet for the 2025 Academic Year, which contains important information such as:

- a. Registration dates and related closing dates
- b. Online registration guidelines
- c. On-campus online registration labs
- d. Registration and financial assistance
- e. Registration and student housing
- f. Orientation dates
- g. Class schedules are available from departmental secretaries.
- h. Campus Safety Services
- i. Student Life

As I welcome you to WSU as a new or returning student, I hope you find the information in this booklet useful. If you require additional information or clarification on any information contained in the booklet, please use the contact information provided for each service point.



Dr Lulamile Ntonzima
University Registrar

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REGISTRATION GUIDELINES FOR THE 2025 ACADEMIC YEAR

The registration procedures for the 2025 academic year have been reviewed by the Office of the Registrar in order to streamline various administrative processes. In an attempt to reduce the contact time, the registration dates are scheduled as per the calendar dates in the general prospectus.

NB: Please note that registration is done online on first come first served basis subject to availability of space.

The following academic administrative registration processes have been identified for the forthcoming academic year:

- i. International student pre-registration compliance check and clearance.
- ii. International students without a valid study permit, passport and proof of medical aid cover will not be allowed to register by the University.
- iii. Fees and Financial Aid pre-registration clearance.
- iv. Online academic registration.
- v. Online residence registration.
- vi. Issuing of student card.

Compulsory registration documents:

Certified copies of the following documents must be uploaded/ submitted on the day of registration.

- a. Copy of bar-coded identity document (ID) or passport.
- b. Copy of Grade 12 NSC final results or equivalent.
- c. Copy of degree certificate (if applicable).
- d. Copy of academic record (if applicable).
- e. Copy of Certificate of Conduct from previous institution (if applicable).

Please follow the voice note guideline to register online: Click on

<https://youtu.be/rP5Z3aevaKU?si=2HLE7NBW5rnErydh>

TUITION FEES

Fees are determined by the WSU Council on annual basis, and are subject to revision.

Financial clearance for registration

1. NSFAS Funded Students

1.1. First time entering students (FTENs) & New Applicants

FTENs with confirmed NSFAS funding **and enrolled for a funded qualification** will be cleared to register, after the University has confirmed funding eligibility directly with NSFAS. Financial clearance is based solely on verification by the university directly with NSFAS and not on information submitted by students. Students should note that it may take up to 3 days for the University to verify and process NSFAS funding.

1.2. Returning students

These are previously funded students who are continuing with their studies at the University and fall into two categories:

- Students with prior year debt not covered by NSFAS
- Students with no debt or whose prior year debt is covered by NSFAS ie students who have been funded for all years of study

NSFAS funded students with prior year debt that is not covered by NSFAS will be required to pay a percentage of the prior year debt as per the MIP schedule and enter into a payment agreement for the balance before they are cleared to register.

The NSFAS criteria for the funding of returning students is as follows:

- A student should have passed the requirement minimum percentage of enrolled modules (2024 50%, 2025 to be advised)
- A student must be within N+1
- The household/family income is less than R350 000
- A student must be enrolled for a funded qualification
- The student must be enrolled for a minimum number of credits

Academic eligibility

In terms of the MoA between NSFAS and the University, the University has an obligation to verify the funding eligibility of students against its admission and registration records. Students must meet all eligibility criteria to receive NSFAS funding. Even if a student's NSFAS portal shows 'funded,' they will not be approved for NSFAS funding if they fail to meet any of the eligibility requirements.

N+1 rule

The N+ rule evaluation is completed by NSFAS using registration and qualification data submitted by the Institution and HEMIS data from DHET. The N+ rule is not an institution decision and therefore can only be amended by NSFAS with input from the Institution where appropriate. The following should also be noted regarding the N+ rule:

- Years of study for a previous qualification and/or at a prior institution are included in the calculation of years of study whether the qualification was completed or not.
- Years during which a student is not funded are included in the calculation

1.3. Funding status

Once the funding status has been verified and processed, students will be notified by email and the funding status will be updated on the WSU student portal https://students.wsu.ac.za/student_portal/index.php. Students should also check their funding status on the NSFAS portal <https://my.nsfas.org.za/Application/selfservice.jsp>.

1.4. Funded qualifications

To be eligible for NSFAS funding, a student must be enrolled for a funded qualification such as a Diploma programme or first time degree programme. Post graduate programmes such as Advanced Diplomas, Honours qualifications, PGCE and second qualifications are not funded. For a full list of unfunded programmes students should check with FAB or the DHET funding guidelines. What this means is that a student may be funded on the NSFAS portal but not be approved for NSFAS funding if they are enrolled for an unfunded qualification.

1.5. NSFAS Appeals

Students who appeal a NSFAS funding decision cannot be cleared to register until their funding appeal has been approved by NSFAS and their funding status has changed to approved/funded. **We have noted in recent years that an appeal may be approved but a student is not funded. In this instance, NSFAS benefits can only be processed when the funding has been confirmed.** Appeals are now being handled directly by NSFAS

All funding appeals should be submitted within the deadlines communicated by NSFAS. **Late applications may not be considered by NSFAS.**

1.6. Defunded students

Students should regularly check their funding status on the NSFAS portal. Funding statuses may change after initial confirmation, meaning a student may lose funding during the academic year. Although FAB will assist, funding queries should be directed to NSFAS. In the event of a conflict between the funding status on the student portal and the NSFAS portal, the status on the NSFAS funding portal takes precedence.

Students who lose NSFAS funding will be liable for the debt incurred that is not settled by NSFAS, including any allowances paid on the basis that the student is funded. The University will not pay allowances to students who have lost their funding and such students will be required to make alternative accommodation arrangements

2. Bursary Funded students

A letter of funding applies to cases where fees are paid by a sponsor or a funder other than NSFAS.

The following shall apply to letters of funding:

- The University will only accept letters of funding from approved sponsors (big corporates, public entities including SETAs, and companies that have MoAs with the University).
- Letters of funding should be on official letterhead, should be signed by an authorised signatory and should be sent from an official email address and send directly to bursaries@wsu.ac.za. Letters that are not on official letterhead and letters sent from unofficial and personal email address will not be accepted.
- The University will not accept letters of funding from students or staff to prevent fraud. The letter of funding should include contact details of the person signing the letter for verification purposes.
- Subsidy letters should be sent by HR to bursaries@wsu.ac.za.
- The University reserves the right to verify the validity and authenticity of letters of funding from new sponsors. The verification of letters of funding may take up to 3 days. **New sponsors are encouraged to make upfront payments to the University in the first year of funding to avoid registration delays.**
- **Verification and approval of funding letters will take 2–5 days to ensure authenticity and prevent fraud.**
- Letters from employers/bursars should clearly indicate what the funding covers. e.g. tuition, residences, books, meals, international students levy, etc and the maximum amount of funding.
- Proof of application for a loan or bursary is NOT acceptable, nor sufficient for the purposes of registration clearance.

Clearance

- Financial clearance will only be processed after the necessary verification has been completed by FAB and for students with no outstanding debt.
- Bursary funded students who have debt not covered by the funder will be required to pay a percentage of the prior year debt and enter into a payment agreement to settle the balance before being cleared to register.
- The University will not accept new funding commitments from funders who have not settled prior year debt until a satisfactory payment arrangement for prior year debt has been made with the University.
- Students will be notified when they have been approved to register.

Fundi financial assistance

Students who do not have funding should consider asking their parents or guardians to apply for Fundi loans. Fundi Agents will be on each Campus during the registration period. Where the Fundi loan covers MIP and a % of prior year debt, students will be required to enter into payment agreement (signing a debit order) to pay the balance of fees and prior year debt.

The University offers a 10% discount to students who settle their fees through Fundi.

3. Self-funded students & students funded by Fundi

3.1 Self-funded students with no prior year debt

Self-funded with no prior year debt will be required to:

- pay MIP (Minimum Initial Payment)
- enter into a payment agreement for payment of current year fees

Students will be automatically cleared to register after required payments have been made and allocated to the student account.

The amount payable is indicated on i-enabler at the point of registration.

Self-funded students with no debt will be required to enter into payment agreement (signing a debit order) to pay the balance of current year fees within a month of registration.

3.2 Self-funded students with prior year debt

Self-funded with prior year debt will be required to:

- pay MIP (Minimum Initial Payment)
- pay a % of prior year debt as per the MIP schedule
- enter into a payment agreement for payment of prior year debt and current year fees

Students will be cleared to register after:

- required payments have been made and allocated to the student account
- a payment agreement has been reviewed and approved by student fees
- the debit order / debicheck mandate has been accepted by the person responsible for fees

The amount payable is indicated on i-enabler at the point of registration

3.3 Early settlement discount

The University offers a 10% settlement discount to students who settle their fees by March of each year. Students should equally note that the University will charge interest on outstanding prior year fees.

3.4 Credit balances

Students should note that prior year NSFAS credit balances cannot be used for registration purposes. Similarly, prior year bursary credit balances cannot be used towards MIP without the written permission of the sponsor. Only credit balances arising from cash payments by the student or parent can be used for registration purposes.

4. Minimum Initial Payment (MIP)

4.1 South African Citizens and Students with Permanent Residence

Tuition fees

| Outstanding debt | Current year fees (MIP) |
|--|-------------------------|
| 0 – R50 000 (25% of debt below R 50 000) | R5000 |
| +R50 000 (40% of debt if over R 50 000) | |

4.2 International Students

Tuition fees

| Outstanding debt | Current year fees (MIP) |
|-------------------------|-------------------------|
| 100% of prior year debt | R17 500 |

4.3 Residence fees

MIP for residences shall be as follows:

Leased residences

| Outstanding debt | Current year residence fees MIP |
|------------------|--|
| 100% payable | BCC – R46 100 Butterworth – R46 400 Mthatha - R46 400 Komani – R38 200 100% of the estimated fees is payable upfront |

Owned residences

| Outstanding debt | Current year residence fees MIP |
|------------------|---------------------------------|
| 100% payable | R17 500 |

Residence clearance for self-funded students

Self-funded students who have paid minimum initial payment for residence are required to send their deposit slips with correct student number to resclear@wsu.ac.za. Residence clearance will be processed after the funds have been received and allocated to the student account and may take up to 3 working days.

Students will be notified by email when the residence clearance has been processed. To avoid inconveniences, students are urged to come to campus only after the residence clearance has been processed.

4.4 Refund of MIP

In the event that a student has paid MIP and no longer wishes to register with the university or is unable to register or no longer wishes to continue with their studies with the University, they can apply for a refund of the MIP.

To apply for a refund of MIP, students should log onto the student i-enabler account and complete the refund forms and upload supporting documents (proof of banking details).

The processing of refunds will take up to 5-10 working days.

5. AoD and payment agreements

All students who have prior year debt are required to sign an Acknowledgement of Debt form and enter into a payment agreement before being cleared to register.

Self-funded students who have no debt are required to enter into a payment agreement for the payment of current year fees within a month of registering.

The payment agreement should be completed by the person responsible for fees unless the student is employed. Verification of AODs and payment agreement will take up to 3 working days.

The AoD can be completed online and can be accessed below or on the website/study with us/student finance:

https://waltersisuluuniversity.na4.documents.adobe.com/public/esignWidget?wid=CBFCIBAA3AAABlbqZhAWsmC5iHeEcnZm-RqJAtctYNvrOy-nbwg-JbBMWAG2WOztJSqkAB-usbkBbmLD4pY*

The University will institute collections measures as per the debt collection policy on students who dishonour payment agreements.

6. Special cases registration

The University allows qualifying students to register without paying MIP following approval by the Special Cases committee at each Campus as per the Council approved Quotas.

All special cases applications should be submitted to the Campus Special cases committee. The Institutional Office does not receive or process special cases applications.

7. Payment channels

The following payment channels are available:

- Bank Deposits and Electronic Funds Transfer
- Debit and Credit Card payments (over the counter)
- Debit and Credit Card payments (online)
- Debit order (Realpay)

The following payment mechanisms are not accepted:

- Cash Payments
- Cheque, Postal Orders and Telegraphic Postal Orders

The processing time for payments made provided the correct reference and the designated bank account are used is as follows:

| Method of Payment | Processing time |
|-----------------------|-----------------------|
| Cash deposits | |
| EFT payments from FNB | 30 minutes to an hour |
| Card and POS payments | |
| EFT from other banks | 48 hours |

In the event of a technical glitch, the processing time may be longer.

Payments from other banks should be made at least two days prior to registration to avoid inconveniences.

The University accepts forex / international payments from international students. To make a forex payment, the swift code should be used and provision should be made for bank charges. Students should also check the net amount received by the University in South African Rand.

Further information on the payment mechanisms is below:

7.1 Bank Deposits and Electronic Funds Transfer

Fees should be paid directly into the **designated** University bank account either by cash deposit or electronic funds transfer (EFT).

The banking details to be used are:

| | |
|-----------------------|--|
| Bank: | FNB |
| Account name: | WSU Student Fees Account |
| Account type: | Current |
| Account No. | 52640012812 |
| Branch code: | 210521 |
| Recipient ref: | (Student number) – no spaces or extra characters |

For international payments, the **Swift Code** is **FIRNZAJJ**

Failure to use the correct reference or making deposits into other University banking accounts will cause delays in the verification of payments made, and consequently cause delays with financial clearance.

Students should not use banking details from unofficial sources as these are in most cases fraudulent. The University will not accept liability for deposits made into incorrect bank accounts.

Students are requested to use the correct reference (student number without leading and trailing spaces) when making a deposit or an EFT. Failure to use the correct reference number will result in processing delays and a delay in financial clearance.

EFT Payments from banks other than FNB will take 48 hours to process unless the pay and clear option is used.

Students are also advised that deposits which are not made to the designated fees account will take longer to process as those accounts are not linked to the student system. To avoid delays, students are urged to use the designated account for student fees.

In the event that a payment has been made with an incorrect reference or into the incorrect University banking account, depositors are required to send proof of payment/ deposit slips and **student number** to **stddep@wsu.ac.za**

The University does not accept proof of payment (bank deposit slips and ATM deposit slips) for financial clearance purposes. Students will be cleared to register after payments made have been receipted and allocated to the student account and the correct amount has been paid.

Direct deposits to the designated fee account as well as EFTs from FNB will be processed within an hour of making a deposit if the correct reference is used. EFTs from other banks will take up to 2 business days to be processed and allocated. Students will not be cleared to register until deposits have been receipted and allocated.

Payments by foreign students must be made in Rand and deposited into the University Bank Account. Provision should be made for bank costs.

7.2 Debit and Credit Card payments (over the counter)

Debit and credit card payment facilities will be available at Butterworth and Mthatha campuses.

Student identity cards must always be produced at the Student Fees Accounts Section and Cashier's Counter.

7.3 Debit and Credit Card payments (online)

Students can pay registration fees and balance of fees for the year through a debit or credit card on the i-enabler account. Payments will reflect immediately on student accounts. To make a payment log onto your student i-enabler account.

7.4 Debit order (Realpay)

Students who are not funded are required to enter into a payment agreement with the University by signing up for debit order. The debit can be used to pay the balance of prior year and current year fees (after paying MIP)

Debit order forms can be accessed at the following link.

https://waltersisuluuniversity.na4.documents.adobe.com/public/esignWidget?wid=CBFCIBAA3AAAABlqZhAWsmC5iHeEcnZm-RqJAAtctYNvr0y-nbwg-JbBMWAG2WOztJSqkAB-usbkBbmLD4pY*

7.5 Payment and clearance queries

The University does not accept proof of payments (bank deposit slips and ATM deposit slips) for financial clearance purposes as these can be fraudulent. Proof of payment should however be retained and should be submitted to stddep@wsu.ac.za if the designated bank account or a correct reference was not used. Financial clearance will only be processed when payments made have been received and allocated to a student account.

8. Contact details for registration assistance (finance)

Should you need assistance during registration, please make use of the following contacts:

WhatsApp Helplines Are:

- Mthatha: 0646458327 | 0603855146
- Komani: 0726722087
- Butterworth: 0732289923
- BCC: 0678272041
- Institutional: 0629182286

Note:

Each message should start with the student number and type of query.

The Financial Aid Emails Are:

- Mthatha Campus: fabmth@wsu.ac.za
- Butterworth Campus: fabbtw@wsu.ac.za
- Komani Campus: fabkom@wsu.ac.za
- Buffalo City Campus: fabbcc@wsu.ac.za
- Institutional Office: fabinst@wsu.ac.za

Important Notes for Email Queries:

- Include the student number, campus, and type of query in the subject line.
- Emails sent to personal staff email addresses will not be attended to.
- When contacting the institutional office, copy the campus or forward the original message.

Other Contact Details (Institutional):

- Queries related to student refunds: refunds@wsu.ac.za
- Queries related to Acknowledgements of Debt (AOD): aod@wsu.ac.za
- Queries related to student deposits: stddep@wsu.ac.za

Website:

Student finance information can now be found in one place on our website. Please visit:

<https://www.wsu.ac.za/index.php/study-with-us/student-finance>

All funding appeals should be submitted within the deadlines communicated by NSFAS. **Late applications may not be considered by NSFAS.**

9. Bursary Funded students

A letter of funding applies to cases where fees are paid by a sponsor or a funder other than NSFAS. The University does not involve itself in disputes between a sponsor and beneficiary.

- The following shall apply to letters of funding:
- The University will only accept letters of funding from approved sponsors.
- The University reserves the right to verify the validity and authenticity of letters of funding from new sponsors. The verification of letters of funding may take up to 3 days.
- **The University will request a surety / acknowledgement of debt from private companies which do not have an existing MoA with the University.**
- The letters of funding should be signed by a duly authorized official and on an official letterhead and should be sent directly by the funder (including letters from HR for subsidies) from an official email address to bursaries@wsu.ac.za.
- The University will not accept letters of funding from students or staff to prevent fraud. The letter of funding should include contact details of the person signing the letter for verification purposes.
- Financial clearance will only be processed after the necessary verification has been completed by FAB and for students with no outstanding debt. **Students with outstanding debt will be required to pay a % of prior year outstanding debt as per MIP schedule unless if a funder commits to settle the prior year debt.**
- Proof of application for a loan or bursary is NOT acceptable, nor sufficient for the purposes of registration clearance.
- The letter of funding should indicate what is covered by the funding, e.g. tuition, residences, books, meals, international students levy, etc.
- Students will be notified when they have been approved to register.

10. Self-funded students & students funded by Fundi

Self-funded local students are required to pay the MIP as per the Council approved MIP schedule, unless if a student has been approved to register by the Special Cases Committee.

Tuition fees MIP

The amounts payable are set out below:



South African Citizens and Students with Permanent Residence

| Outstanding debt | Amount payable |
|-----------------------|-----------------------|
| Nil or credit balance | Refer to MIP schedule |
| 0 – R50 000 | Refer to MIP schedule |
| +R50 000 | Refer to MIP schedule |

International Students

| Outstanding debt | Amount payable |
|-----------------------|---|
| Nil or credit balance | R15 000 deposit |
| R0 – R999 999 999 | 100% of outstanding debt plus R15 000 deposit |

Students should note that prior year NSFAS credit balances cannot be used for registration purposes. Similarly, prior year bursary credit balances cannot be used towards MIP without the written permission of the sponsor.

Residence fees MIP

The MIP for residences is as follows:

| Type of residence | Amount payable |
|----------------------------|-----------------------------|
| University Owned residence | 40% of the fees or R12 000 |
| Leased residence | 100% of the fees or R30 000 |

11. Special cases registration

The University allows qualifying students to register without paying MIP following approval by the Special Cases committee at each Campus as per the Council approved Quotas.

All special cases applications should be submitted to the Campus Special cases committee. The Institutional Office does not process special cases applications.

12. Payment mechanisms

The following payment mechanisms are available:

- Bank Deposits and Electronic Funds Transfer
- Card and POS payments (at selected sites)

The following payment mechanisms are not accepted:

- Cash Payments
- Cheque, Postal Orders and Telegraphic Postal Orders

The processing time for payments made provided the correct reference and the designated bank account are used is as follows:

| Method of Payment | Processing time |
|-----------------------|-----------------------|
| Cash deposits | 30 minutes to an hour |
| EFT payments from FNB | |
| Card and POS payments | |
| EFT from other banks | 48 hours |

Payments from other banks should be made at least two days prior to registration to avoid delays.

Payments by international students must be made in Rand and deposited into the University Bank Account. Provision should be made for bank costs. Further information on the payment mechanisms is below:

12.1. Cash Payments

The University no longer accepts any cash payments at the cashier's windows (for security reasons). Students are therefore requested not to attempt to make cash payments at the cashier's windows or to any University official. The University will not be held liable for any loss as a result of cash paid to University officials in contravention of this notice.

12.2. Bank Deposits and Electronic Funds Transfer

Fees should be paid directly into the University bank account either by cash deposit or electronic funds transfer (EFT).

The banking details to be used are:

| | |
|-----------------------|--|
| Bank: | FNB |
| Account name: | WSU Student Fees Account |
| Account type: | Current |
| Account No. | 52640012812 |
| Branch code: | 210521 |
| Recipient ref: | (Student number) – no spaces or extra characters |

Failure to use the correct reference or making deposits into other University banking accounts will cause delays in the verification of payments made, and consequently cause delays with financial clearance.

In the event that a student has made a payment with an incorrect reference or has made a payment into the incorrect University bank account, they should send proof of payment / deposit slips and student number to studentdeposits@wsu.ac.za.

12.3. Proof of Payment

The University does not accept proof of payments (bank deposit slips and ATM deposit slips) for financial clearance purposes as these can be fraudulent. Proof of payment should however be retained and should be submitted to studentdeposits@wsu.ac.za if the designated bank account or a correct reference was not used. Financial clearance will only be processed when payments made have been received and allocated to a student account.

12.4. Cheque, Postal Orders and Telegraphic Postal Orders

Cheque Payments, Postal Orders and Telegraphic Postal Orders are no longer accepted as a payment method.

12.5. POS payments

Debit and credit card payment facilities will be available at selected sites. Students are requested to check with the Campus finance teams at which sites the facilities will be available.

Students are also advised to visit the University's website timeously for updates on fee-related matters: www.wsu.ac.za

RESIDENCE APPLICATION AND REGISTRATION PROCESS

RESIDENCE APPLICATIONS

Please note that there are limited places in university residence and admission to study at WSU does not guarantee a place in residence. Places are awarded on a first come first served basis.

New students and returning students may apply online for residence accommodation by clicking the following link <https://ieweb.wsu.ac.za/pls/prodi41/w99pkg.mi>.

Returning and prospective students need to apply for a residence using the link above which will allow students to show interest in accommodation for the year 2025. The university will allocate students to residences either on Campus or off Campus based on pre-defined criteria as set out in the policy on room allocations to students. **Preference will be given to students who reside in places that are far from the university by at least 50km.**

As per section 9 of the Policy on room allocations to students, Funded students (NSFAS, Bursaries, and Grants) who may not meet other criteria listed, shall be catered for both on-campus and off-campus accommodation. Self-paying students who wish to be accommodated in privately owned residences will be accommodated upon payment of the residence MIP.

The residence officer will approve the allocation and the student will get a system notification with an attachment which is a signed allocation approval form/letter which he/she will allow for key collection

Students are reminded to comply with rules and regulations, code of conduct as well as the student disciplinary code as per the WSU policies and general prospectus.

2025 RESIDENCE REGISTRATIONS

Registration for residence accommodation can only take place after academic registration.

Residences Open

First Year Students: Tuesday, 04 February 2025

Returning Students: Tuesday, 04 February 2025

Contact details for residences:

| Campus | Contact person | Contact details |
|--------------|---|--|
| Mthatha | Mr Xolani Nkosana/ Mr Manelisi Mampana | nkosana@wsu.ac.za / mmampana@wsu.ac.za Tel: 047 502 2517/1972 |
| Butterworth | Ms Tabisa Nyangule | tnyangule@wsu.ac.za Tel: 043 401 6315 |
| Buffalo City | Mr Sandile Ntwanambi | ntwanambis@wsu.ac.za Tel: 043 702 9379 / 9323 |
| Komani | Mr Nande Kundayi / Lavis Nomkwanana | nkundayi@wsu.ac.za / lnomkonwanwa@wsu.ac.za Tel: 040 842 6983 / 043 708 5491 |



INTERNATIONAL STUDENTS' REGISTRATION REQUIREMENTS

The rules around the acceptance of international students are legislated by the South African Home Affairs Department, thus WSU as an institution that exists within the ambit of South Africa and governed by the Higher Education Act has to comply with these. The guidelines given below seek to accommodate the international students, with the

necessary compliance requirements in order to register successfully as a WSU student.

All International students who have been accepted to an academic programme of study at WSU should please take note of the following pre-registration requirements:

NB: All supporting documents must be certified.

- a. A valid passport;
- b. A valid study visa, endorsed specifically for WSU and must cover the duration of their study period.
- c. A proof of medical aid cover, registered & administered in South Africa.
- d. A valid asylum seeker permit, refugee identity document or permanent residence permit.

Contact Details for International Office

Zolisa
Ntozake
Tel: (+27)43 702 9267
international@wsu.ac.za



ONLINE REGISTRATION PROCESS

The following steps should be followed in completing the on-line registration processes:

1. Register online off campus.

For those students who may not have access to online resources, demarcated computer labs shall be available on campus for use during the registration period as follows:

| Campus | Offering site | Computer lab |
|--------------|---------------------------------------|--------------------------------------|
| Buffalo City | Chiselhurst | FF4 |
| | | |
| | Potsdam | C9 and C10 |
| Butterworth | Ibika | Great Hall; AG07; AG14; EG18 and D40 |
| Komani | Whittlesea Grey street | Lab C25 |
| Mthatha | Nelson Mandela Drive Zamukulungisa | Great Hall Utility Hall |

NB: All students need to be financially cleared before they can register online.

International Students need to be cleared for international compliance before they can register online.

ONLINE REGISTRATION DATES:

| Category | Start date | End date |
|--|----------------------------|-------------------------|
| Returning students | Wednesday, 08 January 2025 | Friday, 31 January 2025 |
| First Time Entering/ New students | Tuesday, 14 January 2025 | Friday, 31 January 2025 |
| Amendments to registration records. Subject cancellations Subject addition | Monday, 03 February 2025 | |

NB: No subject/ module additions and cancellation will be allowed after the scheduled period has been concluded.

Students must follow the following steps to be able to register online:

NB: Please note that registration is done online on first come first served basis subject to availability of space.

1. Academic admission:

- You must first be admitted to a qualification
- Confirm your admission status on the website using this link <http://status.wsu.ac.za/status/statuscheck.php>

2. Student number and PIN:

- You must have a valid student number and an activated PIN to be able to login on the online system.
- Forgot your pin or requesting a new pin? Click on link and pin shall be sent to your email address:
<https://status.wsu.ac.za/reset/index.php>

Registered Users: Login Credentials

Student Personnel Other Alumni

Student Number:

Pin:

(5 numeric digits. Do not start with a 0.)

Login Forgot Pin Change Pin Request A Pin

[Forgot Student Number](#)

3. To register online click on:

https://ie.wsu.ac.za/pls/prodi41/w99pkg.mi_login

4. It remains the student's responsibility to ensure that:

- They have registered for the correct qualification.
- They have selected and registered the correct subjects/ modules.
- They have the correct proof of registration.
- They have a valid student card for the current year.

5. International Students

All international students must comply with the legislation of the South African Home Affairs Department.

Compulsory pre-registration clearance for International Students:

- A valid passport.
- A valid study visa endorsed specifically for WSU to cover the duration of your study period.
- Proof of medical aid cover, registered and administered in South Africa.
- A valid asylum seeker permit, refugee identity document or permanent residence permit.

The International students' clearance is administered through the Internationalization and Partnerships Directorate. All queries should be directed to: international@wsu.ac.za

Step-by-step guidelines for online academic registration

1. Log in with your student number and the pin provided to you.
2. Select "**Rules and Regulations**" on the left.
3. Read the document and take note of the contents thereof. If you agree to the rules and regulations, click on the "**I accept**" button at the bottom of the page.

Please take note that acceptance to the rules and regulations is mandatory, and serves as your electronic signature. This indicator is stored in your student file and can be used as a legal agreement in a dispute/disciplinary matter.

4. Select "**Submit Registration**" on the left.
5. Select your employment status in the drop-down list in the field "**Employment Status**".
6. Click on "**Save and Continue**".
7. Select your subjects/ modules by ticking the box next to each subject/ module.

*** Ensure you select all the relevant subjects/ modules.**

8. **Note that you may not register for subjects/ modules where the pre- requisites have not been met.** These subjects/ modules will be indicated with the X button. Click on "**Save and Continue**".



9. Click on **"Save and Continue"** if you are absolutely sure that you have selected the correct subjects/ modules, offering types and periods of study.
10. Click on the **"I Accept Registration"** button to finalize the registration process.
11. Click on **"Proof of Registration"** to print your proof of registration.

Congratulations! You have successfully completed your academic registration as a bona fide student of Walter Sisulu University!

12. Collect your Proof of Registration and check that you are registered for the correct subjects/ modules. If not, seek help before you proceed to the next step.



Residence online registration process

Returning students who had re-applied for residence must also register online for their pre-allocated rooms.

- a. Click on the residence registration icon.
- b. Accept registration and print proof of residence registration.

Residence Room Allocation Process Flow

| Action | Option on Active System | Responsible Person |
|--|---------------------------------|-------------------------------|
| 1. Submit residence provisionally acceptance letter and proof of registration | Manual | Registered Student |
| 2. Student pay deposit / fees (OR obtain financial clearance WHERE APPLICABLE) | System | Registered Student |
| 3. Submit receipt/proof of payment for residence | System | Finance |
| 4. Student register for residence | Student iEnabler or Back-office | Student or Residence officer |
| 5. Student submit proof of residence registration | Student iEnabler or Back-office | Student or Residence officer |
| 6. Student complete and submit inventory form | Manual | Student and residence officer |
| 7. Keys issued to a student | Manual | Residence Manager |

PRINTING OF YOUR STUDENT CARD

- a. Produce your proof of registration to the dedicated Admissions and Registration service desk at your campus.
- b. Verify and collect your 2025 student card.



ORIENTATION DATES

Orientation is a transitional process of new first year student from basic education to higher education to adjust to a new learning environment. Orientation seeks to provide new first year students with enabling and adjustment interventions as they navigate a new learning environment.

Please take note of the scheduled orientation dates which are compulsory to attend.

| FTEN Orientation | | |
|-------------------------|---|--------------------------|
| Campus | Start date | End date |
| All campuses | Monday, 03 February 2025 | Friday, 07 February 2025 |
| link for data provision | https://students.wsu.ac.za/mobileverify/ | |



ACADEMIC ADVISING SUPPORT

The academic advising office can assist you with the following:

1. At the time of registration if you are having challenges relating to locating service you need.
2. When you are not sure about what the course you have enrolled in will enable you to do after completing it.
3. Provide you with the information about the different services that you will require during your time at the University.
4. If having learning challenges, they will refer you to offices that will help you to ensure that you succeed such as the Writing Centre, Learning and Teaching with Technologies, ICTs, Library, Peer to peer help and many others.
5. They can assist you make the right decisions when selecting your majors in line with your career ambitions.
6. Help you with building your academic schedule to ensure that you succeed at University.
7. Help you with skills such as study techniques at University, presentation skills, time management, note taking and many others.
8. They have senior students called Buddies, whom you can freely contact for assistance on issues relating to your university studies.
9. They will help you understand the University graduate attributes that the University expects you to have by the time you leave the University.

| NAME | CONTACT DETAILS | | |
|------------------------|-----------------|--------------|--|
| | Office Number | Cell Number | Email Address |
| Ms Kulukazi Madikizela | 043 708 5285 | 084 465 9327 | kmadikizela@wsu.ac.za |
| Ms Okuhle Nkondlwana | 043 708 5398 | 073 743 8119 | onkondlwana@wsu.ac.za |
| Ms Rosa Kalake | 047 401 6071 | 076 229 9664 | tkalake@wsu.ac.za |
| Ms Remaketse Lekhehle | 040 842 6867 | 073 250 7725 | rlekhehle@wsu.ac.za |
| Ms Tembela Mthengi | 047 502 2848 | 083 966 5785 | tmthengi@wsu.ac.za |
| Ms Nolwandle Nongauza | 047 501 1506 | 082 260 8436 | nnongauza@wsu.ac.za |
| Ms Nomvuyo Nyembezi | 047 501 1513 | 073 123 9062 | nnyembezi@wsu.ac.za |

ACADEMIC RULES AND REGULATIONS

Please familiarize yourselves with the University Important dates, academic rules and student code of conduct available in the General Calendar 2025 booklet as well as Faculty and qualification specific rules and regulations available in the Faculty calendars.

GENERAL REGISTRATION ENQUIRIES

| Campus | Contact person | Contact number |
|------------------------------------|-------------------------------|---------------------------------|
| Buffalo City (BCC) | Ms N Maneli | 043 - 7094039 |
| Butterworth | Ms N Jako | 047 - 4016048 |
| Komani | Ms B Mzamo | 040 - 8426806 |
| Mthatha | Mr M Ngamlana Mr Mantiyane | 047 – 5022448 047 – 502 2835 |
| Office for International Education | Z Ntozake | 043-7029267 |

UNIVERSITY CALL CENTRE – TELEPHONE LINES

| Campus | Contact number |
|--------------------|--|
| Buffalo City (BCC) | 043 708 5200/ 043 709 4000/ 9200 |
| Butterworth | 047 401 6000 |
| Komani | 040 842 6800 |
| Mthatha | 047 502 2111 (NMD Site) 047 501 1400 (Zamukulungisa site) |

UNIVERSITY CALL CENTRE - WHATSAPP LINES

| Campus | Contact number |
|--------------------|----------------|
| Buffalo City (BCC) | 072345 3166 |
| Butterworth | 0648791113 |
| Komani | 0648255780 |
| Mthatha | 0606687289 |

CAMPUS SECURITY SERVICES CONTACT DETAILS

| Campus | Contact details |
|-------------|--|
| BCC | 043-7085320; 0716084476 |
| Butterworth | 047-4016477; 0723369925 |
| Komani | 040-8426884; 040-8422414; 0834286372 |
| Mthatha | 047-5022349; 047-5022754; 047-5011461; 0825385386 |

STUDENT AFFAIRS STUDENT COUNSELLING UNIT

Services offered and contact details

- Student counseling (Face to face and online)
- Individual and group counseling
- Career assessment
- Psychometric assessments
- Induction workshops targeting first year students
- Sessions on transition to university environment
- Student development programmes
- Peer education, peer helping and residence mentorship programmes
- Information sharing sessions about support services offered in the university

| Campus | Senior Student Counsellor | Contact details |
|--------------|--------------------------------|--|
| Buffalo City | Mrs Nomangwane Mzamo-Mrwetyana | 043 702 5442 nmzamo-mrwetyana@wsu.ac.za |
| Butterworth | Mr N. Sidinile | 0846006319 nsidile@wsu.ac.za |
| Komani | Ms N. Daweti | 072 283 7818 ndaweti@wsu.ac.za |
| Mthatha | Ms K. Ntakana | 071 308 9815 kntakana@wsu.ac.za |



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www.wsu.ac.za