NORTH-WEST UNIVERSITY
YUNIBESITI YA BOKONE-BOPHIRIMA
NOORDWES-UNIVERSITEIT
POTCHEFSTROOM CAMPUS

Higher Degree Administration

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Guidelines for Masters and Doctoral re-registration 2017

1. Registration Dates

The closing date for registration is 31 March 2017, with the exclusion of selection courses where the relevant faculty determine registration dates.

2. Registration Process

A registration form must be requested from your faculty advisor (contact details below) or from PostGrad-EnquiriesPOTCH@nwu.ac.za 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 the Higher Degree Administration office.

The registration form for 2017 must be requested from your faculty advisor via email or in person (see list below). Please provide your student number.

Please only amend personal and contact details on page two.

Module selection: Indicate the modules you have to register for in 2017.
Sign and date the form on the final page, at 'Student'.

The signed registration form must be returned to your faculty advisor, accompanied by a proof of payment (deposit slip or internet print-out), or an official letter from your bursar. Registration will not commence without the above-mentioned documents.

Registration cannot take place unless the completed registration form and proof of payment have been submitted.

3. Registration deadlines:

Students who attend contact sessions on campus register according to the time allocated for registration in their programs. Re-registration for students who do not attend contact sessions must be finalised on or before **31 March 2017.**

4. Web registration:

Students may contact their Faculty advisor from 9 January 2017 with regard to registration forms for 2017.

Use this link http://www.nwu.ac.za/postgraduate-web-registration for web-registrations. Please note the following:

- Only students who are not repeating any modules will be able to register via the web.
- M & D students in Engineering are requested not to register via the web.
- You will not be able to register via the web if there are any fees outstanding or if you have exceeded your study period.

5. 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 advisor (contact details are provided in this document) or to PostGrad-EnquiriesPOTCH@nwu.ac.za

Personal:
If you are on campus and want to submit the documents personally, you can report to the following address:

North-West University Potchefstroom Campus
Hoffman Street
Joon van Rooy Building (F1 Building)
Office 257

Courier:
Documents may be couriered to your faculty advisor at the following address:

North-West University
Higher Degree Administration Reception
11 Hoffman Street
Joon van Rooy Building (F1 building)
Office 257
Attention: Your Administrative faculty advisor

General Enquiries Tel: +27 (0) 18 299 4044 or +27 (0) 18 285 2619

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

6. Financial information

- **Website:** http://www.nwu.ac.za/sites/www.nwu.ac.za/files/files/p-far/2014_BG%26FR_Web.pdf
- **Walk-in** enquiries with regard to student accounts may be directed to the staff at Student Accounts in the **payment hall, on the ground floor of the Joon van Rooy Building (F1)**.
- **Tel:** 018 299 2667 / 2668 / 2669 / 2670 / 2671 / 2672 / 2673
- **E-mail**: PUK-studyfees@nwu.ac.za

Method of payment:

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**)

Screenshots of these setups are available at http://www.nwu.ac.za/content/screen-prints. Only the student's **8-figure university number** will be accepted as beneficiary reference. Should you still wish to send a payment advice, please fax it to 087 230 3701 or email it to PUK-bankdeposit@nwu.ac.za

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

Online applications only: http://www.nwu.ac.za/postgraduate-bursaries

8. International Students (Foreign students)

- International students who reside in South Africa must report at E11 when visiting the campus.
- Clearance forms are issued by the International Office and must be presented at the time of registration.
- All international students must pay the full amount for their proposed study and relevant costs in advance before registration can be finalised.

Contact persons:
E-mail: Annelishe.VanDerSpoel@nwu.ac.za
Tel: +27 18 299 2919
E-mail: Tasha.Willemse@nwu.ac.za
Tel:+27 18 299 2948

9. Higher Degree Administration Faculty Advisor Contact Details

Faculty of Arts

Ms Ragel Jafta

Tel: 018 299 4194
E-Mail: Ragel.Jafta@nwu.ac.za

Faculty of Theology

Ms Lauren Delport
Tel: 018 299 4274
E-Mail: 22811613@nwu.ac.za

Faculty of Education

Ms Bianca Fazakas
Tel: 018 299 2656
E-Mail: Bianca.Fazakas@nwu.ac.za

Faculty of Law

Ms Elize Harber
Tel: 018 299 2465
E-Mail: Elize.Harber@nwu.ac.za

Faculty of Economic and Management Sciences

Ms Margaret Kruger
Tel: 018 299 2640
E-Mail: Margaret.Kruger@nwu.ac.za

Ms Nauma Pretorius (Business School)
Tel: 018 299 2626
E-Mail: Nauma.Pretorius@nwu.ac.za

Faculty of Natural Sciences

Ms Maria Raubenheimer
Tel: 018 299 4249
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Faculty of Engineering

Ms Yolandie Combrink
Tel: 018 299 4124
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Faculty of Health Sciences

Ms Thea Joubert
Tel: 018 299 2621
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Ms Mandie Jansen van Vuuren
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