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GUIDELINES FOR FIRST MASTERS AND DOCTORAL 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.

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

3. Registration form

The registration form comprises of the following sections:

- **Personal details (from page two only):**

Outdated and/or inaccurate information must be amended on the registration form.

- **Students in full-time employment:**

Complete details.

- **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Outdated and/or inaccurate information must be amended on the registration form.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.

- **General:**

Any outstanding balance will be presented in this section.

- **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 Form:**

Please ensure that you have been accepted for the correct qualification, as you will be registered accordingly. 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. If you are uncertain about selecting modules, please contact your faculty advisor.

It is very important that the student sign the Agreement at the bottom of the module selection form. Students will not be registered without this signature.

Please note that all outstanding documents and/or information relating to the application must be submitted before/during registration.

4. 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)
Second floor
Office 257

Courier:

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

North-West University
Higher Degrees 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

Web registration:

Visit the NWU website at <http://www.nwu.ac.za/postgraduate-web-registration>

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

5. 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

6. Bursaries

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

7. 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

8. Higher Degree Administration Faculty Advisor Contact Details

Faculty of Arts

Ms Farzana Hussain

Tel: 018 299 4063

E-Mail: Farzana.Hussain@nwu.ac.za

Faculty of Theology

Ms Sandra Horn

Tel: 018 299 2632

E-Mail: Sandra.Horn@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 Claudia Howard

Tel: 018 299 4006

E-Mail: Claudia.Howard@nwu.ac.za

Ms Ruth Kgabung (Business School)

Tel: 018 299 4049

E-Mail: Ruth.Kgabung@nwu.ac.za

Faculty of Natural Sciences

Ms Cindy Vivier

Tel: 018 299 2622

E-Mail: Cindy.Vivier@nwu.ac.za

Ms Mandy Havenga

Tel: 018 285 2578

E-Mail: Mandy.Havenga@nwu.ac.za

Faculty of Engineering

Ms Mandy Havenga

Tel: 018 285 2578

E-Mail: Mandy.Havenga@nwu.ac.za

Faculty of Health Sciences

Mr Randy Kakudji

Tel: 018 299 2996

E-Mail: Randy.Kakudji@nwu.ac.za