PROCEDURE FOR THE ENDOREMENT

ENDORSEMENT TO STUDY PART-TIME
If you are a holder of a Work/Business Visa you must apply for an endorsement to allow you to study part-time. The endorsement will only be valid for the period of the holder’s prospective Work/Business Visa.
To apply for the Endorsement go to www.vfsglobal.com/dha/southafrica.

Complete the online application, make an appointment with VFS to submit the application. Submit the application form and supporting documents to VFS Global. Remember to make a copy of the application and supporting documents.

When you have the endorsed visa, you may continue with obtaining a clearance to register from the International Students Office. A student is NOT allowed to register without the valid endorsement.

PART-TIME STUDENT

Confirmation letter of acceptance / firm offer
➢ (1st Time student only)

Original Valid Passport
Passport must be valid for three months and longer.

Valid Work/Business Visa endorsed to study at Wits University (see procedure for the endorsement)

Mandatory South African based Medical Aid
➢ Proof of a South African Medical Aid – current membership certificate/confirmation from the Medical Aid Provider is required.
➢ Medical Aid to be paid until 31 December (if on a student plan)

Complete Fees Quotation Form
Form to be completed by student (personal information)
➢ Faculty Staff Member to complete (Course Codes and Type of Registration i.e. Part Time). Form to be signed and stamped by Faculty
The Form is available from the Faculty Office, Fees Office and the International Students Office.

Vetted Scholarship Letter (if sponsored)
Sponsorship letter to be vetted and captured on the Student System by an official at the Financial Aid and Scholarships Office (FASO)

International Fees Clearance
➢ Fees Quotation Form to be completed with amounts, signed and stamped at the Fees Office
➢ 75% of the annual tuition fee is payable on or before registration, as well as 75% of the on-campus accommodation fee. This payment includes the annual tuition fees and other related costs. The balance of the fees is payable by 31 March for undergraduate students, and for postgraduate students two months after registration.

Registration
Registration at the beginning of the year will take place at Hall 29, West Campus. The schedule for registration will be given to you by the Faculty.
For registration during the year – take the International Clearance Certificate to the appropriate Faculty Office or registration desk to register for your degree.

➢ Students can register online – only accessible if international clearance to register is issued