

WITS POSTGRADUATE APPLICATIONS - REQUIRED SUPPORTING DOCUMENTS

To avoid delays in having your application timeously assessed, please carefully follow these guidelines:

1. General Guidelines:

- All submitted documents must have been certified by a Commissioner of Oaths or Notary Public within the last 3 months.
- The Commissioner of Oaths or Notary Public's stamp must include the date, name, designation, and signature. The stamp must not cover or obscure any text of the document.
- Only clear, scanned PDF copies are accepted. Blurred/illegible, incomplete documents, and photographs will be rejected.
- Credit certificates, statements of results, and examination results are not accepted. Official academic records/transcripts are required, inclusive of statement of good conduct.

SOUTH AFRICAN APPLICANTS

2. If you are not currently registered at another tertiary institution:

- **Official Academic Transcript/s** for all qualifications that you were previously registered for, even if the qualification was not completed.
- **Certificate/Statement of Good Conduct** should be included on your academic transcript/s but may be issued separately by some institutions. As per Wits University's Rules a Certificate/Statement of Good Conduct refers to both behavioural and financial good standing and is a Wits University requirement.
- **Graduation Certificate/s** for each completed qualification for which you have graduated.

3. If you are currently registered at another tertiary institution:

- **Interim Academic Record** which reflects all courses you have already completed, and those that you are at presently registered for, in your current qualification.
- **Academic Record Final** on completion of your current studies. Must include confirmation that you have complied with the requirements of the qualification to be conferred and contain a statement of good conduct.
- **Academic Completion Letter** if you have completed your qualification but have not yet graduated.

INTERNATIONAL APPLICANTS

4. Foreign Qualifications

- **Official Academic Transcript/s** for all qualifications that you were previously registered for even if the qualification was not completed.
- **Academic Record Final** on completion of your current studies. Must include confirmation that you have complied with the requirements of the qualification to be conferred.
- **Graduation Certificate/s** for each completed qualification for which you have graduated.
- **Original Language Qualification** as well as the **English Translation** of the documents by a sworn translator.
- **SAQA Certificate of Evaluation** for foreign qualification/s – see the [Wits Website](https://authenticationservices.saqa.org.za/) for more details and apply for the SAQA Certificate of Evaluation at <https://authenticationservices.saqa.org.za/>
- **IELTS English Proficiency Test** if your secondary school leaving and tertiary studies were not completed at an English medium institution. A minimum overall score of at least 6.5 is required for the IELTS test.

OTHER SUPPORTING DOCUMENTS

5. Specific application choices may require additional supporting documents. These will display as checklist items within your online application

- **R200 Application Fee Proof of Payment** to FNB Account No 622 7055 1015, Branch Code 210 554, Braamfontein. SWIFT Code for International students only FIRNZAJJ. Student number ONLY as reference. The application fee is not applicable to currently registered Wits students or applicants applying for the Online Offerings.
- **Concept Paper** – Outline of the core components of your research proposal, i.e. background, problem, purpose, method, and significance etc.
- **Curriculum Vitae** – up-to-date document outlining your education, work experience, skills, and achievements
- **Letter of Motivation** - written statement describing your interest in the programme and the reasons for applying
- **Name Change Document/s** - if your name/s on your documents differ to those on your SA ID or passport, proof of name change must be provided, e.g. marriage certificate, divorce decree, official government gazetted confirmation, etc.
- **Referees Report** – form to provide details of three academic references - [References](#)
- **Research Proposal** – framework of what and how you plan to conduct your research
- **Sample of Work**: Past academic writing such as an essay or research paper excerpt

[This document](#) provides helpful information about obtaining Digital/Electronic Transcripts and Graduation Certificates from different Higher Education Institutions.