
Wits Postgraduate Online Application Guide

UNIVERSITY OF THE
WITWATERSRAND,
JOHANNESBURG



100 1922
2022

HOW TO APPLY OVERVIEW



1 Use the course finder on www.wits.ac.za/postgraduate/ to confirm the entry requirements and closing dates for your programme of study.



2 Complete an online application form at: www.wits.ac.za/applications/



3 Certain programmes require additional departmental forms. Complete and return these forms within the timeframes for submission. The University will withdraw incomplete applications.



4 Please note that for all pure research applicants, before being admitted to a research degree, a candidate needs to approach the HOD for the particular school or department to discuss choice of research topic and availability/suitability of a supervisor. This has to be done before an application can be made.



5 Upload supporting documents (certified within the last three months) via the self-service portal: <https://self-service.wits.ac.za/>

Click on:
<https://bit.ly/3kfc5RQ>
<https://bit.ly/32JaWvW>
for helpful information regarding document requirements.



6 Successful applicants will be able to accept an offer without submitting certified hard copies of academic qualifications. However, the University will verify any information/documents submitted and immediately cancel your registration, record such action against your record, and take necessary legal action in the event that any fraudulent document/s and/or other misrepresentation has been provided.



7 Pay the application fee of R200. Current Wits students who apply online do not need to pay this fee.



8 Once your application is complete, it is referred to the relevant School for assessment. Each application is considered individually. There is no set time frame for decision-making. Most Schools make a final decision at the end of the academic year or at the beginning of the new academic calendar.



9 You can monitor the progress of your application on the self-service portal.

<https://self-service.wits.ac.za/>

First National Bank (FNB) Wits University - Application Fees.

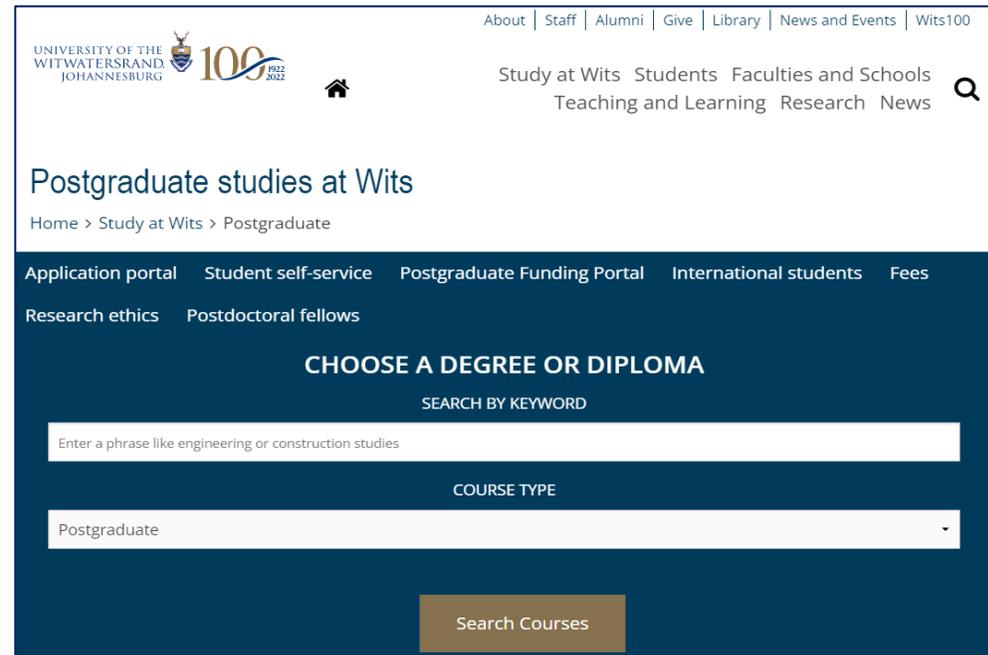
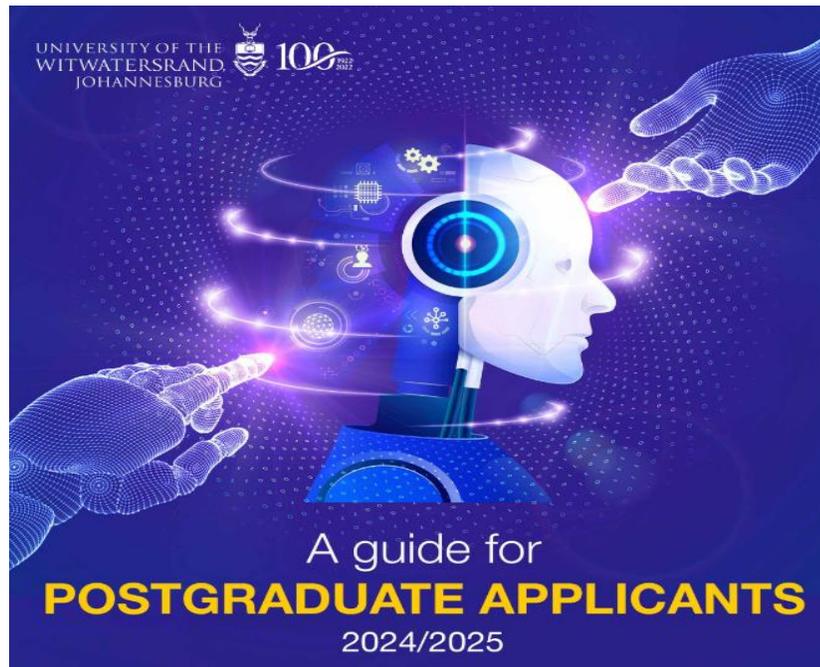
Account Number: 6307 5484 302
Branch code: 251905.

(International payment swift code: FIRNJJ).

Use only your person/student number as a reference.

POSTGRADUATE GUIDE AND WEBSITE COURSE FINDER

Before you begin your application, please refer to our postgraduate guide and course finder on our website. This will help you select the course that best aligns with your interests and career goals. Additionally, it will provide you with detailed information on the entry requirements, application deadlines, and necessary documents.



<https://www.wits.ac.za/postgraduate/postgraduate-guide/>

<https://www.wits.ac.za/postgraduate/>

To apply, go to

www.wits.ac.za/applications/

Step 1: Create Temporary ID

Step 2: Confirm Temporary Password.

Once you receive a temporary password via email, proceed to confirm the temporary password.

UNIVERSITY OF THE
WITWATERSRAND,
JOHANNESBURG 

WITS UNIVERSITY ONLINE APPLICATION

Currently Enrolled Wits Students - Please apply online via the Student Self Service Portal self-service.wits.ac.za

New Applicants - Don't have an account yet? Please select Step 1 below to start the online application (Create Temporary ID)

Sign into your account

Temporary ID

Password

Login

[Forgotten your Temporary ID and/or Password?](#)

Note: Your browser must have cookies, javascript, and pop-ups enabled. Please also check that your spam filter does not reject emails generated from our Institution.

▼ **Don't have an account yet?**

Step 1

Click the button below.

[Create Temporary ID](#)

Step 2

If you have now received a temporary password for an email address previously entered, click the button below.

[Confirm Temporary Password](#)



Step 3: Sign into your account

Sign in to your account with your Temporary ID and password. Click login to proceed with the application.

UNIVERSITY OF THE
WITWATERSRAND,
JOHANNESBURG



WITS UNIVERSITY ONLINE APPLICATION

Currently Enrolled Wits Students - Please apply online via the Student Self Service Portal self-service.wits.ac.za

New Applicants - Don't have an account yet? Please select Step 1 below to start the online application (Create Temporary ID)

Sign into your account

Temporary ID

Password

Login

[Forgotten your Temporary ID and/or Password?](#)

Note: Your browser must have cookies, javascript, and pop-ups enabled. Please also check that your spam filter does not reject emails generated from our Institution.

∨ Don't have an account yet?

Step 1

Click the button below.

[Create Temporary ID](#)

Step 2

If you have now received a temporary password for an email address previously entered, click the button below.

[Confirm Temporary Password](#)

Step 4: Select the relevant application parameters

Select the correct details in the drop-down for each section relevant to the intake you will be applying for at Wits.

Apply for Admission

Apply for Admission

[Continue](#)

Welcome to the Wits Online Application page. Please select an action below to continue.

Application Action

Applicant ID 2374510

Application Type

Academic Year

Academic Calendar

Apply for Admission

Apply for Admission

[Continue](#)

Welcome to the Wits Online Application page. Please select an action below to continue.

Application Action

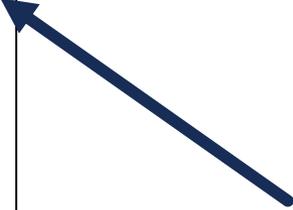
Applicant ID 2374510

Application Type

Academic Year

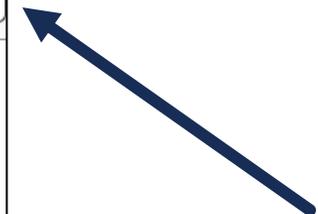
Academic Calendar

Step 5: Continue



Exit | Next >

1 Welcome Complete	<h3>Step 1 of 18: Welcome</h3> <h2>Welcome to Wits University's Online Application</h2> <p>Please set aside 30 minutes to complete this application.</p> <p>You will also be required to have certain information on hand in order to submit the application such as your school results.</p> <h4>How to complete an application</h4> <ul style="list-style-type: none">• Details that you supply will automatically be saved when you move through the application form• You may logout at any time and continue with your application at a later stage• For assistance please call the Student Call Centre +27 (0) 11 717 1888 during office hours (8:00-16:30) or www.wits.ac.za/askwits• You are required to upload the required supporting documentation before you submit your application. <h4>Application Fee Payment</h4> <p>Applicants are required to pay an application fee that is non-refundable.</p> <p>Currently registered Wits students are not liable for the application fee.</p> <p>Payment for your application can be done in one of the following ways:</p> <ul style="list-style-type: none">• Online using the Self-Service Portal• At a branch of Standard Bank• EFT using Internet Banking
2 Personal Details Complete	
3 Study Choices Complete	
4 References Complete	
5 Domicilium Address Complete	
6 Residential Address Complete	
7 Postal Address Complete	
8 Contact Details Complete	
9 Demographic Details Complete	
10 Next of Kin Complete	



Step 6: Read the instructions and then click next to start the application

Exit | < Previous | Next >

- 1** Welcome
Complete
- 2** Personal Details
Complete
- 3** Study Choices
Complete
- 4** References
Complete
- 5** Domicilium Address
Complete
- 6** Residential Address
Complete
- 7** Postal Address
Complete
- 8** Contact Details
Complete
- 9** Demographic Details
Complete
- 10** Next of Kin
Complete

Postgraduate | 2025 January

Save Validate Application

Page Instructions

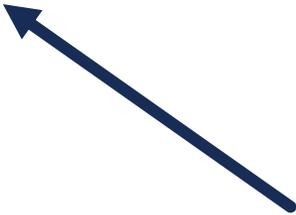
Should there be any changes to your name/s, and/or ID/Passport Number, you will be required to submit the necessary documentation to the Student Enrolment Centre after submission of your Online Application.

Personal Information

Title	Mrs
First Name	Tania
Middle Name	
Last Name	Melim
Date of Birth	1991/03/18
Gender	Female

National ID

Country	South Africa
National ID / Passport Number	[REDACTED]



Step 7: Review your personal details and ensure its correct then click next.

Exit | < Previous | Next >

- 1 **Welcome**
Complete
- 2 **Personal Details**
Complete
- 3 **Study Choices**
Complete
- 4 **References**
Complete
- 5 **Domicilium Address**
Complete
- 6 **Residential Address**
Complete
- 7 **Postal Address**
Complete
- 8 **Contact Details**
Complete
- 9 **Demographic Details**
Complete
- 10 **Next of Kin**
Complete

Postgraduate | 2025 January

Save Validate Application

Page Instructions

Postgraduate Applicants are permitted to apply for a minimum of 1 academic programme with an optional plan for those applicants that want to apply for more than one plan where applicable. The programmes that display below are open for application, closed programmes/plans will not display. The programme closing dates are available @ <https://www.wits.ac.za/postgraduate/applications/closing-dates/>.

Applicants may not select the same programme code more than once

Study Choices

Programme 1

Academic Program	BCA17 - Master of Management in African Philanthropy ▾
Academic Plan	Master of Management in African Philanthropy ▾
Mode of Attendance	Full-Time ▾
Year of Study e.g. 1st	Year of Study 1 ▾ ⓘ

Programme 2 - Optional

Academic Program	▾
Academic Plan	▾

**Step 8: Select
you programme
choices the click
next.**

Exit | < Previous | Next >

- 1 **Welcome**
Complete
- 2 **Personal Details**
Complete
- 3 **Study Choices**
Complete
- 4 **References**
Complete
- 5 **Domicilium Address**
Complete
- 6 **Residential Address**
Complete
- 7 **Postal Address**
Complete

Postgraduate | 2025 January

Save | Validate Application

Page Instructions

Applicants intending to apply for a pure research programme (PhD or Masters by Research) are required to provide the details of Academic References. Please complete a minimum of 1 and a maximum of 3 academic references below.

Academic References

Add Academic Reference



Step 9: Add academic references this is only compulsory for Research and PhD. Please skip this if this does not apply to you.

Exit | < Previous | Next >

- 1 **Welcome**
Complete
- 2 **Personal Details**
Complete
- 3 **Study Choices**
Complete
- 4 **References**
Complete
- 5 **Domicilium Address**
Complete
- 6 **Residential Address**
Complete
- 7 **Postal Address**
Complete
- 8 **Contact Details**
Complete
- 9 **Demographic Details**
Complete

Postgraduate | 2025 January

Save | Validate Application

Page Instructions

You must provide the University with your Domicilium Citandi Et Exceutandi, (the address nominated by you where legal notices may be sent) during the time of your registration at the University. All formal and legal notices related to your registration, will be served at this address. It is your responsibility to notify the University of any change in address.

[Click here for address example](#)

Domicilium Address

Country

Address Line 1

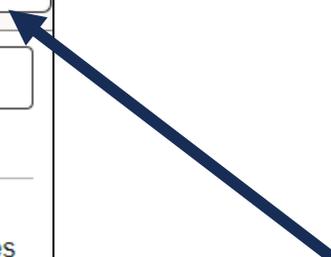
Address Line 2

Suburb [Address Search](#)

City De Deur

Postal Code 1884

Province Gauteng



Step 10: Add your address details then click next

Exit | < Previous | Next >

- 1 **Welcome**
Complete
- 2 **Personal Details**
Complete
- 3 **Study Choices**
Complete
- 4 **References**
Complete
- 5 **Domicilium Address**
Complete
- 6 **Residential Address**
Complete
- 7 **Postal Address**
Complete
- 8 **Contact Details**
Complete
- 9 **Demographic Details**
Complete

Postgraduate | 2025 January

Save | Validate Application

Page Instructions

Please enter your address details as accurately as possible. Applicants with a SOUTH AFRICAN address must enter the Suburb and then click on the 'Address Search' Link in order to populate the City, Postal Code and Province. Click the link below for an address example.

[Click here for address example](#)

Residential Address

Same as Other Address Domicilium ▾

Country South Africa

Address Line 1 44/323 corner springbok and Gembok Street

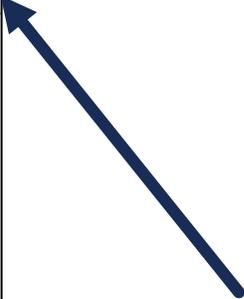
Address Line 2 De Deur Estates

Suburb De Deur

City De Deur

Postal Code 1884

Province Gauteng



Step II: Add your address details then click next

Exit | < Previous | Next >

- 1 **Welcome**
Complete
- 2 **Personal Details**
Complete
- 3 **Study Choices**
Complete
- 4 **References**
Complete
- 5 **Domicilium Address**
Complete
- 6 **Residential Address**
Complete
- 7 **Postal Address**
Complete
- 8 **Contact Details**
Complete
- 9 **Demographic Details**
Complete

Postgraduate | 2025 January

Save | Validate Application

Page Instructions

Please enter your address details as accurately as possible. Applicants with a SOUTH AFRICAN address must enter the Suburb and then click on the 'Address Search' Link in order to populate the City, Postal Code and Province. Click the link below for an address example.

[Click here for address example](#)

Postal Address

Same as Other Address Domicilium ▾

Country South Africa

Address Line 1 44/323 corner springbok and Gemsbok Street

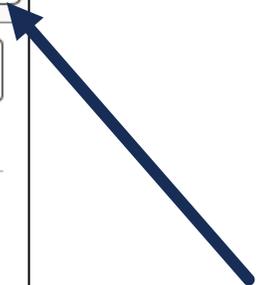
Address Line 2 De Deur Estates

Suburb De Deur

City De Deur

Postal Code 1884

Province Gauteng



Step 12: Add your address details then click next

Exit | < Previous | Next >

Save | Validate Application

Postgraduate | 2025 January

Page Instructions

Please complete the contact numbers below and include the country code.

Email Address and Phone Numbers

Email Address melim.tania18@gmail.com

Country Code / Mobile Phone +27 826293296

Country Code / Home Phone +27 719702283

Country Code / Work Phone +27 117171103

1 Welcome Complete

2 Personal Details Complete

3 Study Choices Complete

4 References Complete

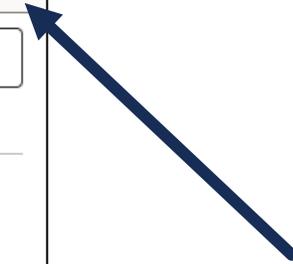
5 Domicilium Address Complete

6 Residential Address Complete

7 Postal Address Complete

8 Contact Details Complete

9 Demographic Details Complete



Step 13: Add your personal contact details then click next

Note: Numbers should not be duplicated.

Exit | < Previous | Next >

- 1 **Welcome**
Complete
- 2 **Personal Details**
Complete
- 3 **Study Choices**
Complete
- 4 **References**
Complete
- 5 **Domicilium Address**
Complete
- 6 **Residential Address**
Complete
- 7 **Postal Address**
Complete
- 8 **Contact Details**
Complete
- 9 **Demographic Details**
Complete

Postgraduate | 2025 January

Save | Validate Application

Page Instructions

The University requires that you indicate your disability status at the time of your application, in order to provide you with the necessary services. If you do not do so, the University cannot undertake to provide such assistance. Every reasonable attempt will be made to provide you with the assistance you may need as a result of your disability.

Demographic Details

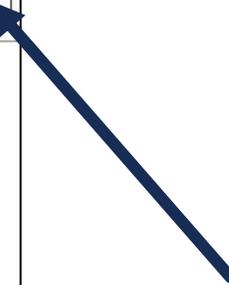
Marital Status Married

Population Group White

Home Language

Religious Affiliation

Do you have a Disability?



Step 14: Populate your demographical details then click next



Exit | < Previous | Next >

Save | Validate Application

Postgraduate | 2025 January

Page Instructions

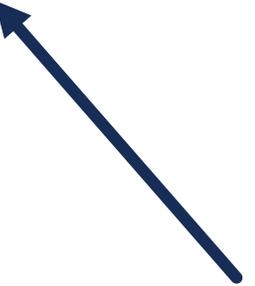
Please complete the next of kin information below and note that the mobile number for your next of kin cannot be the same as your mobile number. The home phone number and email address of your next of kin are not compulsory.

Next of Kin

Name Title	Mr
Initial	GM
Surname	Lazorik
Country Code / Mobile Phone	+27 719702283
Country Code / Home Phone	
Relationship to Applicant	Husband
Email Address	2374510@students.wits.ac.z

Next of Kin Address

Use same address as Applicant	
Country	South Africa
Address Line 1	44/323 Corner Springbok An
Address Line 2	De Deur Estates
Suburb	De Deur Address Search
City	De Deur
Postal Code	1884
Province	Gauteng



Step 15: Populate your next of kin details then click next

- 2 Personal Details Complete
- 3 Study Choices Complete
- 4 References Complete
- 5 Domicilium Address Complete
- 6 Residential Address Complete
- 7 Postal Address Complete
- 8 Contact Details Complete
- 9 Demographic Details Complete
- 10 Next of Kin Complete
- 11 Emergency Contact Complete
- 12 Current Activities Complete
- 13 Employment Complete

Exit | < Previous | Next >

Save | Validate Application

1 Welcome
Complete

2 Personal Details
Complete

3 Study Choices
Complete

4 References
Complete

5 Domicilium Address
Complete

6 Residential Address
Complete

7 Postal Address
Complete

8 Contact Details
Complete

9 Demographic Details
Complete

10 Next of Kin
Complete

11 Emergency Contact
Complete

Postgraduate | 2025 January

Page Instructions
Please complete all the details below.

Emergency Contact

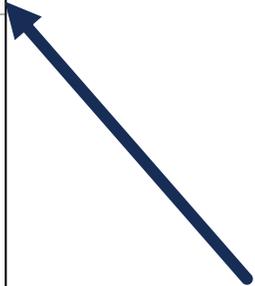
Use same details as Next of Kin **Yes**

Relationship to Applicant Husband

Contact Name GM Lazorik

Country Code / Mobile Phone +27 719702283

Additional Emergency Contact Phone



Step 16: Populate your emergency contact details then click next

Exit < Previous Next >

Save Validate Application

Postgraduate | 2025 January

Page Instructions

Please complete the details below.

Main Activity

Main Activity During Current Year University

Employment Or Occupation

University

Sport

Add Sport

2 Personal Details Complete

3 Study Choices Complete

4 References Complete

5 Domicilium Address Complete

6 Residential Address Complete

7 Postal Address Complete

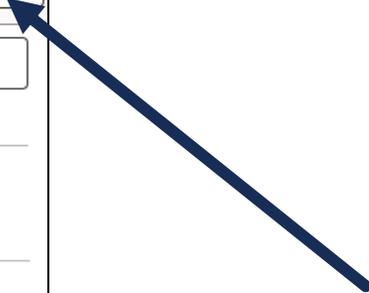
8 Contact Details Complete

9 Demographic Details Complete

10 Next of Kin Complete

11 Emergency Contact Complete

12 Current Activities Complete



Step 17: Populate your current activity details then click next

Sports is not compulsory however is recommend if you would like to be part of the sports clubs at Wits.

Exit | < Previous Next >

- 3 Study Choices Complete
- 4 References Complete
- 5 Domicilium Address Complete
- 6 Residential Address Complete
- 7 Postal Address Complete
- 8 Contact Details Complete
- 9 Demographic Details Complete
- 10 Next of Kin Complete
- 11 Emergency Contact Complete
- 12 Current Activities Complete
- 13 Employment Complete

Postgraduate | 2025 January

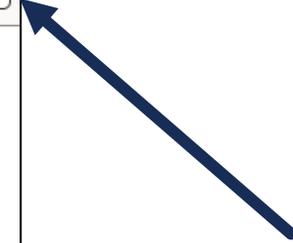
Save Validate Application

Page Instructions

Please provide details of your most recent employment, you can include details of multiple positions held within the same employer.

Employment

Add Employment



Step 18: Add your employment history details then click next

Exit | < Previous | Next >

- 4 **References**
Complete
- 5 **Domicilium Address**
Complete
- 6 **Residential Address**
Complete
- 7 **Postal Address**
Complete
- 8 **Contact Details**
Complete
- 9 **Demographic Details**
Complete
- 10 **Next of Kin**
Complete
- 11 **Emergency Contact**
Complete
- 12 **Current Activities**
Complete
- 13 **Employment**
Complete
- 14 **Tertiary Education**
Complete

Postgraduate | 2025 January

Save | Validate Application

Page Instructions

Wits Students please note - if you have previously or are currently registered at Wits, please report fully all your Wits registrations, including any qualifications that have not been completed.

All other applicants, please ensure that you have reported all your tertiary qualifications at all other institutions, including any qualifications that have not been completed.

Tertiary Education

Do you have any previous or current tertiary studies, including at Wits? Yes No

Have you ever been denied a Certificate of Good Conduct arising from a previous registration? No

[Add Tertiary Education](#)

2 rows				
	Institution ↑↓	Degree ↑↓	Change	Remove
1	Allenby Campus	Bcom	Change	Remove
2	University of the Witwatersrand	Honours Bcom	Change	Remove

Step 19: Add all your prior tertiary education experience for all qualifications attempted.

[Exit](#) | [< Previous](#) | [Next >](#)

Complete

5 Domicilium Address Complete

6 Residential Address Complete

7 Postal Address Complete

8 Contact Details Complete

9 Demographic Details Complete

10 Next of Kin Complete

11 Emergency Contact Complete

12 Current Activities Complete

13 Employment Complete

14 Tertiary Education Complete

15 Indemnity and Undertaking Complete

16 Payment Complete

17 Documents Complete

18 Submit Visited

Step 15 of 18: Indemnity and Undertaking

Indemnity & Undertaking

LEGAL DECLARATION OF INDEMNITY AND UNDERTAKING

Applicants under the age of 18 years old must be assisted by their parent or guardian [must be the same person listed under next-of-kin]

I, THE APPLICANT, AND I, THE PARENT/GUARDIAN/NEXT-OF-KIN OF THE APPLICANT

- Acknowledge that while the University will always use all reasonable endeavours to ensure that this platform is fit for purpose, the University does not accept responsibility for any loss of applications submitted through this portal.
- Do hereby indemnify the University in respect of any damage or loss that may be caused to the applicant as a result of the University's processing information provided in the application.
- Undertake to be bound by the rules and regulation of the University for the time being in force, including the rules and regulations of any University residence, club or society to which I may be admitted or become a member and by any requirements or conditions imposed by the University on me as a prerequisite to my registration as a student of the University in any faculty.
- Certify that the information provided in this form and all supporting documentation is accurate and acknowledge that furnishing any false information may result in rejection of my application or withdrawal of any offer made pursuant to my application.
- Hereby give consent to the verification of any information/documentation I have submitted and acknowledge that in the event that I have provided any fraudulent document/s and/or made any other misrepresentation to the University, that the University may immediately cancel my registration, record such action against my record and report the matter to the South African Police Service.
- Declare that I have furnished the University with all the information necessary to make an informed decision about my admission.
- Unconditionally undertake to pay all fees, charges and equipment surcharges payable to the University as they fall due for payment.
- Hereby give consent to the processing of my personal information for purposes pertaining to my application and/or registration at the University. I confirm that I have read the indemnity and undertaking and understand the contents thereof.

PLEASE NOTE that you as a student are personally liable for the settlement of fees. Where a third party, eg. your parent/s or guardian/s, is paying for your fees, you are expected to arrange for the completion and signature and completion by yourself and the third party of a suretyship agreement form at the Fees Office. This must be done prior to the registration period.

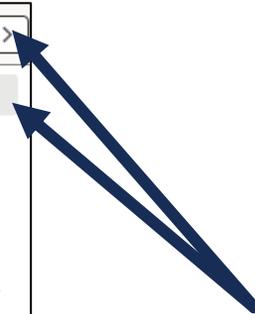
FINANCIAL AID APPLICANTS ONLY

- I consent to my examination results being made available to the relevant bursary donor(s) and/or lenders.
- I understand that if I am unable or unwilling to accept the terms and conditions of the offer of a loan, the offer will be withdrawn.

Agreement Date 2024/05/16

[Printable Page](#)

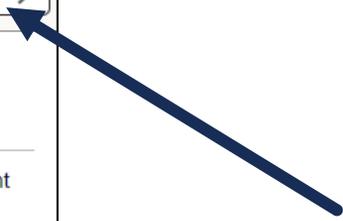
[Accept](#)



Step 20: Read the Indemnity and Undertaking, accept then click next

Exit | < Previous | Next >

7 References Complete	<h2>Postgraduate 2025 January</h2> <hr/> <h3>Page Instructions</h3> <p>Payment of the application fee is required after the online application has been submitted, and you have received a person/student number. Currently registered Wits students are not liable for an application fee.</p> <hr/> <h3>Application Fee</h3> <h2>Application Fee Payable: R200</h2> <p>Payment Options:</p> <p>Self-Service Portal Access the self-service portal once you have submitted this application. Click the Campus Finances tile. Select Make a Payment > Application Fee.</p> <p>or</p> <p>EFT Payment Details: Bank: First National Bank Swift Code: FIRZAJJ Account Number: 63075484302 Branch Code: 251905</p> <p>Please use your person/ student number as the Payment Reference Number and upload proof of payment via the self-service portal.</p>
8 Domicilium Address Complete	
9 Residential Address Complete	
10 Postal Address Complete	
11 Contact Details Complete	
12 Demographic Details Complete	
13 Next of Kin Complete	
14 Emergency Contact Complete	
15 Indemnity and Undertaking Complete	
16 Payment Complete	
17 Documents Complete	



Step 21: Read the application fee details. You can choose to make an EFT at this stage or proceed and make the payment after submission via the self-service portal.

Exit | < Previous | Next >

Postgraduate | 2025 January

Page Instructions

All applicants are required to upload supporting documents before submitting the application (not applicable to the Application Fee or SAQA certificate of evaluation). Please ensure that your academic qualifications are duly certified (less than 3 months ago). Incomplete applications will not be assessed.

Documents

Document	File Name (click to View)
Application Fee	
Curriculum Vitae	
Interim Academic Record	
Letter of Motivation	

4 rows

- 7 **References**
Complete
- 8 **Domicilium Address**
Complete
- 9 **Residential Address**
Complete
- 10 **Postal Address**
Complete
- 11 **Contact Details**
Complete
- 12 **Demographic Details**
Complete
- 13 **Next of Kin**
Complete
- 14 **Emergency Contact**
Complete
- 15 **Indemnity and Undertaking**
Complete
- 16 **Payment**
Complete
- 17 **Documents**
Complete

Step 22: Upload the required documents then click next

Documents are required to be uploaded **before submission** to the online application.

- The **application fee and the SAQA certificate of evaluation may be uploaded after submission** via the [self-service portal](#). Documents must have been certified within the last 3 months.
- [This document](#) provides helpful information about obtaining Digital/Electronic Transcripts and Certificates from different Higher Education Institutions.
- The [checklist explanation document](#) provides more information with regard to application documents

[Exit](#) | [< Previous](#)

6 Residential Address
Complete

7 Postal Address
Complete

8 Contact Details
Complete

9 Demographic Details
Complete

10 Next of Kin
Complete

11 Emergency Contact
Complete

12 Current Activities
Complete

13 Employment
Complete

14 Tertiary Education
Complete

15 Indemnity and Undertaking
Complete

[Save](#) [Validate Application](#)

Postgraduate | 2025 January

Page Instructions

Please see instructions below.

Application Status

Your application is complete. Please click 'Submit' below to confirm that the University can now evaluate your application.

Once you click 'Submit', you will be unable to make any further changes.

NOTE: Your application will not be evaluated by the University until you click Submit below.

[Submit Application to the University](#)

Step 23: Validate and Submit

Once your application is submitted. A screen will display with your student number.

You will receive an SMS immediately and an acknowledgment letter will be issued to you the following day as confirmation of your submission.

Meet Kudubot:

Your 24/7 Campus Companion!

Kudubot is back! Whether you're a student, staff member, parent, alumni, donor, teacher, or high school student, our improved digital assistant is here to promptly address your enquiry.

For our students and applicants, Kudubot now offers a personalised experience by providing real time updates of your application or registration status. To access this you will need to log in with your Wits credentials.



For registered students, accessible info includes the following:



Fees balance



Financial aid



Residences



Ulwazi



Libraries



Exam timetables



Exam results



Graduations

Where to find Kudubot?

Check the bottom right corner of our website - www.wits.ac.za

For easier access, Kudubot will soon be available on WhatsApp!

Let's chat!

If you have any
questions
please ask our
Kudubot

or
contact us via
ask.wits@wits.ac.za