



Checklist Explanation Document

All applicants please note that this list is generic; the specific checklists that apply to you will be communicated via your acknowledgement letter and will appear on your self-service portal (click on Student Centre tile).

NB: Documents need to be certified (not older than 3 months).

Certified Academic Transcript

This is your full academic record detailing **all** the modules registered for during the course of your tertiary studies. A 'Credit certificate' statement of credit, statement of results, examination results will **NOT** be accepted.

Interim Academic Record

This is an academic transcript that shows your results to date, and is required from applicants who are currently studying at an institution other than Wits. These applicants will then need to submit their Final Academic Transcript once their end of year results are available.

Actuarial Society Exemptions / Actuarial Society Passes

This is a copy of your exemption status and exam passes from either the Actuarial Society of South Africa, or the Institute and Faculty of Actuaries.

Amendment to Programme

An email will also suffice in informing us of any changes that need to be made to your academic application, alternatively please download a Postgraduate Amendment Form <http://www.wits.ac.za/postgraduate/applications/departmental-forms/> and email it to your Admissions Consultant, include your Person/Student number in all your correspondence with the University.

Application Fee

This is non-refundable application fee of R200 payable by all postgraduate applicants.

Standard Bank (Braamfontein)
Account name: Wits University – Application Fees
Account number: 200 346 385
Branch code: 004805
CI Number: 074A
For International Students, the Swift Code is SBZAJJ
Use your person/student number as the reference

Concept Paper

A short summary that tells the school what the project is, why it is important, and how it will be carried out. The concept paper helps the researcher spot limitations in the project that might later prove fatal. It is far better to be clear at the beginning.

Curriculum Vitae

This is a written description of your work experience, educational background and skills.

IELTS English Proficiency / Proof of English Proficiency

The English proficiency test is a requirement for consideration into studies Wits University if your previous qualification was completed at an institution where the medium of instruction was not English. Wits recognises the International English Testing System (IELTS), and the Cambridge English Language Assessment (CAE). At the University's discretion, the requirement may be waived upon receipt of the academic transcript for applicants who have completed their tertiary studies in English.

Graduation Certificate

This is the certificate that you receive as proof that you have completed and graduated from the previous institute of study.

Letter of Motivation

This is a personal motivation written by the applicant in support of their application for their respective programme, outlining reasons why they should be considered.

Management Part 3 Form (WBS PDM, PDBA, MBA, MMFI MMSN MENVC)

This is a questionnaire that is completed by applicants who apply to the Wits Business School for PDM, PDBA, MMFI, MMSM, MMENVC

Management Part 3 (**WSG PHD MMR**)

Matric / Foreign School Leaving Certificate

This is a certificate that confirms that you have completed high school either in South Africa or internationally.

Research Proposal

Written academic work which describes the ideas for an investigation on a certain topic. The research proposal outlines the process from beginning to end.

Proof of Academic Completion towards Fellowship

This is a copy of your Fellowship certificate from either the Actuarial Society of South Africa, or the Institute and Faculty of Actuaries, or a copy of the results announcing your attainment of Fellowship.

Proposed Curriculum

The Faculty of Engineering requires a list of modules to be provided when submitting an application, please visit their homepage for a list of courses in their respective disciplines <http://www.wits.ac.za/postgraduate/applications/departmental-forms/>

Psychology Department Form

All applicants the School of Human and Community Development, Psychology programmes are required to complete an additional department application form which can be obtained at <https://www.wits.ac.za/shcd/>

References

These are the details of three contactable persons that you need to provide. The form can be downloaded at <http://www.wits.ac.za/postgraduate/applications/departmental-forms/>

Select the faculty you have applied to.

Sample of Work

This is a copy of written academic work that will support your application to the respective department you are applying to; this could be your essay or short research report depending on the level of programme you are applying to.

SAQA Evaluation

The South African Qualifications Authority (SAQA) assesses all international qualifications A SAQA certificate of evaluation is then issued. after an *The application procedures are available at www.saqa.org.za*

Written Assignment

Only for Applicants to the Master of Urban Studies, the details of this can be found at <https://www.wits.ac.za/master-of-urban-studies/how-to-apply/>

Written Essay

This written academic work will support your application to the respective department you are applying to. Some departments will give you titles to write on and others will ask you to provide previously written work.

Ethics Discussion Document

A three-four page document which identifies and explains one ethical issue (in SA or elsewhere) that you take to be important, what some of the positions or views people take, or could take, on that issue are, and your own personal view about the issue, if you have one, and your reasons for holding that view.

Plagiarism Declaration

This is a requirement for all applicants to Wits Business School to pursue pure research programmes. Please download the form at <https://www.wits.ac.za/postgraduate/applications/glossary/>

PhD Application Questionnaire

This is required by the School of Public Health, this document can be obtained by emailing phd.publichealth@wits.ac.za

Statement of Interest

A one-two page statement explaining how you learned about the programme, why you're interested in enrolling for it, and what you hope to get out of participating in the programme.