

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.

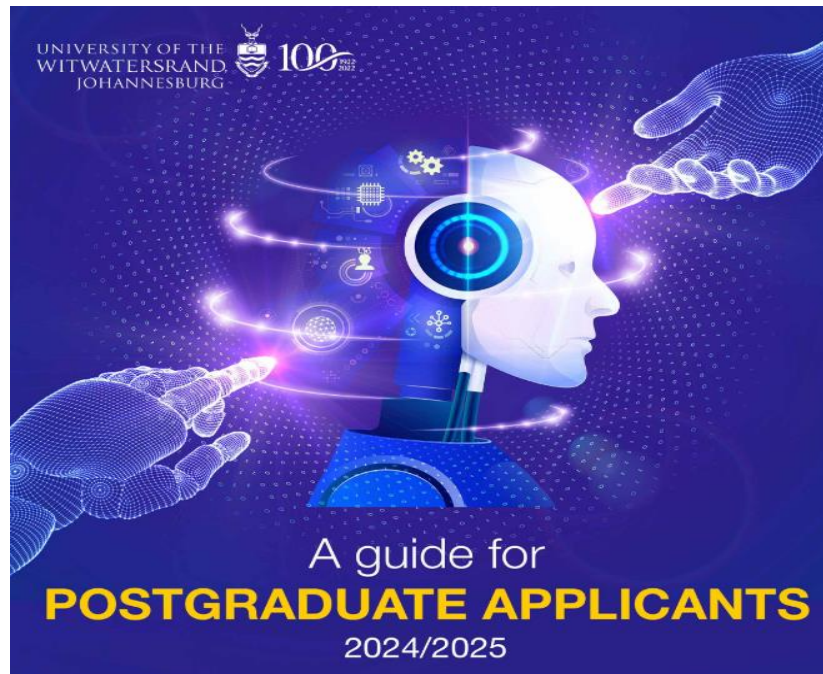
Account Number: 6307 5484 302
Branch code: 251905.

(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/>

The image is a screenshot of the 'Postgraduate studies at Wits' website. The header includes the university's name and a '100' anniversary logo. Navigation links for 'About', 'Staff', 'Alumni', 'Give', 'Library', 'News and Events', and 'Wits100' are at the top right. Below the header, there are links for 'Study at Wits', 'Students', 'Faculties and Schools', 'Teaching and Learning', 'Research', and 'News'. The main heading is 'Postgraduate studies at Wits', with a breadcrumb trail 'Home > Study at Wits > Postgraduate'. A horizontal menu contains links for 'Application portal', 'Student self-service', 'Postgraduate Funding Portal', 'International students', 'Fees', 'Research ethics', and 'Postdoctoral fellows'. The central section is titled 'CHOOSE A DEGREE OR DIPLOMA' and features a 'SEARCH BY KEYWORD' section with a text input field containing 'Enter a phrase like engineering or construction studies'. Below this is a 'COURSE TYPE' section with a dropdown menu currently set to 'Postgraduate'. A 'Search Courses' button is located at the bottom right of the form.

<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.



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

Begin New Application

Applicant ID

A0066238

Application Type

Postgraduate

Academic Year

Academic Calendar

Step 5: Continue

Exit

Next >

1

Welcome

Complete

2

Personal Details

Complete

3

Current Activities

Complete

4

Employment

Complete

5

Tertiary Education

Complete

6

Study Choices

Complete

7

References

Complete

8

Domicilium Address

Complete

9

Residential Address

Complete

10

Postal Address

Complete

11

Contact Details

Step 1 of 18: Welcome

Welcome to Wits University's Online Application

Please set aside 30 minutes to complete this application.

You will also be required to have certain information on hand in order to submit the application such as your school results.

How to complete an application

- 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.

Application Fee Payment

Applicants are required to pay an application fee that is non-refundable.

Currently registered Wits students are not liable for the application fee.

Payment for your application can be done in one of the following ways:

- Online using the Self-Service Portal
- At a branch of Standard Bank
- EFT using Internet Banking



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

1

Welcome

Complete

2

Personal Details

Complete

3

Current Activities

Complete

4

Employment

Complete

5

Tertiary Education

Complete

6

Study Choices

Complete

7

References

Complete

8

Domicilium Address

Visited

Postgraduate |

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

Ms

First Name

Middle Name

Last Name

Date of Birth

Gender

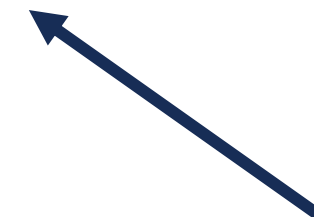
Female

National ID

Country

South Africa

National ID / Passport Number



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

1

Welcome

Complete

2

Personal Details

Complete

3

Current Activities

Complete

4

Employment

Complete

5

Tertiary Education

Complete

6

Study Choices

Complete

7

References

Complete

Postgraduate |

Save

Validate Application

Page Instructions

Please complete the details below.

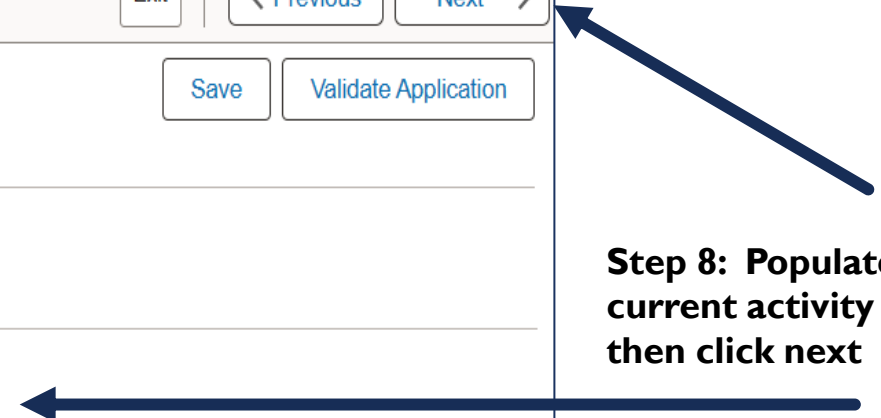
Main Activity

Main Activity During Current Year

Employment Or Occupation ▾

Sport

Add Sport



Step 8: 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.

1

Welcome

Complete

2

Personal Details

Complete

3

Current Activities

Complete

4

Employment

Complete

5

Tertiary Education

Complete

6

Study Choices

Complete

7

References

Complete

Postgraduate |

Save

Validate Application

Exit

< Previous

Next >

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 9: Add your employment history details then click next

1

Welcome

Complete

2

Personal Details

Complete

3

Current Activities

Complete

4

Employment

Complete

5

Tertiary Education

Complete

6

Study Choices

Complete

7

References

Complete

8

Domicilium Address

Visited

Postgraduate | 2026 January

Exit

< Previous

Next >

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?☒

Have you ever been denied a Certificate of Good Conduct arising from a previous registration?☐

Add Tertiary Education

1 row

Institution	Degree	Change	Remove
1 University of the Witwatersrand	BCOM	Change	Remove

Step 10: Add all your prior tertiary education experience for all qualifications attempted.

1

Welcome

Complete

2

Personal Details

Complete

3

Current Activities

Complete

4

Employment

Complete

5

Tertiary Education

Complete

6

Study Choices

Complete

7

References

Complete

Exit

< Previous

Next >

Save

Validate Application

Postgraduate |

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

BCA01 - Master of Management

Academic Plan

Governance (General)

Mode of Attendance

Part-Time

Year of Study e.g. 1st

Year of Study 1

Additional Details - Optional Plan

Step 1 I : Select the programme choice/s the click next.

1

Welcome

Complete

2

Personal Details

Complete

3

Current Activities

Complete

4

Employment

Complete

5

Tertiary Education

Complete

6

Study Choices

Complete

7

References

Complete

Postgraduate |

Save

Validate Application

Exit

< Previous

Next >

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

1

Welcome

Complete

2

Personal Details

Complete

3

Current Activities

Complete

4

Employment

Complete

5

Tertiary Education

Complete

6

Study Choices

Complete

7

References

Complete

8

Domicilium Address

Complete

Postgraduate |

Exit

< Previous

Next >

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

South Africa

Address Line 1

1 Jorissen Street

Address Line 2

Suburb

Braamfontein

City

Johannesburg

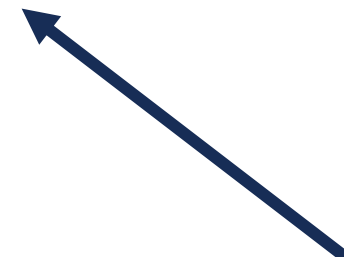
Postal Code

2001

Province

Gauteng

[Address Search](#)



Step 13: Add your address details then click next

1

Welcome

Complete

2

Personal Details

Complete

3

Current Activities

Complete

4

Employment

Complete

5

Tertiary Education

Complete

6

Study Choices

Complete

7

References

Complete

8

Domicilium Address

Complete

9

Residential Address

Complete

Postgraduate

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

1 Jorissen Street

Address Line 2

Suburb

Braamfontein

City

Johannesburg

Postal Code

2001

Province

Gauteng

Exit

< Previous

Next >

Save

Validate Application

Step I 4: Add your address details then click next

Complete

2 Personal Details
Complete

3 Current Activities
Complete

4 Employment
Complete

5 Tertiary Education
Complete

6 Study Choices
Complete

7 References
Complete

8 Domicilium Address
Complete

9 Residential Address
Complete

10 Postal Address
Complete

Postgraduate |

Exit < Previous Next >

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 1 Jorissen Street

Address Line 2

Suburb Braamfontein

City Johannesburg

Postal Code 2001

Province Gauteng

Step 15: Add your address details then click next

Complete

3 Current Activities
Complete

4 Employment
Complete

5 Tertiary Education
Complete

6 Study Choices
Complete

7 References
Complete

8 Domicilium Address
Complete

9 Residential Address
Complete

10 Postal Address
Complete

11 Contact Details
Complete

Postgraduate |

Exit | < Previous Next >

Save Validate Application

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

Email Address and Phone Numbers
Email Address [REDACTED]@students.wits.ac.za
Country Code / Mobile Phone +27 715034383
Country Code / Home Phone +27 826299236
Country Code / Work Phone +27 115677103

Step 16: Add your personal contact details then click next

Note: Numbers should not be duplicated.

Complete

4 Employment
Complete

5 Tertiary Education
Complete

6 Study Choices
Complete

7 References
Complete

8 Domicilium Address
Complete

9 Residential Address
Complete

10 Postal Address
Complete

11 Contact Details
Complete

12 Demographic Details
Complete

Postgraduate |

Exit< PreviousNext >

SaveValidate 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

English

Religious Affiliation

Christian

Do you have a Disability?

No

Step 17: Populate your demographical details then click next

Complete

5 Tertiary Education
Complete

6 Study Choices
Complete

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

Postgraduate |

Exit < Previous Next >

Save Validate Application

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 Ms

Initial GM

Surname Harrison

Country Code / Mobile Phone +27 719502293

Country Code / Home Phone +27 826399698

Relationship to Applicant Husband

Email Address Harrions@gmail.com

Next of Kin Address

Use same address as Applicant Domicilium

Country South Africa

Step 18: Populate your next of kin details then click next

Complete

6 Study Choices
Complete

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

Postgraduate |

Exit < Previous Next >

Save Validate Application

Page Instructions

Please complete all the details below.

Emergency Contact

Use same details as Next of Kin

Relationship to Applicant Husband

Contact Name GM Harrison

Country Code / Mobile Phone +27 719502293

Additional Emergency Contact Phone +27 826399698

Step 19: Populate your emergency contact details then click next

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
Visited

16 Payment
Complete

17 Documents
Complete

18 Submit
Visited

Exit

< Previous

Next >

Accept

Step 15 of 18: Indemnity and Undertaking

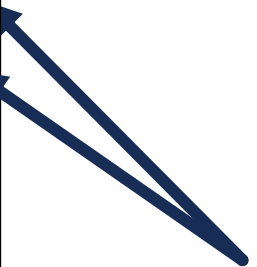
Indemnity & Undertaking

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

1. 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.
2. 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.
3. 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.
4. 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.
5. **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.**
6. Declare that I have furnished the University with all the information necessary to make an informed decision about my admission.
7. Unconditionally undertake to pay all fees, charges and equipment surcharges payable to the University as they fall due for payment.
8. 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.
9. I understand that the University of the Witwatersrand may take disciplinary action against me if there is evidence and/or a prima facie



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

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
Visited

16 Payment
Complete

Postgraduate |

Exit

< Previous

Next >

Save

Validate Application

Page Instructions

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.

Application Fee

Application Fee Payable: R200

Payment Options:

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.

or

EFT Payment Details:

Bank: First National Bank

Swift Code: FIRNZAJJ

Account Number: 63075484302

Branch Code: 251905

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.

How to pay

Log into the self-service portal and click the Campus Finances tile. Select Make a Payment>Application fee Refer to the [How to Pay Your Application Fee via Self-Service Portal Guide](#) or Deposit the exact amount into the University's application fee account:

- First National Bank (FNB) Wits University - Application Fees. Account Number 6307 5484 302, Branch code 251905. International payment swift code: FIRNZAJJ. Use only your person/student number as a reference.
- EFT - Use your Person/Student number as the reference.

Exit

< Previous

Next >

Save

Validate Application

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 Visited

16 Payment Complete

17 Documents Complete

Postgraduate |

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 not Currently Available

This page is only available once you have completed and validated the rest of your application. Please use the 'Validate Application' button above to check your application for errors.

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

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

Visited

16

Payment

Complete

17

Documents

Complete

18

Submit

Visited

Exit

< Previous

Postgraduate

Save

Validate Application

Page Instructions

Please see instructions below.

Application Status

Your application has not yet been completed. Please ensure you fill in all pages, using the 'Validate Application' button above to check that your application is free of errors. Please also ensure that you have accepted the Indemnity and Undertaking.

Once your application has been validated without error, please return to this page. You will then be able to click the 'Submit' button below.

NOTE: Your application will not be evaluated by the University until you click Submit below and have submitted all the required documentation.

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