WSU
Walter Sisulu University
In pursuit of excellence

2026
Registration Guide

FOREWORD BY THE REGISTRAR

Dear Student,

Welcome to the 2026 academic year at Walter Sisulu University (WSU)

Effective application and registration processes are the foundation of a positive student experience. Your first engagement with the University is important as you learn more about your faculty, academic department, and the support services available to you. By following the correct registration procedures and timelines, you place yourself in the best position to begin classes on schedule and to focus on what matters most—your academic success.

WSU's application and registration processes for First-Time Entering Students are entirely online. Admission decisions are processed online and cannot be influenced by any individual or entity. Selection is based on the points you have earned and how you rank against other applicants, subject to programme capacity and space availability.

Registration is also conducted on a first-come, first-served basis, subject to space availability.

Please be vigilant against fraud and misinformation. Do not pay money to anyone who offers to "help" you gain admission to a qualification or secure residence placement. For all payments, use only the official University banking details obtained through the University website and keep your proof of payment for your records.

This Registration Guide has been prepared to support you throughout the registration period and contains key information, including registration and closing dates, online registration guidance, on-campus computer laboratories for students who require access, financial clearance and student funding details, residence processes, orientation dates, campus safety services, and student life support.

To register successfully, please ensure that you:
- complete all required pre-registration clearances (including financial clearance and international compliance where applicable);
- upload/submit the compulsory certified supporting documents required for registration;
- protect your student number and PIN and never share your login details with anyone;
- register for the correct qualification and select the correct subjects/modules, then print and keep your proof of registration;

- read and accept the Rules and Regulations during online registration—this acceptance is mandatory and serves as your electronic signature for University records.

Residence accommodation is limited, and admission to study at WSU does not guarantee a residence space. Students are therefore encouraged to follow the residence application and registration processes carefully and as early as possible, in line with the guidelines in this booklet.
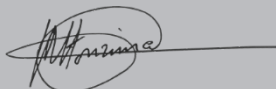
Returning students are urged to prepare in advance, adhere strictly to registration procedures and deadlines, and complete the process within the published dates to avoid delays that could impact your start to the academic year.

For new first-year students, orientation forms a critical part of your transition into university life and is compulsory.

As you begin (or continue) your journey at WSU, please make full use of the support services provided, and direct enquiries to the official service points and contact details listed in this guide.

All undergraduate and postgraduate students are guided by the University's academic rules and regulations, as well as the Student Code of Conduct.

I wish you a successful and fulfilling 2026 academic year.

Dr Lulamile Ntonzima
University Registrar

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REGISTRATION GUIDELINES FOR THE 2026 ACADEMIC YEAR

The registration procedures for the 2026 academic year have been reviewed by the Office of the Registrar in order to streamline various administrative processes. In an attempt to reduce the contact time, the registration dates are scheduled as per the calendar dates in the general prospectus.

NB: Please note that registration is done online on first-come-first-served basis subject to availability of space.

The following academic administrative registration processes have been identified for the forthcoming academic year:

i. International student pre-registration compliance check and clearance.
ii. International students without a valid study permit, passport and proof of medical aid cover will not be allowed to register by the University.
iii. Fees and Financial Aid pre-registration clearance.
iv. Online academic registration.
v. Online residence registration.
vi. Issuing of student card.

Compulsory registration documents:

Certified copies of the following documents must be uploaded/submitted on the day of registration.

a. Copy of bar-coded identity document (ID) or passport.
b. Copy of Grade 12 NSC final results or equivalent.
c. Copy of degree certificate (if applicable).
d. Copy of academic record (if applicable).
e. Copy of Certificate of Conduct from previous institution (if applicable).

Please follow the voice note guideline to register online: Click on https://youtu.be/rP-5Z3aevaKU?si=2HLE7NBW5rnErydh

TUITION FEES

Fees are determined by the WSU Council on annual basis and are subject to revision.

1.   NSFAS Funded Students

1.1.   First time entering students (FTENs) & New Applicants

FTENs with confirmed NSFAS funding and enrolled for a funded qualification will be cleared to register, after the University has confirmed funding eligibility directly with NSFAS. Financial clearance is based solely on verification by the university directly with NSFAS and not on information submitted by students. Students should note that it may take up to 3 days for the University to verify and process NSFAS funding.

1.2.   Returning students

These are previously funded students who are continuing with their studies at the University and fall into two categories:
• Students with prior year debt not covered by NSFAS
• Students with no debt or whose prior year debt is covered by NSFAS ie students who have been funded for all years of study

NSFAS funded students with prior year debt that is not covered by NSFAS will be required to pay a percentage of the prior year debt as per the MIP schedule and enter into a payment agreement for the balance before they are cleared to register.

The NSFAS criteria for the funding of returning students is as follows:
• A student should have passed the requirement minimum percentage of enrolled modules (2025 50%, 2026 to be advised)
• A student must be within N+1
• The household/family income is less than R350 000
• A student must be enrolled for a funded qualification
• The student must be enrolled for a minimum number of credits

Academic eligibility
In terms of the MoA between NSFAS and the University, the University has an obligation to verify the funding eligibility of students against its admission and registration records. Students must meet all eligibility criteria to receive NSFAS funding. Even if a student's NSFAS portal shows 'funded,' they will not be approved for NSFAS funding if they fail to meet any of the eligibility requirements.

N+1 rule
The N+ rule evaluation is completed by NSFAS using registration and qualification

data submitted by the Institution and HEMIS data from DHET. The N+ rule is not an institution decision and therefore can only be amended by NSFAS with input from the Institution where appropriate. The following should also be noted regarding the N+ rule:

• Years of study for a previous qualification and/or at a prior institution are included in the calculation of years of study whether the qualification was completed or not.
• Years during which a student is not funded are included in the calculation

1.3. Funding status

Once the funding status has been verified and processed, students will be notified by email and the funding status will be updated on the WSU student portal https://students.wsu.ac.za/_student_portal/index.php. Students should also check their funding status on the NSFAS portal https://my.nsfas. org.za/Application/selfservice.jsp.

1.4. Funded qualifications

To be eligible for NSFAS funding, a student must be enrolled for a funded qualification such as a Diploma programme or first-time degree programme. Post graduate programmes such as Advanced Diplomas, Honours qualifications, PGCE and second qualifications are not funded. For a full list of unfunded programmes students should check with FAB or the DHET funding guidelines. What this means is that a student may be funded on the NSFAS portal but not be approved for NSFAS funding if they are enrolled for an unfunded qualification.

1.5. NSFAS Appeals

Students who appeal a NSFAS funding decision cannot be cleared to register until their funding appeal has been approved by NSFAS and their funding status has changed to approved/funded. **We have noted in recent years that an appeal may be approved but a student is not funded. In this instance, NSFAS benefits can only be processed when the funding has been confirmed.** Appeals are now being handled directly by NSFAS

All funding appeals should be submitted within the deadlines communicated by NSFAS. **Late applications may not be considered by NSFAS.**

1.6. Defunded students

Students should regularly check their funding status on the NSFAS portal. Funding statuses may change after initial confirmation, meaning a student may lose funding during the academic year. Although FAB will assist, funding queries should be directed to NSFAS. In the event of a conflict between the funding status on the student portal and the NSFAS portal, the status on the NSFAS funding portal takes precedence.

Students who lose NSFAS funding will be liable for the debt incurred that is not

settled by NSFAS, including any allowances paid on the basis that the student is funded. The University will not pay allowances to students who have lost their funding and such students will be required to make alternative accommodation arrangements.

2.   Bursary Funded students

A letter of funding applies to cases where fees are paid by a sponsor or a funder other than NSFAS.

The following shall apply to letters of funding:
- The University will only accept letters of funding from approved sponsors (big corporates, public entities including SETAs, and companies that have MoAs with the University).
- Letters of funding should be on official letterhead, should be signed by an authorised signatory and should be sent from an official email address and send directly to bursaries@wsu.ac.za. Letters that are not on official letterhead and letters sent from unofficial and personal email address will not be accepted.
- The University will not accept letters of funding from students or staff to prevent fraud. The letter of funding should include contact details of the person signing the letter for verification purposes.
- Subsidy letters should be sent by WSU Human Resources (HR) personnel directly to bursaries@wsu.ac.za,
- The University reserves the right to verify the validity and authenticity of letters of funding from new sponsors. The verification of letters of funding may take up to 3 days. **New sponsors are encouraged to make upfront payments to the University in the first year of funding to avoid registration delays.**
- **Verification and approval of funding letters will take 2–5 days to ensure authenticity and prevent fraud.**
- Letters from employers/bursars should clearly indicate what the funding covers. e.g. tuition, residences, books, meals, international students levy, etc and the maximum amount of funding.
- Proof of application for a loan or bursary is NOT acceptable, nor sufficient for the purposes of registration clearance.

Clearance
- Financial clearance will only be processed after the necessary verification has been completed by FAB and for students with no outstanding debt.
- Bursary funded students who have debt not covered by the funder will be required to pay a percentage of the prior year debt and enter into a payment agreement to settle the balance before being cleared to register.
- The University will not accept new funding commitments from funders who have not settled prior year debt until a satisfactory payment arrangement for prior year debt has been made with the University.
- Students will be notified when they have been approved to register.

Fundi financial assistance

Students who do not have funding should consider asking their parents or guardians to apply for Fundi loans. Fundi Agents will be on each Campus during the registration period. Where the Fundi loan covers MIP and a % of prior year debt, students will be required to enter into payment agreement (signing a debit order) to pay the balance of fees and prior year debt.

The University offers a 10% discount to students who settle their fees through Fundi.

3. Self-funded students & students funded by Fundi

3.1 Self-funded students with no prior year debt

Self-funded with no prior year debt will be required to:
- pay MIP (Minimum Initial Payment)
- enter into a payment agreement for payment of current year fees

Students will be automatically cleared to register after required payments have been made and allocated to the student account.

The amount payable is indicated on i-enabler at the point of registration.

Self-funded students with no debt will be required to enter into payment agreement (signing a debit order) to pay the balance of current year fees within a month of registration.

3.2 Self-funded students with prior year debt

Self-funded with prior year debt will be required to:
- pay MIP (Minimum Initial Payment)
- pay a % of prior year debt as per the MIP schedule
- enter into a payment agreement for payment of prior year debt and current year fees

Students will be cleared to register after:
- required payments have been made and allocated to the student account
- a payment agreement has been reviewed and approved by student fees
- the debit order / debicheck mandate has been accepted by the person responsible for fees

The amount payable is indicated on i-enabler at the point of registration

3.3 Early settlement discount

The University offers a 10% settlement discount to students who settle their fees by March of each year. Students should equally note that the University will charge interest on outstanding prior year fees.

3.4 Credit balances

Students should note that prior year NSFAS credit balances cannot be used for registration purposes. Similarly, prior year bursary credit balances cannot be used towards MIP without the written permission of the sponsor. Only credit balances arising from cash payments by the student or parent can be used for registration purposes.

4. Minimum Initial Payment (MIP)

4.1 South African Citizens and Students with Permanent Residence
Tuition fees

Outstanding debt	Current year fees (MIP)
0 – R50 000 (25% of debt below R 50 000)	
+R50 000 (40% of debt if over R 50 000)	R5000

4.2 International Students

Tuition fees

Outstanding debt	Current year fees (MIP)
100% of prior year debt	R17 500

4.3 Residence fees
MIP for residences shall be as follows:
Leased residences

Outstanding debt	Current year residence fees MIP	
100% payable	**BCC**	46 100
	KOMANI	38 200
	Butterworth	46 400
	Mthatha	46 400
	100% of the estimated fees is payable upfront	

Owned residences

Outstanding debt	Current year residence fees MIP
100% payable	R17 500

Residence clearance for self-funded students

Self-funded students who have paid the minimum initial payment for residence are required to send their deposit slips with the correct student number to resclear@wsu.ac.za. Residence clearance will be processed after the funds have been

received and allocated to the student account and may take up to 3 workings days.

Students will be notified by email when the residence clearance has been processed. To avoid inconveniences, students are urged to come to campus only after the residence clearance has been processed.

4.4 Refund of MIP

4.4.1 MIP (Students unable to register)

In the event that a student has paid MIP and no longer wishes to register with the university, they can apply for a refund of the MIP.

To apply for a refund of MIP, students should log onto the student i-enabler account and complete the refund forms and upload supporting documents (proof of banking details).

The processing of refunds will take up to 5 working days, if there are no issues with the refund application or the supporting documents.

4.4.2 MIP (Students subsequently funded)

Students who have paid MIP and are subsequently funded may apply for a refund of the MIP if all the following conditions are met:

1. The student has no outstanding debt from prior year.

2. The funder has paid the amount due to the University

MIP refunds will be processed in October of each academic year.

5. AoD and payment agreements

All students who have prior year debt are required to sign an Acknowledgement of Debt form and enter into a payment agreement before being cleared to register.

Self-funded students who have no debt are required to enter into a payment agreement for the payment of current year fees within a month of registering.

The payment agreement should be completed by the person responsible for fees unless the student is employed. Verification of AODs and payment agreement will take up to 3 working days.

The AoD can be completed online and can be accessed below or on the website/ study with us/student finance:

AoD Form - Online/Web

Manual debit order forms can also be accessed here:

AoD Form Manual

The University will institute collections measures as per the debt collection policy on students who dishonour payment agreements.

6. Special cases registration

The University allows qualifying students to register without paying MIP following approval by the Special Cases committee at each Campus as per the Council approved Quotas.

All special cases applications should be submitted to the Campus Special cases committee within the approved application period The University reserves a right to not extend the special cases application deadline. The Institutional Office does not receive or process special cases applications.

7. Payment channels

The following payment channels are available:

• Bank Deposits and Electronic Funds Transfer

• Debit and Credit Card payments (over the counter)

• Debit and Credit Card payments (online)

• Debit order (Realpay)

The following payment mechanisms are not accepted:

• Cash Payments

• Cheque, Postal Orders and Telegraphic Postal Orders

The processing time for payments made provided the correct reference and the designated bank account are used is as follows:

Method of Payment	Processing time
Cash deposits	30 minutes to an hour
EFT payments from FNB	
Card and POS payments	
EFT from other banks	48 hours

In the event of a technical glitch, the processing time may be longer.

Payments from other banks should be made at least two days prior to registration to avoid inconveniences.

The University accepts forex / international payments from international students. To make a forex payment, the SWIFT code should be used, and provision should be made for bank charges. Students should also check the net amount received by the University in South African Rand.

Further information on the payment mechanisms is below:

7.1   Bank Deposits and Electronic Funds Transfer
Fees should be paid directly into the designated University bank account either by cash deposit or electronic funds transfer (EFT).

The banking details to be used are:

Bank: FNB
Account Name: WSU Student Fees Account
Account Type: Current
Branch Code: 210521
Account No: 52640012812
Recipient Ref: Student number (no spaces or extra characters)

For international payments, the **Swift Code** is **FIRNZAJJ**

Failure to use the correct reference or making deposits into other University banking accounts will cause delays in the verification of payments made, and consequently cause delays with financial clearance.

Students should not use banking details from unofficial sources as these are in most cases fraudulent. The University will not accept liability for deposits made into incorrect bank accounts.

Students are requested to use the correct reference (student number without leading and trailing spaces) when making a deposit or an EFT. Failure to use the correct reference number will result in processing delays and a delay in financial clearance.

EFT Payments from banks other than FNB will take 48 hours to process unless the pay and clear option is used.

Students are also advised that deposits which are not made to the designated fees account will take longer to process as those accounts are not linked to the student system. To avoid delays, students are urged to use the designated account for student fees.

In the event that a payment has been made with an incorrect reference or into the incorrect University banking account, depositors are required to send proof of payment/ deposit slips and student number to stddep@wsu.ac.za

The University does not accept proof of payment (bank deposit slips and ATM deposit slips) for financial clearance purposes. Students will be cleared to register after payments made have been receipted and allocated to the student account and the correct amount has been paid.

Direct deposits to the designated fee account as well as EFTs from FNB will be processed within an hour of making a deposit if the correct reference is used. EFTs from other banks will take up to 2 business days to be processed and allocated. Students will not be cleared to register until deposits have been receipted and allocated.

Payments by foreign students must be made in Rand and deposited into the University Bank Account. Provision should be made for bank costs.

7.2   Debit and Credit Card payments (over the counter)
Debit and credit card payment facilities will be available at Butterworth and Mthatha campuses.

Student identity cards must always be produced at the Student Fees Accounts Section and Cashier's Counter.

7.3   Debit and Credit Card payments (online)
Students can pay registration fees and balance of fees for the year through a debit or credit card on the i-enabler account. Payments will reflect immediately on student accounts. To make a payment log onto your student i-enabler account.

7.4   Debit order (Realpay)
Students who are not funded are required to enter into a payment agreement with the University by signing up for debit order. The debit can be used to pay the balance of prior year and current year fees (after paying MIP)

Debit order forms can be accessed at the following link. AoD Form - Online/Web

7.5   Payment and clearance queries
The University does not accept proof of payments (bank deposit slips and ATM deposit slips) for financial clearance purposes as these can be fraudulent. Proof of payment should however be retained and should be submitted to stddep@wsu.ac.za if the designated bank account or a correct reference was not used. Financial clearance will only be processed when payments made have been receipted and allocated to a student account.

7.6   Payment terms / Payment agreements

After registration, the balance of fees should be paid as follows:

Reg Block	Payment Agreement
1st Semester	01 Jan to 31 Mar – 50% of the debt is payable
	01 Apr to 30 May – 100% is payable
2nd Semester	01 Jul to 31 Aug – 50% is payable
	01 Sep to 30 Sep – 100% is payable
Year Programme	01 Jan to 31 Mar – 30% is payable
	01 Apr to 30 Jun – 60% is payable
	01 Jul to 30 Sep – 100% is payable

N.B. all fees for the 1st Semester must be paid by end May and the balance MUST be settled by end September.

7.7   Interest charged on outstanding debtors

- Interest will be charged for any amounts outstanding for more than 12 months.
- The rate applied will be the repo rate at the beginning of the year. Interest will be compounded monthly.

8.   Contact details for registration assistance (finance)

If you require assistance during registration, please submit a query via the following link using your regular email credentials: https://finaid.wsu.ac.za/

The standard turnaround times for queries are 48 hours for standard queries and 5 working days for complicated matters.

If your query is not addressed within 5 days, you may send an email to fabinst@wsu.ac.za with your finaid ticket number as reference. Emails with no ticket numbers will not be attended to.

Note

Each message should start with the student number and type of query.
The financial aid emails are:
- Mthatha Campus: fabmth@wsu.ac.za
- Butterworth Campus: fabbtw@wsu.ac.za
- Komani Campus: fabkom@wsu.ac.za
- Buffalo City Campus: fabbcc@wsu.ac.za
- Institutional Office: fabinst@wsu.ac.za

Important Notes for Email Queries:
- Include the student number, SMAX Ticket Number, campus, and type of query in the subject line.
- Emails sent to personal staff email addresses will not be attended to.
- When contacting the institutional office, copy the campus or forward the original message

Other contact details (Institutional);
- Queries related to student refunds: refunds@wsu.ac.za
- Queries related to Acknowledgements of Debt (AOD): aod@wsu.ac.za
- Queries related to student deposits: stddep@wsu.ac.za

Website:
Student finance information be accessed on our website at the following link:
https://www.wsu.ac.za/index.php/study-with-us/student-finance

All funding appeals should be submitted within the deadlines communicated by NSFAS. Late applications may not be considered by NSFAS.

The information on the website includes:

1. Registration guidelines
2. MIP schedule
3. Refund terms and conditions
4. Banking details
5. Special Cases Guidelines
6. Contact details
7. AOD's
8. Links to bursary applications

RESIDENCE APPLICATION AND REGISTRATION PROCESS

Please note that there are limited spaces in university residence and admission to study at WSU does not guarantee a place in residence.

Places are awarded on a first come first served basis.

New students and returning students may apply online for residence accommodation by clicking the following link: https://ieweb.wsu.ac.za/pls/prodi41/w99pkg.mi_

Returning and prospective students need to apply for a residence using the link above which will allow students to show interest in accommodation for the year 2026. The university will allocate students to residences either on Campus or off Campus based on pre-defined criteria as set out in the policy on room allocations to students.

Preference will be given to students who reside in spaces that are far from the university by at least 50km.

As per section 9 of the Policy on room allocations to students, Funded students (NSFAS, Bursaries, and Grants) who may not meet other criteria listed, shall be catered for both on-campus and off-campus accommodation. Self-paying students who wish to be accommodated in privately owned residences will be accommodated upon payment of the residence MIP.

The residence officer will approve the allocation and the student will get a system notification with an attachment which is a signed allocation approval form/letter which he/she will allow for key collection students are reminded to comply with rules and regulations, code of conduct as well as the student disciplinary code as per the WSU policies and general prospectus.

2026 RESIDENCE REGISTRATIONS

Registration for residence accommodation can only take place after academic registration.

Residences Open

First Year Students: Tuesday, 04 February 2026
Returning Students: Tuesday, 04 February 2026

Contact Details for Residences:

Campus	Contact Person	Contact Details
Mthatha	Mr Xolisani Nkosana Mr Maphelo Ndzingani	xnkosana@wsu.ac.za mndzingani@wsu.ac.za Tel: 047 502 2517
Butterworth	Ms Tabisa Nyangule	tnyangule@wsu.ac.za Tel: 043 401 6315
Buffalo City	Mr Sandile Ntwanambi	sntwanambi@wsu.ac.za Tel: 043 702 9379
Komani	Lavisa Nomkwanana Xolisa Jayiya	nkundayi@wsu.ac.za xjayiya@wsu.ac.za Tel: 040 842 6983

INTERNATIONAL STUDENTS' REGISTRATION REQUIREMENTS

The rules around the acceptance of international students are legislated by the South African Home Affairs Department, thus WSU as an institution that exists within the ambit of South Africa and governed by the Higher Education Act has to comply with these. The guidelines given below seek to accommodate the international students, with the necessary compliance requirements in

order to register successfully as a WSU student. All International students who have been accepted to an academic programme of study at WSU should please take note of the following pre- registration requirements:

NB: All supporting documents must be certified.

a. A valid passport;
b. A valid study visa, endorsed specifically for WSU and must cover the duration of their study period.
c. A proof of medical aid cover, registered & administered in South Africa.
d. A valid asylum seeker permit, refugee identity document or permanent residence permit

Contact Details for International Office

Zolisa Ntozakhe
Tel: 043 702 9267
international@wsu.ac.za

ONLINE REGISTRATION PROCESS

The following steps should be followed in completing the online registration process.

1.   Register Online Off campus

For those students who may not have access to online resources, demarcated computer labs shall be available on campus for use during the registration period as follows:

Campus	Offering Site	Computer Lab
Buffalo City	Chiselhurst	FF4
	College Street	AC1.1 and C1.2
	Potsdam	C9 and C10
Butterworth	Ibika	Great Hall
Komani	Whittlesea	Lab C25
	Grey Street	A17
Mthatha	Nelson Mandela Drive	Great Hall
	Zamukulungisa	Utility Hall

NB: All students need to be financially cleared before they can register online.
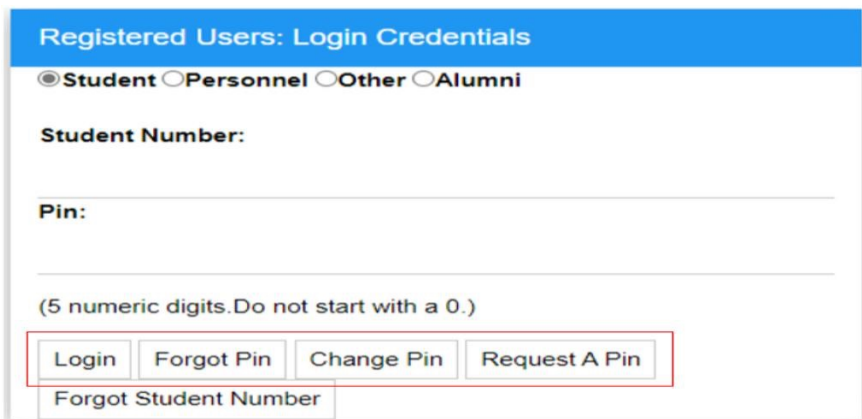
International Students need to be cleared for international compliance before they can register online.

ONLINE REGISTRATION DATES

Category	Start Date	End Date
Returning Students and Students with firm admissions	Wednesday, 07 January 2026	Friday, 30 January 2026
First Time entering/ New Students	Tuesday, 15 January 2026	Friday, 30 January 2026
• Amendments to registrations, • Subject Cancellations • Subject Additions	Monday, 02 February 2026	

NB: No subject/ module additions or cancellations will be allowed after the scheduled period has concluded.

Students must follow the following steps to be able to register online:

NB: Please note that registration is done online and on a first-come first first-served basis , subject to availability of space for FTENs

1.   Academic Admission:
- You must first be admitted to a qualification.
- Confirm your admission status on the website using this link https://status.wsu.ac.za/status/status.php

2.   Student Number and Pin
- You must have a valid student number and an activated PIN to be able to log in to the online system.
- Forgot your pin or requesting a new pin? Click on the link and the PIN shall be sent to your email address: https://status.wsu.ac.za/reset/index.php

3.   To register online Click on:
        https://ie.wsu.ac.za/pls/prodi41/w99pkg.mi_login

4.   It remains the student's responsibility to ensure that:
- They have registered for the correct qualification.
- They have selected and registered the correct subjects/ modules.
- They have the correct proof of registration.
- They have a valid student card for the current year

5.   International Students
All international students must comply with the legislation of the South African Home Affairs Department.

Compulsory pre-registration clearance for International Students:
- A valid passport

- A valid study visa endorsed specifically for WSU to cover the duration of your study period.
- Proof of medical aid cover, registered and administered in South Africa.
- A valid asylum seeker permit, refugee identity document or permanent residence permit.

The International students' clearance is administered through the Internationalization and Partnerships Directorate. All queries should be directed to: international@wsu.ac.za

STEP BY STEP ONLINE ACADEMIC REGISTRATION:

Step 1: Access the WSU Online Registration Portal
- Go to the WSU website and click on the Student Portal link, or use the direct link: Access the WSU Online registration portal

Step 2: Login and PIN Retrieval
- Registered users will appear.
- Select Student and type in your student number and Personal Identification Number (PIN).
- Click on Login if you know your PIN, otherwise click on Request a PIN. Your PIN will be sent to your registered email address.

Forgot your PIN?
- You can retrieve your PIN by clicking on Reset PIN.
- Enter your Student Number, ID or Passport Number, and Full Name.
- If entered correctly, your PIN will be displayed on the page.
- Request PIN?
- You can request your PIN by clicking REQUEST PIN on REQUEST PIN
- Enter your Student Number
- If entered correctly, your PIN will be sent to your email.

Step 3: Academic Registration
- Select Academic Registration from the left menu.
- Even if you are fully accepted, there may be issues preventing registration. Check under Registration Restrictions for any issues.

Rules and Regulations
- Select Rules and Regulations and read through the document.
- Click on the I Accept button at the bottom (you may need to scroll down to see it).
- Acceptance of the Rules and Regulations is compulsory and serves as your electronic signature, stored in your student file.

Step 4: Submit Registration and Select Subjects
- Select Submit Registration from the left menu.
- Verify that the displayed qualification details are correct.
- All fields marked with an asterisk (*) must be completed.
- Select your Employment Status from the dropdown list.
- Click on Save and Continue.

Possible Subject Selection:
- Select your subjects by ticking the box next to each subject.
- Note for returning student: You may not register for subjects where the prerequisite has not been met; these will be indicated with a red button.

On the next screen:
- Verify your selected subjects for the whole year.
- If you wish to change a subject, click the previous item in the process trail at the top.
- Once verified, click on Continue, Save and Continue.

Print Registration Details or Print Cost Details:
- You can use the Print Registration Details or Print Cost Details buttons to print a list of subjects or costs.
- Important: You are NOT yet registered at this point— you MUST click on the Accept Registration button to complete the registration.
- Accept Registration
- If you are satisfied with your subject selection and wish to proceed, click the Accept Registration button.

Step 5: Proof of Registration
- Select Proof of Registration from the left to print your proof.
- The Proof of Registration should include:
- 2026 Academic Year
- Your correct personal details
- Correct Qualification and Subjects.
- Save the proof of registration document.
- Congratulations, you have registered successfully.

Step 6: Issuing of Student Cards
- When on campus, visit the student card printing station/office to get your student card.
- Present the saved proof of registration for printing your student card.

RESIDENCE ONLINE REGISTRATION PROCESS

Returning students who had re-applied for residence must also register online for their pre-allocated rooms.

a)   Click on the residence registration icon.
b)   Accept registration and print proof of residence registration.

Residence Room Allocation Process Flow

Action	Option on Active System	Responsible Person
Submit residence provisionally acceptance letter and proof of registration	Manual	Registered Student
Student pay deposit / fees (OR obtain financial clearance WHERE APPLICABLE)	System	Registered Student
Student register for residence	Student iEnabler or Back-office	Student or Residence officer
Student submit proof of residence registration	Student iEnabler or Back-office	Student or Residence officer
Student complete and submit inventory form	Manual	Student and residence officer
Keys issued to a student	Manual	Residence Manager

PRINTING OF YOUR STUDENT CARD

a.   Produce your proof of registration to the dedicated Campus Control service desk at your campus.
b.   Verify and collect your 2026 student card.

ORIENTATION DATES

Orientation is a transitional process for new first-year students from basic education to higher education to adjust to a new learning environment. Orientation aims to provide new first-year students with enabling and adjustment interventions as they transition into a new learning environment.

Please take note of the scheduled orientation dates, which are compulsory to attend.

FTEN Orientation		
Campus	**Start Date**	**End Date**
All Campuses	Monday, 02 February 2026	Friday, 06 February 2026
Link for Data Provisions	https://students.wsu.ac.za/mobileverify/	

ACADEMIC ADVISING SUPPORT

The academic advising office can assist you with the following:

• At the time of registration, if you are having challenges relating to locating the service you need.
• When you are not sure about what the course you have enrolled in will enable you to do after completing it.
• When you are not sure about what the course you have enrolled in will enable you to do after completing it.
• When you are not sure about what the course you have enrolled in will enable you to do after completing it.
• Provide you with information about the various services you will require during your time at the University.
• If you have learning challenges, they will refer you to offices that will help you to ensure that you succeed, such as the Writing Centre, Learning and Teaching with Technologies, ICTs, Library, Peer-to-Peer help and many others.
• They can assist you make the right decisions when selecting your majors in line with your career ambitions.
• Help you with building your academic schedule to ensure that you succeed at university.
• Help you with skills such as study techniques at university, presentation skills, time management, note taking and many others.
• They have senior students called Buddies, whom you can freely contact for assistance on issues relating to your university studies.
• They will help you understand the University graduate attributes that the University expects you to have by the time you leave the University.

NAME	CONTACT DETAILS		
	Office Number	Cell Number	Email Address
Ms Kulukazi Madikizela	043 708 5285	084 465 9327	kmadikizela@wsu.ac.za
Ms Okuhle Nkondlwana	043 708 5398	073 743 8119	onkondlwana@wsu.ac.za
Ms Rose Kalake	047 401 6071	076 229 9664	tkalake@wsu.ac.za
Ms Remaketse Lekhehle	040 842 6867	073 250 7725	rlekhehle@wsu.ac.za
Ms Tembela Mthengi	047 502 2848	083 966 5785	tmthengi@wsu.ac.za
Ms Nolwandle Nongauza	047 501 1506	082 260 8436	nnongauza@wsu.ac.za
Ms Nomvuyo Nyembezi	047 501 1513	073 123 9062	nnyembezi@wsu.ac.za

ACADEMIC RULES AND REGULATIONS

Please familiarise yourselves with the University's Important dates, academic rules and student code of conduct available in the General Calendar 2026 booklet, as well as Faculty and qualification-specific rules and regulations available in the Faculty calendars.

GENERAL REGISTRATION ENQUIRIES

Campus	Contact Person	Contact Number
Buffalo City	Ms N Maneli	043 709 4039
Butterworth	Ms Y Ndamase	047 401 6396
Komani	Ms B Mzamo	040 842 6806
Mthatha	Mr M Ngamlana	047 502 2448
	Mr F Mantiyane	047 502 2835
International Students Office	Z Ntozakhe	043 702 9267

UNIVERSITY CALL CENTRE – TELEPHONE LINE

Campus	Contact Number
Buffalo City	043 708 5200/ 043 709 4000/ 9200
Butterworth	047 401 6000
Komani	040 842 6800
Mthatha	047 502 2111 (Nelson Mandela Drive Site) 047 501 1400 (Zamukulungisa site)

CAMPUS SECURITY SERVICES CONTACT DETAILS

Campus	Contact Details
Buffalo City	043 708 5320 - 0716084476
Butterworth	0810187624
Komani	040 842 6884 - 040 842 2414 083 428 6372
Mthatha	047 502 2349 – 047 502 2754 047 501 1461 – 072 195 5438

STUDENT AFFAIRS STUDENT COUNSELLING UNIT

Services offered and contacted details

- Student counselling (Face-to-face and online)
- Individual and group counselling
- Career assessment
- Psychometric assessments
- Induction workshops targeting first-year students.
- Sessions on transition to university environment
- Student development programmes
- Peer education, peer helping and residence mentorship programmes.
- Information sharing sessions about support services offered in the university.

Campus	Senior Student Counsellor	Contact Details
Buffalo City	Mrs N Mzamo-Mrwetyana	043 702 5442 Nmzamo-mrwetyana@wsu.ac.za
Butterworth	Mr N Sidinile	084 600 6319 nsidinile@wsu.ac.za
Komani	Ms N Daweti	072 283 7818 ndaweti@wsu.ac.za
Mthatha	Ms K Ntakana	071 308 9815 kntakana@wsu.ac.za

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