WALTER SISULU UNIVERSITY
2023 REGISTRATION GUIDELINES

ONLINE REGISTRATION DATES:

Category	Start date	End date
Returning students	Tuesday, 10 January	Friday, 03 February
First Time Entering/ New students	Monday, 23 January	Friday, 27 January

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

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

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

3. Follow the voice note guideline 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:
- A valid passport.
- A valid study visa endorsed specifically for WSU.
- Proof of medical aid cover, registered and administered in South Africa to cover the duration of your study period.
- A valid asylum seeker permit, refugee identity document or permanent residence permit.
- Upfront payment of the tuition fees.

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

FINANCIAL CLEARANCE & REGISTRATION

1. NSFAS Funded Students

1.1 First time entrants (FTENs)
The University will obtain the list of FTENs approved for funding directly from NSFAS. FTENs approved for funding will be able to complete online registration after funding approval has been confirmed by the University. Students will be notified by sms or email when they have been cleared to register.

1.2 Returning students
The University will prepare a provisional list of returning students eligible for NSFAS funding following the publication of results and/or obtain the list of returning students approved for funding by NSFAS, whichever is earlier.

1.3 Appeals
Students who are not funded and have submitted appeals will not be allowed to register until their appeal has been approved.

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 University does not involve itself in disputes between a sponsor and beneficiary.
The following shall apply to letters of funding:
- The University will only accept letters of funding from approved sponsors.
- 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.
- **The University will request a surety / acknowledgement of debt from private companies which do not have an existing MoA with the University.**
- The letters of funding should be signed by a duly authorized official and on an official letterhead and should be sent directly by the funder from an official email address to **bursaries@wsu.ac.za**. No letters of funding will be accepted from students. This is to prevent submission of fraudulent letters.
- The letter of funding should include contact details of the person signing the letter for verification purposes.
- Financial clearance will only be provided after the necessary verification has been completed by FAB. Students will be notified when they have been approved to register.
- Mere proof of application for a loan or bursary is NOT acceptable, nor sufficient for the purposes of registration.
- The letter of funding should indicate what is covered by the funding, e.g. tuition, residences, books, meals, international students levy, etc.
- **Students with outstanding debt will be required to pay a percentage of the prior year outstanding debt as per the MIP schedule.**

3. Self-funded students
Self-funded students are required to pay the MIP as per the Council approved 2023 MIP schedule, unless a student has been approved to register by the Special Cases Committee. The amount payable is set out below:

Outstanding debt	Amount payable
Nil or credit balance	Refer to MIP schedule
0 – R50 000	Refer to MIP schedule
+R50 000	Refer to MIP schedule

Students should note that prior year NSFAS credit balances cannot be used for registration purposes. Similarly, prior year credit balances on bursary funded students cannot be used towards MIP without the written permission of the sponsor.
The MIP for residences is set out in the MIP schedule.

4. Special cases registration
The University allows some students to register without paying MIP or a % of outstanding debt following approval by the Special Cases Committee at each Campus. Quotas have been set with the maximum number of students that can be assisted through special cases.
All special cases applications should be submitted to the Campus. The Institutional Office does not process special cases applications.

5. Payment mechanisms are as follows:
Where the correct reference number and the designated banking account has been used, and payment is from FNB account or a cash deposit, financial clearance will be processed within an hour. Payments from another bank may take up to 48 hours to verify. Payments from other banks should be made at least two days prior to registration to avoid delays.

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

5.1 Cash Payments
The University no longer accepts any cash payments at the cashier's windows (for security reasons). Students are therefore requested not to attempt to make cash payments. Please note that no cash should be paid to any University official. The University will not be held liable for any loss as a result of cash paid to University officials in contravention of this notice.

5.2 Bank Deposits and Electronic Funds Transfer
Fees should be paid directly into the 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
Account No. 52640012812
Branch code: 210521
Recipient ref: (Student number) – no spaces or extra characters

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.

In the event that a student has made a payment with an incorrect reference or into the incorrect bank account, students are required to send proof of payment / deposit slips and student number to **studentdeposits@wsu.ac.za**.

5.3 Proof of Payment
The University does not accept proof of payments (bank deposit slips and ATM deposit slips) for financial clearance purposes to prevent fraud. Proof of payment should be retained and may need to be used to verify receipt of funds if the designated bank account or a correct reference was not used. Financial clearance will only be processed when the University has verified payments made.

5.4 Cheque, Credit Card Payments, Postal Orders and Telegraphic Postal Orders

Cheque Payments, Postal Orders and Telegraphic Postal Orders are no longer accepted as a payment method.

No credit card payments will be accepted due to the need to observe social distancing.

6. Accommodation
There are limited places in the University residence and admission to study at WSU does not guarantee a place in residences. You have to apply for residence by clicking on the link below and if unsuccessful due to not meeting minimum requirements and other criterion, you can make your own alternative arrangements.
https://ie.wsu.ac.za/pls/prodi41/w99pkg.mi_login

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 2023. Then the university will allocate students to residences either on Campus or off Campus based on pre-defined criteria as set out in the Residence Allocation Policy.

Only students that are funded will be eligible for accommodation at both, WSU-owned and privately leased student accommodation, and where "students are privately funded", or "self-funded" room allocation will be only done once they have paid 100% of the annual residence fees in advance.

Once the students have enrolled / registered, the system will automatically check the qualification that the student is registered for, the academic year and validate the funding status or proof of payment. Once all these have been checked, a student will be allocated a room from a list of buildings provided or residence selected according to the system configuration and Residence Allocation Policy.

It is strongly recommended that the student acknowledge the rules and confirm the allocation via the online system after which, must "check-in or collect their room keys within 48 hours" as residence space is limited.

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 have to present during key collection

Students are reminded of the various policies contained in the prospectus as well as the house rules or student disciplinary code as they impact accommodation.

Issued by:
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