

HOW TO COMPLETE THE STUDENT CONTRACT VIA THE STUDENT SELF-SERVICE PORTAL

Note: The Student Contract is a mandatory agreement that all new and returning students (undergraduate, postgraduate, part-time, and online) must complete before they can proceed with online registration. By signing this contract, students acknowledge the following:

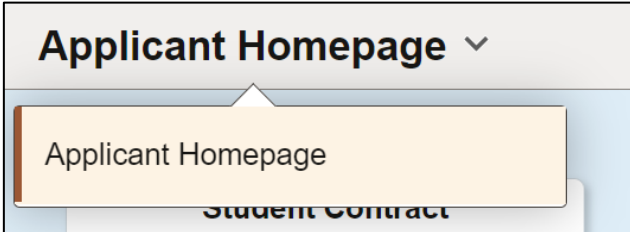
- Their understanding of the limitations of liability outlined in the contract.
- Agreement to the provisions in the application and registration forms.
- Awareness of tuition fees, payment deadlines, financial responsibilities, and key declarations.

The Student Contract must be completed at the start of the online registration process, which begins in January 2025. It is accessible via the self-service portal and is a prerequisite for registration. All students, including those funded by NSFAS or external donors, are required to complete this contract. Supporting documents are not required at the time of completing the contract but must be uploaded within one month thereafter. Students need to ensure that this contract is signed in hard copy by their parent/guardian/spouse/third party and returned to the University by no later than 02 April 2025. Failure to complete the Student Contract will prevent a student from proceeding with registration. Below are the steps to follow to complete the contract.

1

Log into student self-service portal:

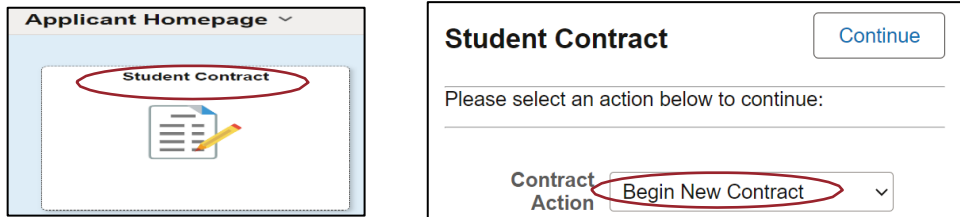
<https://self-service.wits.ac.za/>
Click on **Applicant Homepage**.



2

Click on Student Contract

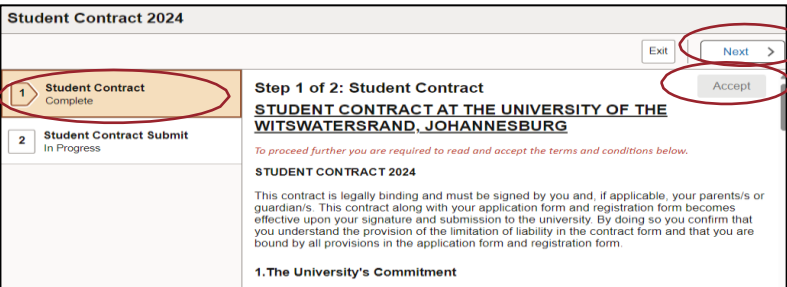
1. Click on the **Student Contract** tile.
2. Select **Begin New Contract** from the drop-down options.
3. Click **Continue** to proceed to the next step.



3

Step 1 of 2: Student Contract

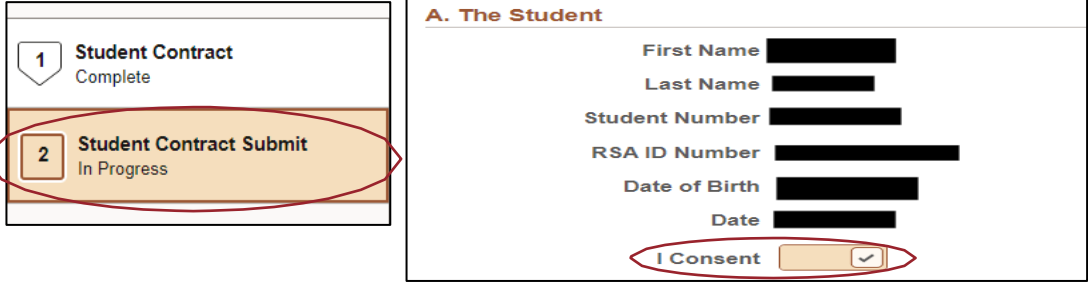
Read and **Accept** the terms and conditions of the student contract. Then click **Next**.



5

Step 2 of 2: Section A


Review your personal details and provide consent.



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Step 2 of 2: Section B (Only complete if you are under the age of 18 years)

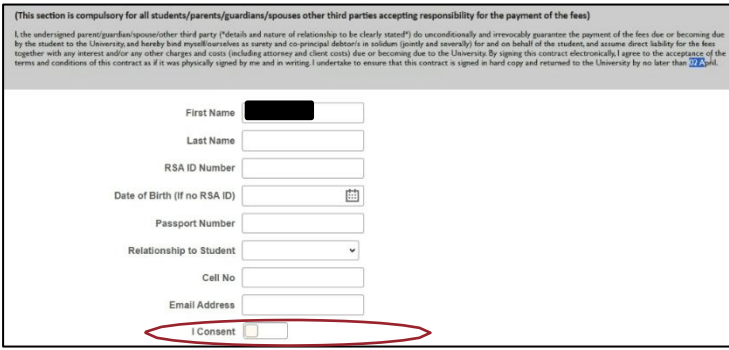
Populate parent/guardian details and consent.



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Step 2 of 2: Section C

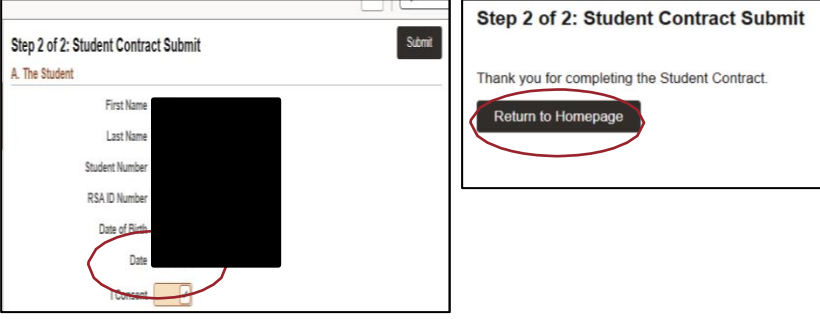
Populate Surety and Co-Principal Debtor in Solidum and consent.



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Step 2 of 2: Submit Student Contract and Return to Homepage

Click **Submit**. Then click on **Return to Homepage**.



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Student Contract and Download Contract

1. Go to the **Student Contract** tile.
2. Select **Continue/View Contract** from the drop-down options.
3. Select the relevant **Academic Year** then click **Download Contract**.

