

UNIVERSITY OF THE WITWATERSRAND, JOHANNESBURG
FACULTY OF COMMERCE, LAW AND MANAGEMENT

2025 POSTGRADUATE REGISTRATION LETTER

Dear Student,

NEW STUDENTS:

Congratulations on being accepted for your respective degree and welcome to the CLM family. We have no doubt that your decision to apply for enrolment will prove to be very worthwhile, both in terms of your personal development, as well as in your future career.

Please **ACCEPT** your offer online at the Self-Service Portal: <https://self-service.wits.ac.za/>

For any query on your application, kindly contact SEnC: <https://www.wits.ac.za/postgraduate/contact-us/>

RETURNING STUDENTS:

If you are returning to the roost, welcome back home. We trust that 2025 will bring you much positivity with all your academic endeavors met with success.

It is that time of year again when the much needed administration must take its course to ensure that you are in readiness to take on 2025 stress-free. The University takes great pride in ensuring that your registration process is one that is professional, efficient and speedy. With this in mind, the institution has made the facility of online registration available to all students.

This facility will allow a student to access a self-service portal from anywhere in the world and, with a click of a button, enroll for 2025. The University encourages students to use this method of enrollment as it saves one from attending a manual registration which most often entails standing in long queues and waiting long periods to be enrolled. Many students have already registered using this portal and were able to obtain a proof of registration as well as receive a fee statement after 24- 48 hours.

IMPORTANT NOTICE

Faculty is aware that there might be some students who may experience problems registering online or who may not have the resources to log onto a PC and execute their registration remotely. It is for this reason that Faculty Office has dedicated a date for **Assisted Registrations**. We have reserved **Sturrock Park** on the West Campus (Braamfontein) for the **21st of January 2025** from **12:00 to 16:00** – to assist ONLY affected students.

If your registration cannot be executed on the date above, note that you will be required to secure an appointment with your relevant Faculty Officer listed below to have this concluded at their office. *Appointments must only be made if all the requisite clearances have been obtained (Fees and International)*. If these clearances have not been received before meeting with your Faculty Officer, you will be requested to ascertain these documents before you can be assisted at Faculty Office. It is therefore of paramount importance that these clearances are secured to avoid having to walk around campus during this very busy time.

Below please find details on the dates that this functionality is open per degree as well as how to execute the online process.

SCHOOL OF ACCOUNTANCY

Program	ONLINE registration dates
<i>PhD</i>	02 January – 31 March 2025 (NEW AND RETURNING STUDENTS)
<i>Masters by Research</i>	02 January – 31 March 2025 (NEW AND RETURNING STUDENTS)
<i>Master of Commerce (Coursework)</i>	02 January – 27 January 2025 (NEW AND RETURNING STUDENTS)
<i>Honours</i>	02 January – 27 January 2025 (NEW AND RETURNING STUDENTS)

SCHOOL OF LAW

Program	ONLINE registration dates
PhD	02 January – 31 March 2025 (NEW AND RETURNING STUDENTS)
Masters by Research	02 January – 31 March 2025 (NEW AND RETURNING STUDENTS)
LLM	02 January - 07 February 2025 (NEW AND RETURNING STUDENTS)
Postgraduate Diploma in Law	02 January - 07 February 2025 (NEW AND RETURNING STUDENTS)

SCHOOL OF BUSINESS SCIENCES

Program	ONLINE registration dates
PhD	02 January – 31 March 2025 (NEW AND RETURNING STUDENTS)
Masters by Research	02 January – 31 March 2025 (NEW AND RETURNING STUDENTS)
Master of Commerce (Information Systems)	02 January – 27 January 2025 (NEW AND RETURNING STUDENTS)
Honours	02 January – 27 January 2025 (NEW AND RETURNING STUDENTS)

SCHOOL OF ECONOMICS AND FINANCE

Program	ONLINE registration dates
PhD	02 January – 31 March 2025 (NEW AND RETURNING STUDENTS)
Masters by Research	02 January – 31 March 2025 (NEW AND RETURNING STUDENTS)
Master of Commerce	02 January – 27 January 2025 (NEW AND RETURNING STUDENTS)
Honours	02 January - 27 January 2025 (NEW AND RETURNING STUDENTS)

IMPORTANT:

- All students who will be submitting their research at the **end of February 2025** (for examination) are required to register for the 'Awaiting Examiners' code upon submission of research.
- According to University policy, **NO person** may attend any course or proceed as a candidate for any qualification unless he/she has a valid student registration.

STEP by STEP Process for Online Registration

For students who are eligible to register **ONLINE** and who will make use of this option, please follow the following steps to complete your online registration:

STEP 1:

Make sure you have made your first payment. Make sure your payment has been made at least **2 days** before registration. (Please see below for more information on the first payment options)

STEP 2:

Login to the Student Self-service website with your student number and password.
<https://self-service.wits.ac.za/>

STEP 3:

Click on **ACADEMIC RECORDS** and then click on **REGISTER ONLINE**.

STEP 4:

You will see your personal details on screen. Click on the **PERSONAL INFORMATION** link to change any incorrect details. A new window will open up so that you can change your details.

STEP 5:

Click on **REGISTER ONLINE** to proceed with your registration. View the details of your academic programme and click **VALIDATE** to validate the information and then **SUBMIT** to finish the process.

STEP 6:

Tick the Accept box and then click on **PROCEED** to accept the disclaimer. You are now registered.

STEP 7:

Please visit the iCAM Office at Solomon Mahlangu House, Wits Main Campus, to obtain your student card.

Upfront Payments:

All South African students are required to have made the upfront payment as stipulated in your letter of acceptance. Once you have paid, kindly send your proof of payment to Mark.Cryer@wits.ac.za so that you are cleared to register.

- **Please ensure that you pay 2 to 3 working days before you attempt to register using the online system.**
- **Receipt IT System** – this is a new functionality from FNB where only a student number can be used when depositing – any other reference will reject.
- For further information please go to: <https://www.wits.ac.za/study-at-wits/fees-and-funding/>

Bursary/External Funder:

If you are being sponsored or studying through a bursary, kindly send a letter from your company (on a company letterhead) signed off by your HR Director or relevant authority to confirm that the company will be paying your tuition for the year of registration.

- **This letter must be sent to Ivan.Naidoo@wits.ac.za and at least 2 to 3 working days before attempting online registration.**

University Banking details are as follows:

Self-funded Payments		Sponsor Payments	
Bank	First National Bank	Bank	First National Bank
Account Name	WITS STUDENT FEES	Account Number	62009421570
Account Number	622 7055 1015	Branch Code	210554
Branch Code	210 554		
Reference Number	(Your student number)	Reference Number	(Donor reference no)

Online Payments
1. Click on student self-service portal and log on.
2. Click on student financials
3. Click on "Make a Payment"
Make an Online Payment (Click Here)
Reference Number (Your student number)

INTERNATIONAL STUDENTS

Please refer to the following link regarding requirements for international status clearance:

http://www.wits.ac.za/prospective/international/11390/international_students.html

You may contact the International Students Office via:

studysa.international@wits.ac.za or +27(0) 11 717 1054

The **Self-Service portal** can be used to pay your fees (and to change your personal details). Please ensure that you log onto this service: <https://self-service.wits.ac.za/>. If you are experiencing any difficulties with online registration, kindly contact the listed individual(s) below for assistance.

Ms Susie Maluleke: Susie.maluleke@wits.ac.za

Ms Sibongile Dhladhla: Sibongile.dhladhla@wits.ac.za

Mr Oliver Niewenhuys: oliver.niewenhuys@wits.ac.za

The University wishes you well with your academic endeavors.

Kind Regards,

Mrs Marike Bosman (Faculty Registrar)