

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

2025 POSTGRADUATE REGISTRATION LETTER – WBS

Dear Student,

Congratulations on taking the next step in your academic journey, and welcome to the CLM family! Whether you are a **new student** joining us for the first time or a **returning student** continuing your studies, we are excited to support you on this path to personal growth and professional success.

To ensure a smooth start to 2025, it is important to complete the necessary administrative tasks promptly. The University offers a convenient **online registration platform** via the Student Self-Service Portal, which allows you to manage your enrolment from anywhere in the world.

New Students:

- Accept your Application Offer online via the Self-Service Portal on the applicant home page under admissions: <https://self-service.wits.ac.za/>
- For any queries regarding your application, please contact SENc: <https://www.wits.ac.za/postgraduate/contact-us/>

A. **STUDENT SELF-SERVICE PORTAL:**

It is crucial that you access the **Student Self-Service portal** to capture your registration, view your student information, update personal details, retrieve academic results, etc. Please ensure that you log onto this service: <https://self-service.wits.ac.za/>

B. **CLEARANCE TO REGISTER:**

All students are required to obtain fee clearance **BEFORE** attempting to register online.

a) **Upfront Payments:** Students are required to have made the upfront payment as stipulated in the letter of acceptance. Once you have paid, kindly send your proof of payment to Mark.Cryer@wits.ac.za / dept-finance-feesoff@wits.ac.za so that you are cleared to register.

- Please ensure that you pay **2-3 working days before** you attempt to register.
- **Receipt IT System:** is a functionality from FNB where only a student number can be used when depositing – any other reference will reject.

b) **University banking details:**

Bank: First National Bank

Account Number: 622 7055 1015

Branch Code: 210 554

Branch: Braamfontein

SWIFT Code: FIRNZAJJ (International students only)

Reference: Student number **(ONLY)** *Please do not use another reference*

c) **International students:** are required to further obtain international clearance from the International Students Office (ISO): <https://www.wits.ac.za/internationalstudents/international-clearance-to-register/>

- You may contact the ISO via: studysa.international@wits.ac.za or +27(0) 11 717 1054
- **Sponsored students:** the Wits Business School (WBS) together with the Wits Financial Aid and Scholarships Office (FASO) can offer assistance in obtaining clearance for registration. In order to

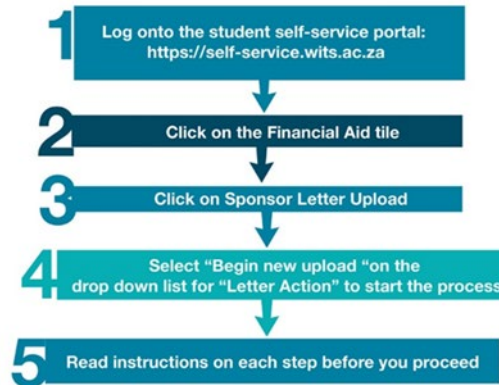
obtain a clearance, please follow these steps:

- **NB:** Accept your Application Offer online via the Self-Service Portal prior to uploading the letter.

SPONSORSHIP LETTER UPLOAD IS NOW ONLINE

Students who are funded can now submit a sponsorship letter to the Financial Aid Office online.

The online upload process is as follows:



NB - Applications will be assessed within 48 business hours provided all required information has been submitted.

Benefits of this process:

- Students Upfront Fee payment (OFE) flag can be lowered
- Facilitate payment of fees-sponsored students
- Fast track the lowering of outstanding fees flag (SFB)
- Facilitate the payments of allowances

#NoMoreQueues

- Should you experience issues please contact: Lerato.Komana@wits.ac.za or 0117171505

d) **Student Fees:** <https://www.wits.ac.za/study-at-wits/student-fees/>

C. **REGISTRATION:**

Important Notice

- Valid Registration Required:** University policy mandates that no individual may attend courses or proceed as a candidate without a valid student registration.
 - Accept Firm Offer First:** Ensure your Firm Offer (application) is accepted before proceeding with registration.
 - Research Submission:** Students submitting research for examination by February 2025 must register for the "Awaiting Examiners" code at the time of submission.
 - Limited Spots Available:** Programme seats are limited based on the school's targets. Registration **will close early** once spots are filled, so register promptly to secure your place.
- **Register online** via the Self-Service Portal by clicking the **REGISTER ONLINE tab** and following the prompts.
 - For more details, visit the official registration page: [Registration 2025 - Wits University](#)
 - Receive your proof of registration within 24-48 hours.
 - For assistance, attend **Assisted Registrations** at **Sturrock Park, West Campus (Braamfontein)** on **22 January 2025, 12:00-16:00**, or contact your designated Faculty Officer.
 - After registration, you are required to do your **mandatory biometrics** and collect your **student card** at the satellite ICAM Office (Parktown Campus) which will open from 2 January to 7 February 2025. Bring proof of identity. Office hours: Monday-Friday, 08:30-16:00.

Below please find details on the dates that online registration is open per degree:

GRADUATE SCHOOL OF BUSINESS ADMINISTRATION – (Wits Business School)

QUALIFICATION	ONLINE REGISTRATION DATES	NOTES
DOCTOR OF PHILOSOPHY (PhD)	NEW STUDENTS: 09 Dec 2024 – 28 Feb 2025 RETURNING STUDENTS: 02 Jan 2025 – 28 Feb 2025	
MASTERS by Full Research (Dissertation)	NEW STUDENTS: 09 Dec 2024 – 28 Feb 2025 RETURNING STUDENTS: 02 Jan 2025 – 28 Feb 2025	
MASTERS by Coursework & Research: <ul style="list-style-type: none"> • Master of Business Administration (BCA14) • Master of Business Administration (MBA) in the field of Healthcare Leadership (BCA14) • Master of Management in Entrepreneurship and New Venture Creation (BCA15) • Master of Management in Finance and Investment (BCA16) • Master of Management in African Philanthropy (BCA17) • Master of Management in Energy Leadership (BCA18) • Master of Management (BCA01) in the field of: <ul style="list-style-type: none"> ➤ Digital Business ➤ Strategic Marketing ➤ Business & Executive Coaching ➤ Innovation Studies ➤ Energy Leadership 	NEW STUDENTS: 09 Dec 2024 – 5 days before the commencement of your first class. RETURNING STUDENTS: 02 Jan 2025 – 5 days before the commencement of your first class.	
POSTGRADUATE DIPLOMA: <ul style="list-style-type: none"> • Postgraduate Diploma in Business Administration (BXA02) • Postgraduate Diploma in Energy Leadership (BXA03) • Postgraduate Diploma in Energy Leadership (Electricity Stream) (BXA03) • Postgraduate Diploma in Digital Business (BXA04) • Postgraduate Diploma in Management in the field of Business Administration (BXA00) 	NEW STUDENTS: 09 Dec 2024 – 5 days before the commencement of your first class. RETURNING STUDENTS: 02 Jan 2025 – 5 days before the commencement of your first class.	
DISTANCE MODE (ONLINE) PROGRAMMES: <ul style="list-style-type: none"> • Postgraduate Diploma in Business Administration (BXO02) • Postgraduate Diploma in Philanthropy and Resource Mobilisation (BXO05) 	NEW & RETURNING STUDENTS: Intake 1: 02 Jan until 10 Jan 2025 Intake 2: 02 Jan until 07 Mar 2025 Intake 3: 02 Jan until 02 May 2025 Intake 4: 02 Jan until 27 Jun 2025 Intake 5: 02 Jan until 22 Aug 2025 Intake 6: 02 Jan until 17 Oct 2025	MANUAL REGISTRATION ONLY Contact: Julie.Poyser@wits.ac.za

D. CONTACT:

For Registration enquiries and any technical glitches, contact:

- Mrs Jennifer Mgolodela – Jennifer.Mgolodela@wits.ac.za / 0117173038
- Ms Bongwiwe Zuma – Bongiwe.Zuma@wits.ac.za / 0117173582

NB: The University will close on 20 December 2024 and reopen on 02 January 2025. During this period, staff will not be available to attend to any query.

The University wishes you well with your academic endeavors.

Kind regards,

Faculty CLM Registry