



UNIVERSITY OF  
ZULULAND

# ADMISSION & REGISTRATION BROCHURE

## INFORMATION FOR ALL NEW FIRST YEAR STUDENTS



*Restructured for Relevance*

## WELCOME

Welcome to the University of Zululand (UNIZULU) – a leading comprehensive institution of higher learning on the African Continent. The process of registration will be your first step in becoming part of our community and is the first step in establishing and cementing your future. **Please note that you cannot register as a student if you have not applied through the Central Applications Office (CAO) for admission to study at UNIZULU.** As first time entering student, the process of registration may seem overwhelming, yet it is actually a very easy process and the university will ensure that we guide you every step of the way. Carefully read the information as contained in this brochure and also consider the University website which will provide clarity on the entire registration process.

## IMPORTANT CONTACT DETAILS

Please liaise with the Admissions Office for any queries related to Admissions and Registration and Finance Office for queries pertaining to fees and bursaries.

### ADMISSIONS OFFICE – KWADLANGEZWA CAMPUS

<b>Mr Vuyani Maneli</b>	Manager : Student Admissions Management T: 035-9026715
<b>Ms Deliwe Zikalala</b>	Senior Admissions Officer T: 035-9026051
<b>Ms Nomcebo Zulu</b>	Admissions Officer T: 035-9026030
<b>Mr Mlamuli Mngadi</b>	Admissions Officer T: 035-9026178
Please use the following Email for all Admissions Enquiries : <a href="mailto:admissions@unizulu.ac.za">admissions@unizulu.ac.za</a> University's Web address: <a href="http://www.unizulu.ac.za">www.unizulu.ac.za</a>	

### ADMISSIONS OFFICE – RICHARDS BAY CAMPUS

<b>Mr Emmanuel Radebe</b>	Telephone Number: 035 - 9026923 / 6950 / 6234 Fax Number: 035-9026026 / 7 Email Address: <a href="mailto:RadebeE@unizulu.ac.za">RadebeE@unizulu.ac.za</a>
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Where to find us: <b>Kwadlangezwa Campus</b> Student Registration Building Room 32, Ground Floor	Where to find us: <b>Richards Bay Campus</b> Office No. A2 – 13 Second Floor
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## 1. APPLICANTS LIVING WITH DISABILITIES/SPECIAL NEEDS

All such applicants are required to contact the Guidance and Counselling Unit for more information at 035 9026304

## 2. TUITION AND ACCOMMODATION FEES

In order to register, each student will be required to make a **minimum initial payment (MIP)** fee (deposit). You need to deposit the minimum initial payment fee at least 4 (four) working days BEFORE registration date into the University's bank account. The MIP is set out below:

**NB: The 2018 fees have not been finalized. The fees below are provisional and they are subject to change.**

MINIMUM INITIAL PAYMENT	
R3000	Non residential
R4000	Residential
Please note this exclude R300 acceptance of offer fee	

Please note that this Residential amount of **R4000** is applicable **if you have received confirmation of a residence**. There is no refund if you pay the R4000 and you do not get residence.

**NB: Please do not give cash to anyone!** You need to deposit the initial registration fee at least 4 days BEFORE registration date into the University's Bank Account as follows:

Account Name : University of Zululand  
Bank : ABSA Bank, Empangeni  
Branch code : 632005  
Type of account : Current Account  
Account No. : 1880000051  
Reference : **YOUR STUDENT NUMBER (this is VERY IMPORTANT!)**

Kindly contact the following for more information:

Department	Contact Person	Contact Details
Finance	Mr Thabani Makhathini	035 9026292
Financial Aid Bureau	Mrs Maud Thandokuhle Shelembe	035 9026309

### 3. STUDENT HOUSING FOR REGISTERED FIRST YEAR STUDENTS

First year **registered** undergraduates will be attended for student accommodation on campus on a **first- in, first served basis**. The student room allocations for first years is on a proportional basis across the four faculties of the University.

After academic registration, first years must proceed to the Student Housing section with their proof of registration and student cards, where they would be issued with a residence registration form to confirm that the room is available for that particular student. **Please note that to pay an upfront initial deposit for student residence does not mean you will be allocated a room in residences.**

For further information please contact: Mrs T Nsibande at Student Housing on 035-9026179.

### 4. APPLYING FOR BURSARIES

**Please note that approval for NSFAS loan or any Bursary does not mean that you have been admitted to study at UNIZULU or vice versa. It is your responsibility to apply for both.**

The University administers two categories of funding: Merit and Needy Cases.

#### 4.1 Merit

Matric merit focusses on first year matric students that performed at achievement levels of minimum 7. The University funds them depending on the availability of the budget and neediness of students (e.g. low family income that shows neediness, child-run households and student is an orphan).

This funding is for first year students across faculties and is for one year only. Thereafter, students must apply for NSFAS.

**Kindly contact Mr. V Naidoo at 035 9026305 or 035 9026307 for more information**

#### 4.2 Needy Cases

Students personally apply to the Vice Chancellor (VC) or get referred by the Faculties and the Office of The Dean of Students. The criteria to access these are:

- Proof that the student is destitute in terms of household income;
- Proof of family situation that renders the family destitute, e.g. orphanage;
- Fair academic performance and
- Non-receipt of another funding, except for NSFAS loans.

**Kindly contact Mr. V Naidoo at 035 9026305 or 035 9026307 for more information**

### 4.3 APPLYING FOR NATIONAL STUDENT FINANCIAL AID SCHEME (NSFAS)

NSFAS is a government funded loan for the Needy and Academically deserving students.

#### 4.3.1 HOW TO APPLY

The National Student Financial Aid Scheme (NSFAS) has implemented an online system. Students must apply for a NSFAS loan online in order to be funded.

The NSFAS Application form is accessible on our webpage at [www.unizulu.ac.za](http://www.unizulu.ac.za) and click on “Apply”, just below “Why Study at UNIZULU” there are links and click on “Funding” where you can download and print the NSFAS Application Form.

#### 4.3.2 WHO IS ELIGIBLE

South African citizens only.

Prospective students intending to register for a first undergraduate qualification at a public university in South Africa. Financially needy (determined by using the means test to screen neediest of the needy applicants based on the proof of income submitted with the application form).

First-year students (must meet admission criteria for a particular qualification one intends to register for).

#### 4.3.3 WHEN TO APPLY

Applications for financial aid for **next year** are open as from the **01 August 2017** until **30 November 2017**.

#### 4.3.4 CONTACT DETAILS

NSFAS	0860 067 327
	Email: <a href="mailto:info@nsfas.org.za">info@nsfas.org.za</a>
	<a href="http://www.nsfas.org.za">www.nsfas.org.za</a>

**4.4 The following are other NSFAS bursaries that are not administered by the University which applicants may apply for:**

#### 4.4.1 FUNZA LUSHAKA

Funza Lushaka is a full bursary for Bachelor of Education students offered by the Department of Basic Education (DBE).

Applications for Funza Lushaka will start on **05 September** to **January** for first time applicants.

District Based Funza is a full bursary that selects matric students from rural areas. Once students have completed their degree, they go back to their respective communities to teach and pay back in service.

Funza Lushaka website: [www.funzalushaka.doe.gov.za](http://www.funzalushaka.doe.gov.za)

#### 4.4.2 SETA BURSARIES

Cathseta is a full bursary for Tourism, Arts and Sport Science students. Their website is [www.cathseta.org](http://www.cathseta.org)

W&Rseta is a full bursary for Wholesale and Retail students. Their website is [www.wrseta.org.za](http://www.wrseta.org.za)

Fasset is a full bursary for Finance and Accounting students. Their website is [www.fasset.org.za](http://www.fasset.org.za)

Social Worker	<a href="http://www.dsd.gov.za">www.dsd.gov.za</a>
Students with Disabilities	<a href="http://www.nsfas.org.za">www.nsfas.org.za</a>
Teaching	<a href="http://www.funzalushaka.doe.gov.za">www.funzalushaka.doe.gov.za</a> <a href="http://www.kzndoe.gov.za">www.kzndoe.gov.za</a>
Postgraduates	<a href="http://www.nrf.ac.za">www.nrf.ac.za</a>

#### 4.5 GENERAL

No student will be registered if they cannot submit evidence of approved funding or paid the Minimum Initial Payment fee whichever applies.

#### 5. SUBMISSION OF MATRIC CERTIFICATES

All **First year** registered students are expected to submit their matric certificates at their relevant Campuses (see table below) on or before **Monday, 10 September 2018**.

KwaDlangezwa Campus	Admissions Office, Room 32 Ground Floor, Admin Building
Richards Bay Campus	Office No. A2 – 13 Second Floor

**Please note, all students who failed to submit their matric certificates will NOT be allowed to register in 2019.**

#### 6. WHAT TO BRING WITH YOU TO REGISTRATION

- Identity Document (certified)
- Confirmation of postal address (e.g. municipality or medical aid or statement from local Inkosi)
- Certified copy of final statement of results or equivalent
- Certified copy of National Senior Certificate or equivalent
- Proof of residence (e.g. municipality statement)
- Firm offer letter
- Proof of registration fee deposit

## **6.1 Foreign students must in addition provide**

- SAQA Evaluation and Foreign Conditional Exemption Certificate
- Valid passport
- Study permit
- Proof of financial means (bank statement, bursaries, cash available/traveller's cheque to cover envisaged living expenses during the sojourn in the Republic and to pay tuition fees)
- Proof of medical insurance

All Foreign students should be in possession of a **valid study permit and a valid medical aid**, before they register. No extension of registration will be permitted if an international student is not in possession of a study permit at the time of registration. Please note that in order to obtain a study permit, an admission letter and proof of membership of a comprehensive medical aid scheme must be submitted to the Department of Home Affairs or a South African foreign mission.

**It is strongly advised that foreign students approach the South African Embassy in their home countries for more information or requirements before they come to the Republic of South Africa to study. Alternatively, applicants may visit the Department of Home Affairs at [www.dha.gov.za](http://www.dha.gov.za)**

## **7. 2018 REGISTRATION SCHEDULE OF ALL FIRST YEAR UNDERGRADUATE STUDENTS**

### **7.1 STUDENT WEB ONLINE REGISTRATION**

<b>REGISTRATION DATES</b>	<b>TIME</b>	<b>FACULTY/PROGRAMME</b>	<b>VENUE</b>	<b>CAMPUS</b>
Mon, 15 January 2018	08h00 to 16h00	All Science and Agriculture programmes	HP LAB (Behind the Library)	KwaDlangezwa
Tue, 16 January 2018	08h00 to 16h00	All Commerce, Admin and Law programmes	HP LAB (Behind the Library)	KwaDlangezwa
Wed, 17 January 2018	08h00 to 16h00	All Arts programmes	HP LAB (Behind the Library)	KwaDlangezwa
Thu, 18 January 2018	08h00 to 16h00	All Education programmes	HP LAB (Behind the Library)	KwaDlangezwa
Fri, 19 January 2018	08h00 to 16h00	All Faculties/programmes	HP LAB (Behind the Library)	KwaDlangezwa
<b>PLEASE NOTE: You will forfeit your space if you do not register as per attached schedule and your space will be offered to the next applicant</b>				

## 7.2 RICHARDS BAY CAMPUS REGISTRATION OF ALL UNDERGRADUATE FIRST YEAR STUDENTS

### 7.2.1 STUDENT WEB ONLINE REGISTRATION

REGISTRATION DATES	TIME	PROGRAMME	VENUE	CAMPUS
Mon, 15 January 2018	08h00 to 16h00	Diploma in Hospitality Management Diploma in Sport & Exercise Technology	AO12	Richards Bay
Tue, 16 January 2018	08h00 to 16h00	Diploma in Transport Management Diploma in Logistics Management Diploma in Management of Co-Operatives	AO12	Richards Bay
Wed, 17 January 2018	08h00 to 16h00	Diploma in Media Studies Diploma in Public Relations Management	AO12	Richards Bay
Thu, 18 January 2018	08h00 to 16h00	Higher Certificate In Marketing Higher Certificate in Accountancy	AO12	Richards Bay
Fri, 19 January 2018	08h00 to 14h45	All programmes	AO12	Richards Bay
<b>PLEASE NOTE: You will forfeit your space if you do not register as per attached schedule and your space will be offered to the next applicant</b>				



### 7.3 WEB ONLINE REGISTRATION PROCEDURES: Steps to follow

Steps	What	Where
Step 1	Make my payment (4 working days before registration)	Absa Bank
Step 2	Report at the registration venue with my proof of payment and acceptance letter	HP Computer Lab- KwaDlangezwa AO12-Richards Bay
Step 3	Submit my original final school results and my original ID (copies will be made for you)	Registration/Admissions?
Step 4	Verification of final matric results	Registration/Admissions?
Step 5	Proceed to Finance station for my financial clearance	Registration venue
Step 6	Verification of my biography	Registration venue
Step 7	Log in any available computer (use my User ID and password)	Computer Lab
Step 8	Verify my biographical details on the System and click next step/block	Computer Lab
Step 9	Proceed to register my modules by clicking the relevant modules	Computer Lab
Step 10	Printing of my Proof of Registration. It is my responsibility to ensure that my modules are correct and the fees are reflected on my Proof of Registration	Registration venue
Step 11	Submit all my documents at the Filing section before I leave the venue	Registration venue
Step 12	I will receive a copy of the General Calendar, Faculty Handbook and Time table	Registration venue
Step 13	Issuing of student card	Registration venue
Step 14	Residence registration (if applicable), bring my proof of registration and student card	

### 7.4 REGISTRATION QUERIES

<b>My registration has been blocked for financial reasons</b>	You will be referred to finance station in the registration venue You might have to leave the venue to pay your MIP A copy of payment is required at all times
<b>Biographical information is incorrect</b>	Please approach the registration staff at the registration venue Hall venue
<b>I do not comply with the Minimum Admissions Requirements (MAR)</b>	Please contact the Admissions Section should you discover that you no longer meet the (MAR). The Admissions Office/Faculty will re-assess your application
<b>Some modules do not appear on my proof of registration</b>	Please approach the registration staff at the venue. After registration they can be found in their offices in Admin Building 1 <sup>st</sup> Floor

## 7.5 ORIENTATION PROGRAMME FOR NEW STUDENTS

Orientation for new undergraduate students is only open to registered students. **Richards Bay students will be directed accordingly during registration.**

DATES	VENUE
Monday, 29 January until Friday, 02 February 2018	Walter Gcabashe Chapel

## 8. WHEN DO I START ATTENDING LECTURES?

All Faculties	Monday, 5 February 2018
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### 8.1 LECTURE TIMETABLES

A lecture timetable is available and it will indicate where you have to go for your lectures. Please visit our website at <http://mycelcat.unizulu.ac.za/publisher/> to access your timetable.

### 8.2 QUALIFICATION AND MODULE/S MODIFICATION

	DATE	
All Faculties	Monday, 12 February 2018	

### 8.3 CHANGING OF QUALIFICATION (FIRST YEAR STUDENTS)

It is **NOT NECESSARY** to apply through the Central Applications Office (CAO) to change your academic programme. All students who wish to change their academic programmes are kindly requested to complete the UNIZULU prescribed application form and must observe the closing dates. The forms are available on our website [www.unizulu.ac.za](http://www.unizulu.ac.za) and must be submitted at the Admissions Office Room 32 Admin Building Ground Floor.

## 9. OFFICIAL NOTICES

The preferred way of officially communicating with students is via letters, sms notices and emails. Each student will receive a University email address once you are registered. It will be accepted that you received an official communication if such communication has been posted, emailed or sms notice.

## 10. OTHER IMPORTANT DATES

Lectures	Dates
First Semester	Monday, 05 February – Friday, 23 March 2018 Tuesday, 03 April – Friday, 18 May 2018
Second Semester	Monday, 16 July – Friday, 31 August 2018 Monday, 10 September – Friday, 19 October 2018

## 11. GENERAL RULES

It is your responsibility to consistently familiarise yourself with the General Rules, Financial Rules and your Faculty Rules. The General Rules, Code of Conduct appear in the University of Zululand General Calendar which is issued to you at registration.

**PLEASE NOTE:** The University receives a very high number of applications to study each year and we have limited space, facilities and resources, the University of Zululand can only accommodate a specific number of First Time Entering Students. It is therefore in your best interest to take up our offer and respond within the specified period in order to register. **Failure** to take up our offer will result in your space allocated to the next qualifying candidate.

## 12. The University has four (4) Faculties namely:

<b>Faculty of Arts</b>  Venue: Arts Building, Office No 12 Telephone: 035 9026366 Email: <a href="mailto:NdlovuNF@unizulu.ac.za">NdlovuNF@unizulu.ac.za</a>	<b>Faculty of Commerce, Administration and Law</b>  Venue: D – Block Building, Office No. 305 Telephone: 035 9026539 Email: <a href="mailto:MthantiB@unizulu.ac.za">MthantiB@unizulu.ac.za</a>
<b>Faculty of Education</b>  Venue: Education Building, Office 105 Telephone: 035 9026333 <a href="mailto:SmookD@unizulu.ac.za">SmookD@unizulu.ac.za</a>	<b>Faculty of Science and Agriculture</b>  Venue: Science Faculty Building, Office No. SC 225 Telephone: 035 9026567 Email: <a href="mailto:NdlangamandlaC@unizulu.ac.za">NdlangamandlaC@unizulu.ac.za</a>

### Disclaimer

**Information is accurate at time of publication and is subject to change at any time without notice. Whilst reasonable precautions have been taken to ensure the accuracy of the information above, the University cannot accept liability for errors and omissions that may exist.**

OFFICE OF THE REGISTRAR



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