ONLINE WEB APPLICATIONS GUIDELINE

NWU – Potchefstroom Campus, Mahikeng Campus and Vanderbijlpark Campus

www.nwu.ac.za

Hold the cursor over the “Study at NWU” tab. When the options appear, choose “Apply Here”.

Click on “Apply online”. You will be directed to the Online Application page.
Before starting your application, there are a few options to consider: “Change the Language” of the application; start a “New Application” where a new student number is also created. If you “Already have a University Number”, you can finish the application or check status of application. “Current and Previously Enrolled Students” will use this option to continue their studies the next year of apply for further studies at the NWU. “Forgotten Student Number” is the option if the student number cannot be remembered.

CREATING A NEW STUDENT NUMBER

If you forget your PIN, choose “New Application”, then choose “Already have a University Number”; on the next page, you will be able to choose “Forgotten your PIN”.

Click on “New Application” to create a new student number and start a new online application.
Next you will have the option to create a new NWU student number or continue/finish an application.

Fill in all the mandatory fields marked with a red dot, finally choose a PIN and click “Next”. All non-South African citizens must choose their country of birth when creating a student number and not choose South Africa.
Choose correct nationality for international and non-South African citizens. Non-South African citizens do not have to add their non-South African ID numbers. When they choose their country of birth, the ID number field will not be visible.

Your new student number will be sent to you via e-mail and to the cellphone number added when you created the student number.
CREATING A NEW APPLICATION

After creating the student number, you will be directed to the application page to start the process of applying at the NWU. The tabs that will be visible will be determined by the options selected under Matric Year, Qualification Type and Presentation Method.

Fill in all the mandatory fields and click the “Next” button.

These tick boxes should be changed accordingly if you have previously studied at another tertiary institution.

Hold the cursor over the TOOLTIPS to see additional information when needed.
School Subjects Tab

These tabs will change depending if the student is currently in grade 12 or is a post-matric student.

Current year grade 12 students only need to fill in their education dept. and school. Click on ADD SCHOOL SUBJECTS.
After choosing all your subjects, type in the percentage obtained for each subject, then click "Next".

Choice of Study Tab

You are able to make a “choice of study” at each NWU Campus. The first choice is mandatory but the 2nd and 3rd choices are optional.
Biographical Information Tab

Fill in all the mandatory fields as requested.

If any disabilities are marked, there will be an option to add supporting documentation at the Electronic Documents tab at the end of the application.

Contact Details Tab

Choose whether to grant permission to disclose your personal information.

The first e-mail address should be the one of the student and not the parent or guardian.

When filling in the street/residential address, make sure not to duplicate the street name or town/city name in all the tabs.

The account e-mail address should be the one of the parent or guardian.
If the postal and account address is the same as the street address, it will be added to the contact details automatically. If not, you will be able to type in a new address.

Searching Town/City or Code

You should only search via postal code or Town/Post Office. There's no need to use both options. When ticking the correct postal code box, you will be taken back to the previous window automatically.

Post School Information Tab

This option should only be changed if you have studied at another tertiary institution after finishing matric.
**Relationship Tab**

You can add a parent, guardian or next of kin, it is the one responsible for the account, in the Relationship tab.

**Electronic Documents Tab**

Upload all the corresponding documents in this tab to finalise your application.

**Submitting your application**

After finishing your application, click the “Submit Application” button so that the NWU can start working on your application immediately.