



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

Mr Vuyani Maneli	Manager : Student Admissions Management T: 035-9026715
Ms Deliwe Zikalala	Senior Admissions Officer T: 035-9026051
	Admissions Officer T: 035-9026177
Mr Mlamuli Mngadi	Admissions Officer T: 035-9026178
Please use the following Email for all Admissions Enquiries : admissions@unizulu.ac.za University's Web address: www.unizulu.ac.za	

ADMISSIONS OFFICE – RICHARDS BAY CAMPUS

Mr Emmanuel Radebe	Telephone Number: 035 - 902 6950/6923/6977/6924 Email Address: RadebeE@unizulu.ac.za
Where to find us: Kwadlangezwa Campus Student Registration Building Room 32, Ground Floor	Where to find us: Richards Bay Campus Office No. A2 – 13 Second Floor

1. APPLICANTS AND STUDENTS LIVING WITH DISABILITIES/SPECIAL NEEDS

Kindly bring your medical report or a letter from your medical Doctor/Hospital that explains your disability. On arrival on campus; kindly lookout for the Disability Unit (Peer Helpers and Students wearing T-Shirt with Disability writings will help you with the directions) so that you could be further assisted. You are also expected to attend Orientation like all other first year students.

NB: As you apply to study do not forget to apply for funding with NSFAS (should you need funding).

- Visit NSFAS website, find the application form fill it and send it to NSFAS along with all the required documents.
- Search for Disability Annexure A form; print it take it to your Doctor to have it filled and bring it to the Disability Unit when you come for registration.
- This Annexure A form will be sent to NSFAS after it has been signed by the Disability Unit Coordinator.
- If there is any learning device that you will need for your studies; bring its quotation to the Disability Unit.

Remember the Disability Unit does not **admit** students but only provides services once Students with Disabilities have been admitted; that means all students are encouraged to follow all the application procedures as stipulated by the university.

Kindly contact the Disability Unit at SSD for more information at 035 9026398

2. FINANCE AND FEES

To be advised by the Finance Section once they are finalized. (See contact details below)

NB: Payment of fees remains the responsibility of the student/parent irrespective of whether you have a sponsor or not.

Students are encouraged to make use of the pre-registration & financial clearance and it starts on Monday, 06 January 2020

3. REGISTRATION DEPOSIT

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:

3.1 HOLDERS OF NSFAS AND FUNDED STUDENTS

All applicants who have been given Firm Offers by the University are required to send through their original Sponsor letter and may be allowed for financial registration after verification of sponsorship.

Please note all **NSFAS and Funded** Students **do not pay the Minimum Initial Payment.**

3.2 MINIMUM INITIAL PAYMENT (MIP)

CASH PAYING/ UNFUNDED STUDENTS (APPLICABLE TO STUDENTS PAYING CASH AND DO NOT HAVE ANY SPONSORSHIP)	
R3000	Non residential
R4000	Residential

Students are **warned not to give cash to anyone** and are expected to make the payments including the MIP using the following University's Bank Account:

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

3.3 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

4. 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 confirm the availability of space in residences. The university has a limited number of bed-spaces on its campuses. Those who will not be accommodated on the campus student accommodation should look for an alternative accommodation elsewhere. **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**.

5. APPLYING FOR BURSARIES

5.1 Merit

Matric merit focusses on first year matric students that performed at minimum achievement levels of 6 per subject. 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 9026304 for more information

5.2 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; (**SASA cases**)
- Proof of family situation that renders the family destitute, e.g. orphanage;
- Fair academic performance and
- Non-receipt of another funding.

Kindly contact Mr. V Naidoo at 035 9026305 or 035 9026304 for more information

5.3 APPLYING FOR NATIONAL STUDENT FINANCIAL AID SCHEME (NSFAS)

Please note that approval for NSFAS Bursary 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.

NSFAS is a government bursary for the Needy and academically deserving South African Students.

5.4 HOW TO APPLY

Students must apply Online for NSFAS funding and the deadline for submission of online applications is **30th November 2019**.

The NSFAS Application form is accessible on our webpage at www.unizulu.ac.za and click on "Apply", just below "Why Study at UNIZULU" there are links and click on "Funding" download, print, sign, scan and submit the consent form to NSFAS via email (see NSFAS link).

5.4.1 WHO IS ELIGIBLE

- South African citizens only.
- Prospective students intending to register for a first undergraduate qualification at a public university in South Africa (your first 3 or 4 years qualification e.g. B Com or B Ed degree or 3 a year's Diploma e.g. Diploma in Management of Co-operatives).
- Financially needy that is determined by using the means test to screen neediest of the needy applicants based on the proof of income (combined family income must not exceed R350 000 per annum) to be submitted with the application form.
- First-year students (must meet admission criteria for a particular qualification one intends to register for).

5.4.2 CONTACT DETAILS

NSFAS	0800 067 327
	Email: info@nsfas.org.za
	www.nsfas.org.za

NB: The following postgraduate qualifications are not funded by NSFAS:

- Honours and
- Masters

For more information on Postgraduate Bursaries, please visit the Research Office, situated at Administration Building or go to NRF website at www.nrf.ac.za

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

5.5.1 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 **15 November** to **8 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

5.5.2 SETA BURSARIES

Cathseta is a full bursary for Tourism, Arts and Sport Science students. Their website is www.cathsseta.org

W&Rseta is a full bursary for Wholesale and Retail students. Their website is www.wrseta.org.za

Fasset is a full bursary for Finance and Accounting students. Their website is www.fasset.org.za

Social Worker	www.dsd.gov.za
Students with Disabilities	www.nsfas.org.za
Teaching	www.funzalushaka.doe.gov.za www.kzndoe.gov.za
Postgraduates	www.nrf.ac.za

5.6 GENERAL

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

6. 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, 9 September 2020**

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 2021.

7. 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 (optional)
- Proof of registration fee deposit

7.1 Foreign students must in addition provide

- SAQA Evaluation and Foreign Conditional Exemption Certificate
- Valid passport

- Valid study permit
- **Assylum** seekers must ensure that they comply with Section 22 for Permits
- **Refugees** must also meet the requirements of the Section 24 for Permits or must produce a maroon ID
- Proof of financial means (bank statement, bursaries, cash available/travellers 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

8. Orientation of First Year Students - KwaDlangezwa and Richards Bay Campuses

Kindly be advised that the Student Services Department – Guidance and Counselling Section has organised an informative and a mandatory orientation program starting on the first day you set your foot on campus (17 January 2020) and it is an on-going process until you find your feet. This does not replace the orientation week which starts on the 27 January – 31 January 2020 as indicated in the university calendar.

The orientation program is designed to make your tertiary adjustment an exciting journey.

Students who have not attended the orientation program may be grossly disadvantaged or find it difficult to access many of the services rendered by the different departments.

You may contact Mrs Makalima NN during Office hours: 035 9026342, email: MakalimaN@unizulu.ac.za for more information

9. KWA-DLANGEZWA CAMPUS REGISTRATION SCHEDULE OF ALL FIRST YEAR UNDERGRADUATE STUDENTS

REGISTRATION DATES	TIME	FACULTY/PROGRAMME	VENUE	CAMPUS
Mon, 13 January 2020	08h00 to 16h00	All Arts programmes	HP LAB (Behind the Library)	KwaDlangezwa
Tue, 14 January 2020	08h00 to 16h00	All Science and Agriculture programmes	HP LAB (Behind the Library)	KwaDlangezwa

Wed, 15 January 2020	08h00 to 16h00	All Education programmes	HP LAB (Behind the Library)	KwaDlangezwa
Thu, 16 January 2020	08h00 to 16h00	All Commerce, Admin and Law programmes	HP LAB (Behind the Library)	KwaDlangezwa
Fri, 17 January 2020	08h00 to 16h00	All Faculties/programmes	HP LAB (Behind the Library)	KwaDlangezwa
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				

9.1 RICHARDS BAY CAMPUS REGISTRATION OF ALL UNDERGRADUATE FIRST YEAR STUDENTS

REGISTRATION DATES	TIME	FACULTY	PROGRAMME	VENUE	CAMPUS
Mon, 13 January 2020	08h00 to 16h00	All Arts programmes	Diploma in Media Studies Diploma in Public Relations Management	AO12	Richards Bay
Tue, 14 January 2020	08h00 to 16h00	All Science programmes	Diploma in Hospitality Management Diploma in Sport & Exercise Technology	AO12	Richards Bay
Wed, 15 January 2020	08h00 to 16h00	All Commerce, admin & law programmes	Higher Certificate in Accountancy	AO12	Richards Bay
Thu, 16 January 2020	08h00 to 16h00	All Commerce, admin & law programmes	Diploma in Transport Management Diploma in Logistics Management Diploma in Management of Co-Operatives	AO12	Richards Bay
Fri, 17 January 2020	08h00 to 14h45	All faculties	All programmes	AO12	Richards Bay
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					

9.2 REGISTRATION QUERIES

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

10. WHEN DO I START ATTENDING LECTURES?

All Faculties (including Richards Bay Campus)	Monday, 03 February 2020
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10.1 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.

10.2 MODIFICATION OF UNDERGRADUATE PROGRAMMES & MODULES

	START	END
All Faculties	Monday, 10 February 2020	Friday, 14 February 2020

11. 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 and must be submitted at the Admissions Office Room 32 Admin Building Ground Floor.

12. 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.

13. 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.

14. The University has four (4) Faculties namely:

<p>Faculty of Arts</p> <p>Venue: Arts Building, Office No. 12 Telephone: 035 9026572 Email:</p>	<p>Faculty of Commerce, Administration and Law</p> <p>Venue: D – Block Building, Office No. 305 Telephone: 035 9026539 Email: MpofuM@unizulu.ac.za</p>
<p>Faculty of Education</p> <p>Venue: Education Building, Office No. 105 Telephone: 035 9026023 Email: MtotywaP@unizulu.ac.za</p>	<p>Faculty of Science and Agriculture</p> <p>Venue: Science Faculty Building, Office No. SC 225 Telephone: 035 9026306 Email: PoswaM@unizulu.ac.za</p>

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



**UNIVERSITY OF
ZULULAND**
RESTRUCTURED FOR RELEVANCE