



ADMISSIONS OFFICE 2024

ADMISSION & REGISTRATION INFORMATION FOR NEW FIRST YEAR UNDERGRADUATE STUDENTS



**UNIVERSITY OF
ZULULAND**

A NODE FOR AFRICAN THOUGHT

WELCOME

*Welcome to the University of Zululand (UNIZULU) –
A leading comprehensive African university that thrives
on quality and fosters collaborative and Innovative cultures
with its rural and urban campuses.*

The process of registration will be your first step in becoming part of our community and 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 a 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 visit the University website which will provide clarity on the entire admission and registration process.

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

1.1 ADMISSIONS OFFICE – KWADLANGEZWA CAMPUS

Mr Vuyani Maneli	Manager: Student Admissions Management T: 035-902 6715
Ms Deliwe Zikalala	Senior Admissions Officer T: 035-902 6051
Ms Nomfundo Zulu	Admissions Officer T: 035-902 6184
	Admissions Officer T: 035-902 6178

Please use the following Email for all Admissions Enquiries: admissions@unizulu.ac.za
University's Web address: www.unizulu.ac.za

Where to find us:

Kwa-Dlangezwa Campus, Admin Building Room 32, Ground Floor

1.2 ADMISSIONS OFFICE – RICHARDS BAY CAMPUS

Mr Emmanuel Radebe	T: 035 - 902 6950/6923/6977/6924 Email: RadebeE@unizulu.ac.za
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Where to find us:

Richards Bay Campus Office No. A2 – 13 Second Floor

2. ACCEPTANCE OF OFFER STEPS

All First Year Students are required to **SCAN AND UPLOAD** their documents through the iEnabler system. **(Please see step-by-step process below)**

Should you receive more than one (1) firm offer you need to make a choice, select, and accept one qualification for registration. Please find the online link below to accept the offer.

https://prodappsvr.unizulu.ac.za/pls/prodi41/w99pkg.mi_login
OR Self Help iEnabler (unizulu.ac.za)

Copy or click on the Link, Type Student Number provided above and Click Request PIN then a pin will be sent to your email. Login again with Student Number and PIN. Then Click Application, then Click Offer Application Acceptance.

The screenshot shows a web browser window with the URL https://jasper.unizulu.ac.za/pls/prodi41/w99pkg.mi_login?numtype=5. The page title is "Self Help iEnabler" and the header includes the University of Zululand logo and the date "Sunday, 28th February 2021".

On the left side, there is a box with the University of Zululand logo and the text: "Apply, Register, Change personal information, get academic and other information and make payments."

The main content area is titled "Registered Users: Login Credentials". It has three radio buttons: "Student" (selected), "Personnel", and "Other Alumni". Below these are input fields for "Student Number:" (containing "1234566") and "Pin:". A note below the Pin field says "(5 numeric digits. Do not start with a 0.)". At the bottom are buttons: "Login", "Forgot Pin", "Change Pin", "Request A Pin", and "Forgot Student Number".

Annotations with red arrows point to the "Student Number:" field (labeled "Type Student Number") and the "Request A Pin" button (labeled "Click Request A PIN").

A yellow box at the bottom contains the text: "Check you Email, When got A PIN come back and login to accept the Offer".



UNIVERSITY OF
ZULULAND

Student iEnabler

^ First Time Applicant

View Acceptance Process

Accept Firm Offer

View/Update Contact Details



Upload/View Documents

View Completed Application(s)

✓ Registration

✓ Residence Application

✓ Residence Registration

✓ Student Enquiry

✓ Student Administration

✓ PayGate Online Payment

✓ Payment plan / AOD

✓ Higher Degrees

Logout

Click on First Time Applicant

Click on Acceptance process



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Logout

SECTION F: Declaration

I, (first names and surname) _____
herewith undertake, if registered, to adhere to the rules and regulations of the University of Zululand as published from time to time.

I hereby declare that the information provided on this form is, to the best of my knowledge, true.

I am aware that deviation from the rules and/or the submission of false information may render this application invalid and/or render me liable to disciplinary action.



UNIVERSITY OF
ZULULAND

Student iEnabler

- ^ First Time Applicant
 - View Acceptance Process
 - Accept Firm Offer
 - View/Update Contact Details
- Ⓜ Upload/View Documents
- View Completed Application(s)
- ✓ Registration
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- ✓ Residence Registration
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Logout

Click on Accept Firm Offer



Student iEnabler

- ^ First Time Applicant
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Logout

Click on please select

UNIVERSITY OF ZULULAND TEST Thursday, 12th October 2023

Student Number: [redacted] Accept Firm Offer

Note: Please chose to Accept or Decline offered Application(s).
Offers will be revoked if we do not receive your decision by Offer Expiry Date.

Year	Choice	Qualification	Contract Code	Quote Number	Quote Total	Offer Expiry Date	Accept/Decline Offer	Decline Reason
2023	1	2ADEG1 BCom (Accounting)				28-OCT-2023	<div>⌵ Please select ⌵</div>	

Save Revert Changes

Select Accept if you accept the offer



Student iEnabler

- First Time Applicant
 - View Acceptance Process
 - [Accept Firm Offer](#)
 - View/Update Contact Details
- Upload/View Documents
 - View Completed Application(s)
- Registration
- Residence Application
- Residence Registration
- Student Enquiry
- Student Administration
- PayGate Online Payment
- Payment plan / AOD
- Higher Degrees

Logout

UNIVERSITY OF ZULULAND TEST Thursday, 12th October 2023

Student Number: [REDACTED] [Accept Firm Offer](#)

Note: Please chose to Accept or Decline offered Application(s). Offers will be revoked if we do not receive your decision by Offer Expiry Date.

Year	Choice	Qualification	Contract Code	Quote Number	Quote Total	Offer Expiry Date	Accept/Decline Offer	Decline Reason
2023	1	2ADEG1 BCom (Accounting)				28-OCT-2023	<input type="text" value="Accept"/>	

[Save](#) [Revert Changes](#)

Select Decline if you decline the offer



Student iEnabler

- First Time Applicant
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 - [Accept Firm Offer](#)
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- Registration
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Logout

UNIVERSITY OF ZULULAND TEST Thursday, 12th October 2023

Student Number: [REDACTED] [Accept Firm Offer](#)

Note: Please chose to Accept or Decline offered Application(s). Offers will be revoked if we do not receive your decision by Offer Expiry Date.

Year	Choice	Qualification	Contract Code	Quote Number	Quote Total	Offer Expiry Date	Accept/Decline Offer	Decline Reason
2023	1	2ADEG1 BCom (Accounting)				28-OCT-2023	<input type="text" value="Decline"/>	

[Save](#) [Revert Changes](#)

Click on Upload/View the Documents



Student iEnabler

- First Time Applicant
 - View Acceptance Process
 - [Accept Firm Offer](#)
 - View/Update Contact Details
- [Upload/View Documents](#)
 - View Completed Application(s)
- Registration
- Residence Application
- Residence Registration
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Logout

- Note:**
- On the next window click on the Load Document Button and browse to the correct location of your document.
 - Choose the document that corresponds to the certificate description of the link you clicked on and Save.
 - Repeat the process for all the certificates on the page.
 - Do not upload all documents under the same certificate link.

Certificate	Processed	Expiry Date	Remarks	Load/View	Uploaded by the web
AR	ACADEMIC RECORDS	No		Load/View Document	No
ID	IDENTITY DOCUMENT	No		Load/View Document	No
MC	MATRICULATION CERTIFICATE	No		Load/View Document	No
PQ	PREVIOUS QUALIFICATION	No		Load/View Document	No
SS	Statement of Intent	No		Load/View Document	No
SC	SAQA CERTIFICATE	No		Load/View Document	No
ZZ	PROOF OF PAYMENT	No		Load/View Document	No

Kindly contact the Call Centre on 035 902 6030 for more information on uploading of documents.

2.1 DOCUMENTS TO BE UPLOADED

- 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 (optional)

International students must in addition provide and must bring along ORIGINAL:

- SAQA Evaluation
- Foreign Conditional Exemption Certificate
- Valid passport
- Valid study permit
- Asylum 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/travelers' cheque to cover envisaged living expenses during the sojourn in the Republic and to pay tuition fees)
- Proof of medical insurance

All **International 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 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 international 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.

3. REGISTRATION OF FIRST YEAR STUDENTS

All First Year Students will **REGISTER ONLINE** and are not required to come to the KwaDlangezwa and/or Richards Bay Campuses to register unless problems are encountered with registration. After First Year students have **SCANNED AND UPLOADED** their documents through the iEnabler system they will be verified, and access given to **REGISTER**.

Below is a step-by-step guide for online registration:

STEP BY STEP GUIDE FOR ONLINE REGISTRATION



1

Select "**Registrations**" on the left. Read the Registration Rules and click "**I accept**"



2

Select your "**Employment Status**" in the drop down list in this field. "**Employment Status**" Click "**Save and Continue**" If you are a **Final Year Student** click **YES**, if not click **NO**.



3

Click "**Qualification Code**" Then Select "**Register for this Qualification**" Select your subjects, by ticking the box next to each subject. Ensure that you select all compulsory subjects. Select balance of modules from list of electives. Note that you may not register for modules where the prerequisite has not been met. These subjects will be indicated with a red dot. Click "**Save and Continue**" if you are absolutely sure that you have selected the right module, offering type and period study.



4

The screen will show the breakdown of your fees. Click "**Accept Registration**" to continue with the registration process



5

"**Proof of Registration**" will be displayed. Click "**Print**" should you have access to a printer OR print your Proof of Registration on Campus



6

Your online registration is complete



7

Congratulations and well done!

ONLINE REGISTRATION SCHEDULE FOR ALL FIRST YEAR STUDENTS

ACTIVITY	TIME	STARTS	ENDS
Registration	08h00 to 16h00	Mon, 29 Jan 2024	Fri, 02 Feb 2024

3.1 COMMON ADMISSION AND REGISTRATION QUERIES

I have a - “Waiting for a decision” or - a “Conditional offer” status or - I want to know my application status	Please visit the -Central Applications Office (CAO) website at www.cao.ac.za or -Contact the CAO at 031 2684400 or -Contact the relevant faculty (please see contact details in the table below)
Acceptance of FIRM OFFER and UPLOADING OF DOCUMENTS enquire	Kindly contact Call Centre information (Telephone number 035 902 6030.
My registration has been blocked for financial reasons	Kindly contact Finance on 035 902 6290
Biographical information is incorrect	Update your biographical details on the iEnabler and you may access the iEnabler using your pin code and student number
I do not comply with the Minimum Admissions Requirements (MAR)	Please contact the relevant Faculty should you discover that you no longer meet the (MAR). Please see Section 14 above. The relevant Faculty will re-assess your application
Some modules do not appear on my proof of registration	Please consult Student Administration Section

4. THE UNIVERSITY HAS FOUR (4) FACULTIES NAMELY:

FACULTY OF HUMANITIES AND SOCIAL SCIENCES Venue: Arts Building, Office No. 12 Telephone: 035 9026572 Email: XothongoX@unizulu.ac.za	FACULTY OF COMMERCE, ADMINISTRATION AND LAW Venue: D – Block Building, Office No. 305 Telephone: 035 9026539 Email: MpofuM@unizulu.ac.za
FACULTY OF EDUCATION Venue: Education Building, Office No. 105 Telephone: 035 9026023 Email: MtotywaP@unizulu.ac.za	FACULTY OF SCIENCE, AGRICULTURE AND ENGINEERING Venue: Science Faculty Building, Office No. SC 225 Telephone: 035 9026306 Email: NdhlovuJ@unizulu.ac.za

5. MODIFICATION OF UNDERGRADUATE MODULES & PROGRAMMES

Modification is the process during which registration errors, additions and module cancellations are processed. Modification will take place as follows:

ENDS	START	END
All Faculties	Mon, 19 Feb 2024	Fri, 01 Mar 2024/ 08 March 2024

6. CHANGE OF QUALIFICATION (RETURNING 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 the website www.unizulu.ac.za and must be submitted at the Kwa-Dlangezwa Campus, Admin Building, Admissions Office, Room 32 Admin Building Ground Floor or Richards Bay Campus, Office No. A2-13, Second Floor on or before 30 October 2024

7. APPLICATION FOR CREDITS BASED ON SUBJECTS/MODULES PASSED (UNIZULU AND TRANSFERING STUDENTS)

All applications for exemptions and / or credits for modules passed at UNIZULU or another institution for transferring students are submitted to the applicable faculty for approval. **Applicants are kindly requested to download and complete it. The application form for credit exemption is available on the University webpage www.unizulu.ac.za**

8. 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.

9. REGISTRATION DEPOSIT

In order to register, each student will be required to make a Minimum Initial Payment (MIP) fee (deposit) which is optional for those students who are non-funded. The MIP is set out below:

9.1 MINIMUM INITIAL PAYMENT (MIP)

	NSFAS FUNDING OR FUNDING FOR THE FULL COST OF STUDY	NON-FUNDED STUDENTS (OPTIONAL)
Residential students	R Nil	R 4 000
Non-residential students	R Nil	R 3 000

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 STUDENT NUMBER (this is VERY IMPORTANT!)

9.2 Kindly contact the following for more information:

Department of Finance	Contact Person	Contact Details
	Mr VI Sikhosana	035 902 6906
	Ms P Mafundityala	035 902 6954
	Mrs J Mashiyane	035 902 6293
Email: fees@unizulu.ac.za		

10. APPLYING FOR BURSARIES

10.1 PRIVATE, SETA AND OTHER BURSARIES

UNIZULU have various sponsors that assist students to cover their educational related costs that includes:

- Tuition,
- Accommodation,
- Transport,
- Learning material and
- Meal allowances

Should you have a bursary or need more information on the above category of funders, please see contact details below:

	Contact Name	Contact Number
SETA & FUNZA	Mbuso Mthiyane	035 902 6307
UNIZULU BURSARIES	Babalwa Maziko	035 902 6305

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

11. APPLYING FOR NATIONAL STUDENT FINANCIAL AID SCHEME (NSFAS)

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

12.1 FUNZA LUSHAKA

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

Cathseta is a full bursary for Tourism, Arts and Sport Science students. Their website is www.cathseta.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 OR www.kzndoe.gov.za
Postgraduates	www.nrf.ac.za/

13. STUDENTS WITH DISABILITIES/SPECIAL NEEDS

KINDLY CONTACT THE DISABILITY UNIT prior your registration at 035 902 6398 / (064 769 1923 – call or WhatsApp) or MjaduP@unizulu.ac.za regarding your special needs. **You will also need to bring along a Doctor’s Note, as proof of your disability.** The information you have provided will be handled confidentially.

You are also expected to attend Orientation like all other first year students, and it will be done through the **online system**.

Like all other students, you are kindly reminded to secure funding for your studies. NSFAS (The main sponsor for students) will need you to take an Annexure A form (obtainable on their website) to the doctor to be completed and signed before you send it to them.

Please note 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.

14. STUDENT HOUSING FOR REGISTERED FIRST YEAR STUDENTS

The University has a limited number of bedspaces on its campuses. Those who will not be accommodated in 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.** Residence applications are received through the i-Enabler system and further details will follow in due course 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

Please contact: Mrs. T Mnguni at Student Housing on 035-902 6179 for further information.

STUDENT CARDS

It is imperative that you get a student card once registered. 2024 student cards can be processed and collected from the Student Card Office on the campus that you will be studying on. Proof of registration and ID will need to be produced.

15. ORIENTATION OF FIRST YEAR STUDENTS

Kindly be advised that the Student Services Department – Guidance and Counselling Section and the Teaching and Learning Centre (TLC) have organized an informative and mandatory orientation program starting on the first day you set foot on campus. It is an ongoing process until you find your feet. Therefore, you are urged not to miss the orientation week, and please see the table below with orientation dates and venues.

	Start	End
All Faculties	Mon, 05 Feb 2024	Fri, 09 Feb 2024

ORIENTATION VENUES

KwaDlangezwa Campus:

Faculties	Day 1 Mon - 05 Feb	Day 2 Tues - 06 Feb	Day 3 Wed - 07 Feb	Day 4 Thurs - 08 Feb
Commerce, Admin & Law	BZ Hall KwaDlangezwa	LT 1 & LT 2	LT 1 & LT 2	LT 1 & LT 2
Education	BZ Hall KwaDlangezwa	Chapel Hall	Chapel Hall	Chapel Hall
Science, Agriculture & Engineering	BZ Hall KwaDlangezwa	SC101 SC106	SC101 SC106	SC101 SC106
Humanities & Social Sciences	BZ Hall KwaDlangezwa	AL 9 & AL10	AL 9 & AL10	AL 9 & AL10

Richards Bay Campus:

Faculties	Day 1 Mon - 05 Feb	Day 2 Tues - 06 Feb	Day 3 Wed - 07 Feb	Day 4 Thurs - 08 Feb
Commerce, Admin & Law	BZ Hall KwaDlangezwa	A2 - 75	A2 - 75	A2 - 75
Science, Agriculture & Engineering	BZ Hall KwaDlangezwa	A1 - 37	A1 - 37	A1 - 37
Humanities & Social Sciences	BZ Hall KwaDlangezwa	AL 9 & AL10	AL 9 & AL10	AL 9 & AL10

The orientation program is designed to make your tertiary adjustment an exciting and a fulfilling 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.

16. 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 emailed or sent via sms.

17. 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 available on the University website: www.unizulu.ac.za

PLEASE NOTE: The University receives a very high number of applications to study each year and there is 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 the UNIZULU offer and respond within the specified period to register. **Failure** to take up our offer will result in your space being allocated to the next qualifying candidate.

18. CONSENT TO PERSONAL INFORMATION

As a Prospective Student or current student, you are required to give consent to the University to store, retain and share your personal information with 3rd parties. Your personal information will be used primarily for the administration of all academic and support processes (ranging from admission, tuition, assessment to graduation).

In terms of the POPI Act you have the right to object and lodge a complaint.

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
ADMISSIONS OFFICE**



**UNIVERSITY OF
ZULULAND**

A NODE FOR AFRICAN THOUGHT

UNIVERSITY OF
ZULULAND

A NODE FOR AFRICAN THOUGHT

Applications: Central Applications Office

Sharecall: +27 (086)086 0226

International Calls +27 (031) 268 4444

Email: enggeneralcao.ac.za

Fax: +27 (086)622 8823 or +27 (031) 268 4422

Website: www.cao.ac.za



UNIZULU INFORMATION: Student Admissions

KwaDlangezwa Campus: +27 (035) 902 6790/6030

Richards Bay Campus: +27 (035) 902 6923

Email: admissions@unizulu.ac.za

Website: www.unizulu.ac.za

ISSUED BY COMMUNICATIONS AND MARKETING DIVISION Ground Floor, Administration Building, KwaDlangezwa Campus
Tel: +27 (0) 35 902 6668 Email: cmd@unizulu.ac.za Web: www.unizulu.ac.za

Follow us on: @UNIZULUongoye

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