

2025

REGISTRATION

INFORMATION FOR RETURNING STUDENTS



UNIVERSITY OF ZULULAND

A NODE FOR AFRICAN THOUGHT

THE UNIVERSITY OF ZULULAND

LOOKS FORWARD TO WELCOMING YOU BACK

AS A SENIOR STUDENT IN 2025!

REGISTRATION DATES

Registration for senior students commences on Monday, 3 February 2025 and closes on Friday, 7 February 2025

REGISTRATION PROCESS

Registration will be done ONLINE and OFF CAMPUS, for which you may use a hand held device or computer facility at your disposal.

You will :

- Access the website, www.unizulu.ac.za
- Go to **Student Zone** and click on **Registration 2025**
- **Click** to Register
- **Log in** using your **student number** and **user pin**
- Follow **all** the **Registration steps**
- **Print your Proof of Registration** - Student Admin Office can assist you with this.

In order to register online, returning students will need to have:

- Settled arrear fees
- Fulfilled the requirements for promotion to the next level of study in the relevant programme
- Submitted all outstanding documentation (ID, matric/senior certificate, proof of residence) for student files.

PLEASE ENSURE THAT YOU REGISTER DURING THIS PERIOD.

INTERNATIONAL STUDENTS

In terms of the Immigration Act, international students must provide:

- Valid passport and UNIZULU study permit
- SAQA verification certificate (Post-graduate students if one is not on your file)
- Letter proving adequate medical insurance cover,

Documents should be emailed to: cebekhulub@unizulu.ac.za **before** you will be able to register in 2025.

All international students will be blocked from registering until all required documents are in order.

WHO WILL NOT BE ABLE TO REGISTER ONLINE?

The following students will not be able to register online;

- Students with some form of exclusion due to a transgression
- Students whose finance has not been cleared
i.e. fees are owed, financial plans not approved and implemented.
- International students who do not comply with the above

If, for any other reason, you encounter problems registering online, you will need to contact Student Administration or your Faculty to complete your registration. See support contact details on page 6.

CELLPHONE NUMBERS

If you have changed your cellphone number please ensure that you have updated it on iEnabler. It is very important that your cell number is correct at all times on the system as the University will use this number to communicate with you. It is also very important that we have a next-of-kin contact number on the system. Please ensure that there is one for you.

FINANCE

Students not owing prior fees will be cleared for registration. Students owing fees may obtain Payment Plan forms by sending an email to paymentplans@unizulu.ac.za before the 2024 academic year ends so they can be cleared to register.

NSFAS AND BURSARIES

Students receiving NSFAS will be flagged for registration, after NSFAS has approved that they meet the criteria to be funded. Returning students must pass 55% of their modules in order to meet NSFAS criteria and be successful in obtaining funding for 2025.

The N+ Rule sets the limit for the duration that a student may receive financial aid from NSFAS for a programme (N+1 applies to all students and N+2 applies to students with disabilities).

Once a bursary has been confirmed with the funder, students with bursaries will be cleared for registration.

UNIVERSITY'S BANK ACCOUNT DETAILS

Account Name: University of Zululand
Bank: ABSA Bank, Empangeni
Branch code: 632005
Type of Account: Current Account
Account No: 1880000051
Reference: Your Student Number

PLEASE DO NOT GIVE CASH TO ANYONE!

STUDENT HOUSING

Students that successfully made applications to be considered for space at the residences in 2025, will be placed at the residences after the release of the examination results and that will be prior to the start of registration. Students are reminded that placements at the residences depend on meeting all the qualifying requirements. After the placements, students will be required to register academically before they can register for residence. Students are advised to register their room right after completing their academic registration in 2025. Students who delay registering rooms allocated to them will forfeit them to other qualifying students without further notification. The capacity of residences at the University cannot, unfortunately, accommodate all of its qualifying students.

STUDENT CARDS

It is imperative that you get a student card once registered. 2025 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. If you are allocated a University residence, proof thereof must also be produced.

SUBMISSION OF MATRIC/SENIOR CERTIFICATES

If you matriculated in 2023 and have not yet submitted your matric/national senior certificate, please do so as soon as possible at the Student Card Office (opposite FAB offices), (KwaDlangezwa Campus Students) or at Office A2-13 (Richards Bay Campus Students).

IMPORTANT DATES AFTER REGISTRATION

- Lectures start
Monday, 10 February 2025
- Modification of registration of undergraduate modules and programmes starts
Monday, 17 February 2025
- Modification of registration of undergraduate modules and programmes ends
Friday, 7 March 2025

CHATBOT

Please keep a look out for the CHATBOT icon on the Registration webpage. CHATBOT will assist to answer some of your registration queries without you having to speak to a person!

STEP BY STEP GUIDE FOR ONLINE REGISTRATION



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



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**.



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.



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



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



Your online registration is complete



Congratulations and well done!

EXPLANATION OF ERROR MESSAGES THAT YOU MAY RECEIVE DURING REGISTRATION

ERROR MESSAGE	ERROR EXPLANATION	WHAT SHOULD YOU DO?
Blocked/Forgot PIN	You have either blocked your PIN or captured it incorrectly	You need to click Request Pin and a new pin will be sent to the email address captured on the system
There are NO admitted applications available for selection by you.	You are not yet admitted to register for your programme	Please contact your Student Administrator and request to be admitted
The institution has not yet permitted the use of this service to you.	You have not been permitted to register online	Wait a few minutes and try again as this facility is updated on the system every five minutes. If the error persists, please contact your Student Administrator
Maximum credits exceeded	There is a restriction on the number of credits allowed to be registered per year and per programme – you have exceeded these.	Unfortunately there is nothing you can do – additional module/s will need to be registered the following year. Please note that Modification will not assist with this error
Not able to select modules (restriction)	This means you have pre-requisite modules that need to be completed before you can select these modules	Select the module/s you are able to register. Please note that Modification will not assist with this error.
Action R : Minimum Payment Required	You are blocked by Finance for financial reasons	Please contact the Student Finance Office
Fees not finalized	A fee has not been captured for the module/s for the current academic year	Please contact your Student Administrator who will liaise with the Student Finance Office.

REGISTRATION SUPPORT

The following Registration Support will be available on Monday to Thursday from 07h30-16h00 and on Friday from 07h30 - 14h45 during the Registration period.

	TELEPHONE NUMBER	EMAIL ADDRESS
KwaDlangezwa Campus Programmes		
Faculty of Humanities & Social Sciences	035-902 6036 035-902 6572	xulunp@unizulu.ac.za; xothongox@unizulu.ac.za
Faculty of Commerce, Admin & Law	035-902 6040 035-902 6539	sikhakhanej@unizulu.ac.za; mpofum@unizulu.ac.za
Faculty of Education	035-902 6035 035-902 6023	mtshalim@unizulu.ac.za; mtotywap@unizulu.ac.za
Faculty of Science, Agriculture & Engineering	035-902 6574 035-902 6282	zungub@unizulu.ac.za; nxelen@unizulu.ac.za
Finance Office	035-902 6906 035-902 6293	dlaminizk@unizulu.ac.za; mashiyanej@unizulu.ac.za
Payment Plans	035-902 6287	paymentplans@unizulu.ac.za
Financial Aid	035-902 6679 035-902 6689 035-902 6308 035-902 6309	fab@unizulu.ac.za; cakwen@unizulu.ac.za; nyemben@unizulu.ac.za; mulaudzit@unizulu.ac.za
Bursary Office	035-902 6305 035-902 6307 035-902 6530	mazikob@unizulu.ac.za mthiyaniem@unizulu.ac.za mbuyaziss@unizulu.ac.za
ICT for Pins	035-902 6015 035-902 6018	labs@unizulu.ac.za
Protective Services	035-902 6599 035-902 6479	yolelom@unizulu.ac.za
Student Housing	035-902 6179	mngunit@unizulu.ac.za
International Student Office	035-902 6548	cebekhulub@unizulu.ac.za
Student Card Office	035-902 6078	khumalobg@unizulu.ac.za
Campus Clinic Emergency	59289(speed dial)	
Richards Bay Campus Programmes		
Finance & NSFAS Office	035-902 6950 035-902 6923 035-902 6924 035-902 6977	radebee@unizulu.ac.za; adlamk@unizulu.ac.za; munianv@unizulu.ac.za
ICT for Pins	035-902 6954	mafundityalap@unizulu.ac.za
ICT for Pins	035-902 6854	Rbay-labs@unizulu.ac.za
Protective Services	035-902 6970	lukheler@unizulu.ac.za
Student Card Office	035-902 6977	munianv@unizulu.ac.za
Student Housing	035-902 6911	mthalanem@unizulu.ac.za



UNIVERSITY OF ZULULAND

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Applications: Central Applications Office

Sharecall: +27 (086)086 0226

International Calls +27 (031) 268 4444

Email: enqgeneralcao.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

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