Step 1: Getting a student number (start at step 2 if you already have one)

- Please ensure that you have a valid Email Address and Cell phone number. As All Online information, including log in details may be sent.

- Go to the online application platform ([http://studies.nwu.ac.za/studies/how-apply-online](http://studies.nwu.ac.za/studies/how-apply-online))
- Click on New application
- Click on Create new student number and complete all the fields E.g. 1234578 pin ABC123 (Please note no special characters like !,@,& $ when creating a pin)

- When applying for Distance Learning, please select Potchefstroom as the Campus
- You select the study centre of your choice. (E.G Potchefstroom is the Campus but depending on which course you are apply for make sure it says Education/Nursing behind the name) – See the below example:

When applying for the post graduate Nursing programs we offer, please chose the Presentation method as Contact not Distance(See the below example)
After you chose the Presentation method as contact and the Qualification type as postgraduate you will see under the qualification program level the first four options there is the nursing programs we offer, take note Primary Health care is already closed thus you can no longer apply for that program.

Please note that the allocation of a student number does not mean that you have completed the application process. Please go through all the steps below to ensure that your application is complete and that it reaches us. Incomplete applications will not be processed by the University.

Step 2: Log in
When you receive a student number, use that together with the PIN number you created to log in.

Step 3: What do you want to study?
Complete all the fields I.E. the qualifications, modes of delivery and curricula.

- Only the first choice is Mandatory
- The Method of Delivery will always be A Distance (Pay)/ A Distance
- Except when applying for Nursing then it will automatically throw out the method of delivery as A ODL Nursing/Contact, you will NOT be able to change it when applying for our Nursing courses.
- Please choose the study centre from the drop down list
- Please select EMAIL as your preferred method of correspondence
- When capturing your address, please use the search function under the Town. (See below the example)
- The cell phone number must be typed in this format eg.078****** (no spaces)

See the below example:

Postal address
- Address same as: New Address
- Country: South Africa
- Address Line 1: Silverwoods Apartments
  2826 UNIT 9
- Address Line 2: Smitty Street 50
- Address Line 3:
- Address Line 4:
- Town/Post Office: MMABATHO UNIT 12
- Postal Code: 2735

Search Postal Code

Complete one field and click on Search to see possible results.

Postal Code
Town/Post Office

Search Postal Code

Complete one field and click on Search to see possible results.

Postal Code
Town/Post Office

<table>
<thead>
<tr>
<th>Postal Code</th>
<th>Post Office</th>
<th>Town</th>
</tr>
</thead>
<tbody>
<tr>
<td>2735</td>
<td>MAFIKENG EXT 39</td>
<td>MAFIKENG</td>
</tr>
<tr>
<td>2735</td>
<td>MAFIKENG UIT 39</td>
<td>MAFIKENG</td>
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<tr>
<td>2735</td>
<td>MMABATHO UNIT 1</td>
<td>MMABATHO</td>
</tr>
<tr>
<td>2735</td>
<td>MMABATHO UNIT 10</td>
<td>MMABATHO</td>
</tr>
<tr>
<td>2735</td>
<td>MMABATHO</td>
<td>MMABATHO</td>
</tr>
<tr>
<td>2735</td>
<td>MMABATHO UNIT 10</td>
<td>MMABATHO</td>
</tr>
</tbody>
</table>
Then chose the correct area, it will make a tick in the small block next to the choices.

**Step 4: Upload supporting documents**

In order to consider your application, please upload the following supporting documents:

Scan all your supporting documents individually, save to your desk top or on a memory stick.

There is no Proof of payment for an application fee required and no undertaking required (Please ignore those tabs)

- Certified copies of the Available grade 12 marks (or gr 11 if the gr 12 marks are not available yet), or a copy of your matric certificate - if you have already passed matric.
- Certified Copy of your ID
- Certified copy of the Marriage certificate (if applicable).
- Certified copy of Academic record for previous qualifications (if applicable)
- Certified copy of previous qualifications (If applicable).
- Additional documents for international prospective students:
  - A copy of relevant results
  - A copy of your passport

**See the below example:**

![Screen capture of a form with uploaded documents]

**Electronic Documents**

**Mandatory Documents**

<table>
<thead>
<tr>
<th>Additional Documents</th>
<th>Uploaded</th>
<th>Upload</th>
<th>Preview</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 11 Marks</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Identity Document</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Matric Certificate</td>
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<tr>
<td>Proof Of Payment - Application</td>
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<td></td>
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<tr>
<td>Previous Qualification Academic Record</td>
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</tr>
<tr>
<td>Previous Qualification Certificate</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Undertaking - Application</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Step 5: Submit application

Please make sure that you press the Submit application button when you have finished ensuring that we receive your application.

- Before the application is submitted, you can go in by logging in using your student number and pin, then click on modify application.
- Once the application has been submitted, no changes can be made from the online platform. See the below Example:

Submit Application to University

Select the study application you want to submit

Application

Application Status

Application date

Submission Date

Choice 1

Qualification Program

Progress Status

Conditional Admission Reason

Additional Reason

Only applications created via the web may be modified via the web. If you want to change the details of any other application you may contact us.

Refresh Cancel Modify application Submit application

When checking on your application status, go on the online portal where you applied- go to already have a university number(see example below)

Online application - Your future at #MyNWU starts here

The North-West University (NWU) is widely regarded as one of the top tertiary institutions in the country. The unique culture of the NWU can be attributed to:

- 1 University, 3 campuses, 8 faculties
- Internationally recognised qualifications
- A career-oriented degree that equips you to be innovative
- A multilingual language policy that fosters inclusivity
- A unique student experience with modern facilities
- Sports and culture achievements

Become a part of NWU by completing your online application right now.
Click on the following link and follow our easy step by step instructions: http://www.nwu.ac.za/onlineapplication

The NWU is offering you an unparalleled experience that will not only direct your future, but leave you with precious memories that will last you a lifetime.

Then click on modify application(see example below)
Then fill in your log in details, (see example below):

Then you chose Application status (see example below):

Then you will see the status of your application(see example below):
Application status

Application Status
Application date
Submission Date

Choice 1
Qualification Program
Progress Status
Conditional Admission Reason
Additional Reason

Contact details for further assistance:
Call centre 018 285 5900
Email: DistancePotch@nwu.ac.za