Hold the mouse over the “Study at the 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 nr 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 again for more studies at the NWU. “Forgotten Student Number” is the option if the student nr cannot be remembered.

CREATING A NEW STUDENT NUMBER

When a pin is forgotten choose “New Application” first, next option choose “Already have a University Number”, on the next page you will be able to choose “Forgotten your Pin”.

You will be able to create a pin nr if you have not done this before.

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

Fill in all the mandatory fields, marked with the red dot, finally choose a pin nr and click “NEXT”. All Non-South African citizens must choose their country of birth when creating a student nr and not choose South Africa at the Nationality tab.
Choose correct Nationality for International and Non-South African citizens. Non-South African citizens do not have to add your Non-South African ID nr, every student should add their country of births ID nr. This is a mandatory field.

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

After creating the student nr you will be directed to the application page to start the process of applying at the NWU. The tabs visible will be determined by the options chosen in the Matric Year, Qualification Type and Presentation method.

Fill in all the mandatory fields and click the “NEXT” button. All Open Distance Learning students should choose the correct “Distance” option as presentation method.

These tick boxes should be changed accordingly if you have studied at another Tertiary Institute.

Hold the mouse cursor over the TOOLTIPS to see more information when needed.
These tabs will change depending if the student is currently in Gr12 or is an after matric student.

Current year Gr 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 obtain for each subject, after that click “NEXT”.

Only Potchefstroom Campus has Open Distance Learning studies. The first choice is mandatory but the 2nd and 3rd choices are optional.

You are able to choose the correct Study Centre when choosing your course of study. You will also be able to choose to start your studies in the second semester, if the application is on time and the option is still available.

Only the qualifications will show which you meet the requirements off, according to your marks added in the School Subject tab. Only the qualifications available for distance studies will show in these tabs.
Fill in all the mandatory fields as requested.

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

Make the correct choice when choosing to grant permission to disclose your personal information.

The account email address should be the one of the students 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.

Click on the “SEARCH” button to search for the Town/Post Office. Search via the postal code or Town/Post Office, not both.
If the postal and account address is the same as the street address, it will pull through to the contact details automatically. Otherwise if not, you will be able to type in a new address.

These options should only be changed if you have studied at another Tertiary Institute after finishing Matric.
If you have studied at another Tertiary Institute you are able to capture all that information. If the other Tertiary Institutes name does not appear in the dropdown list, then choose “OTHER TECHNICON”, and you will be able to type in the name of the institute.

**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 correspondent documents in this tab to finalize 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.