

# ADMISSIONS OFFICE 2025

## ADMISSION & REGISTRATION INFORMATION FOR 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: 035-9026715
Ms Deliwe Zikalala	Senior Admissions Officer T: 035-9026051
Ms Nomfundo Zulu	Admissions Officer T: 035-9026184
Ms Irene Nomcebo Zulu	Admissions Officer T: 035-9026361
Mr Lungelo Sosibo	Admissions Officer T: 035-9026178
Please use the following Email for all Admissions Enquiries: <b>admissions@unizulu.ac.za</b> University's Web address: <b>www.unizulu.ac.za</b>	
Where to find us:	Kwa-Dlangezwa Campus Admin Building Room 32, Ground Floor



## 1.2 ADMISSIONS OFFICE – RICHARDS BAY CAMPUS

<b>Mr Emmanuel Radebe</b>	<b>Telephone Number:</b> 035 - 902 6950/6923/6977/6924 <b>Email Address:</b> <a href="mailto:RadebeE@unizulu.ac.za">RadebeE@unizulu.ac.za</a>
<b>Where to find us:</b>	<b>Richards Bay Campus</b> Office No. A2 – 13 Second Floor

## 2. IMPORTANT CONTACT DETAILS

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](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.

### 2.1 IENABLER

The screenshot shows the iEnabler login interface for the University of Zululand. The browser address bar displays the URL: [https://jasper.unizulu.ac.za/pls/prodi41/w99pkg.mi\\_login?numtype=S](https://jasper.unizulu.ac.za/pls/prodi41/w99pkg.mi_login?numtype=S). The page header includes the University of Zululand logo and the text "RESTRUCTURED FOR RELEVANCE". A navigation bar contains links: "Apply, Register, Change personal information, get academic and other information and make payments." The main content area is titled "Registered Users: Login Credentials" and features radio buttons for "Student", "Personnel", "Other", and "Alumni". The "Student" option is selected. Below this, there are input fields for "Student Number:" (containing "1234566") and "Pin:". A note specifies "(5 numeric digits. Do not start with a 0.)". At the bottom of the form are buttons for "Login", "Forgot Pin", "Change Pin", "Request A Pin", and "Forgot Student Number". A red box with the text "Type Student Number" points to the Student Number input field. Another red box with the text "Click Request A PIN" points to the "Request A Pin" button. A blue box at the bottom contains the text: "Check your email. When you receive a PIN, insert the PIN and login to accept the Offer".

## 2.2 Click on First Time Applicant and Acceptance Process (see below)



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



UNIVERSITY OF  
ZULULAND

### Student iEnabler

#### ^ First Time Applicant

[View Acceptance Process](#)

Accept Firm Offer

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Logout

1 of 1

### 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.



## 2.3 Click on Accept Firm Offer and click on Select (see below)



### 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



### Student iEnabler

- ^ First Time Applicant
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Logout

UNIVERSITY OF ZULULAND TEST
Thursday, 12th October 2023

Student Number: 123456789

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 style="border: 1px solid #ccc; padding: 2px; display: inline-block;">                         -- Please select --                     </div>	

Save

Revert Changes

2.4 Click on Accept if you accept the offer or Select decline the offer. If you accept the offer you must click on upload /view the Documents

Accept Firm 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)
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- Residence Application
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Logout

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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	Accept	

Save

Revert Changes

Decline



**UNIVERSITY OF ZULULAND**

Student iEnabler

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Save

Revert Changes



**UNIVERSITY OF ZULULAND**

Student iEnabler

- First Time Applicant
  - View Acceptance Process
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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 via 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



**2.5 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) **ESSENTIAL**
- Certified copy of final statement of results or equivalent **ESSENTIAL OR**
- Certified copy of National Senior Certificate or equivalent **ESSENTIAL**
- Proof of residence (e.g., municipality statement, letter from local Inkosi) **ESSENTIAL**
- Firm offer letter (optional)
- Proof of registration fee deposit (optional)

**NB: You will NOT be given admittance to REGISTER unless you have uploaded the 3 ESSENTIAL documents**

**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
- International students are required to bring along their original documents when they come to the University

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](http://www.dha.gov.za).**

## **3. REGISTRATION OF FIRST YEAR STUDENTS**

To start the Registration process, click on the link below, enter your Student Number & PIN, select Registration, Accept the Registration Rules and then Submit Registration.

**[https://jasper.unizulu.ac.za/pls/prodi41/w99pkg.mi\\_login](https://jasper.unizulu.ac.za/pls/prodi41/w99pkg.mi_login)**

Please check your Proof of Registration to ensure that your registration is correct and process your student card when you are on campus.

### 3.1 REGISTRATION WILL TAKE PLACE AS FOLLOWS:

	TIME	STARTS	ENDS
All First Year Students	08h00 to 16h00	Mon, 27 Jan 2025	Fri, 31 Jan 2025

### 3.2 COMMON ADMISSION AND REGISTRATION QUERIES

<b>I have a</b> - “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 <a href="http://www.cao.ac.za">www.cao.ac.za</a> or -Contact the CAO at 031 2684400 or -Contact the relevant faculty (please see contact details in the table below)
<b>I do not meet the Minimum Admissions Requirements (MAR) or I have upgraded my results or I have changed my mind (re-ranked my choices)</b>	- Please contact the relevant Faculty should you discover that you did not meet the minimum admission requirements but now meet or satisfy the minimum admission requirements after you have upgraded or reranked your choices. - The relevant Faculty will re-assess your application
<b>Acceptance of FIRM OFFER and UPLOADING OF DOCUMENTS enquiries</b>	Kindly contact Call Centre information Telephone number 035 902 6030. Or Visit the University website at <a href="http://www.unizulu.ac.za">www.unizulu.ac.za</a> to access the information on how to accept the FIRM OFFER and UPLOAD your documents
<b>Biographical information is incorrect</b>	Update your biographical details on the iEnabler and you may access the iEnabler using your pin code and student number
<b>My registration has been blocked for financial reasons</b>	Kindly contact Finance on 035 902 6290
<b>Some modules do not appear on my proof of registration</b>	Please consult Student Administration Section

If you experience any challenges with accepting the offer, uploading documents or with registration, please visit this site <https://forms.gle/Q94Mw9171L9WEK866> and log your challenge and an Officer will assist you.



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

<b>FACULTY OF HUMANITIES AND SOCIAL SCIENCES (FHSS)</b> Venue: Arts Building, Office No. 12 Telephone: 035 9026572 Email: <a href="mailto:XothongoX@unizulu.ac.za">XothongoX@unizulu.ac.za</a>	<b>FACULTY OF COMMERCE, ADMINISTRATION AND LAW (FCAL)</b> Venue: D – Block Building, Office No. 305 Telephone: 035 9026539 Email: <a href="mailto:MpofuM@unizulu.ac.za">MpofuM@unizulu.ac.za</a>
<b>FACULTY OF EDUCATION (FET)</b> Venue: Education Building, Office No. 105 Telephone: 035 9026023 Email: <a href="mailto:MtotywaP@unizulu.ac.za">MtotywaP@unizulu.ac.za</a>	<b>FACULTY OF SCIENCE, AGRICULTURE AND ENGINEERING (FSAE)</b> Venue: Science Faculty Building, Office No. SC 225 Telephone: 035 9026306 Email: <a href="mailto:NxeleN@unizulu.ac.za">NxeleN@unizulu.ac.za</a>

#### 5. 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](http://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 2025

#### 6. APPLICATION FOR CREDITS BASED ON SUBJECTS/MODULES PASSED (UNIZULU AND TRANSFERRING 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 the form. It is available on the University webpage [www.unizulu.ac.za](http://www.unizulu.ac.za)**

#### 7. 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.

## 8. 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. MINIMUM INITIAL PAYMENT (MIP) (OPTIONAL)

	NSFAS FUNDING OR FUNDING FOR THE FULL COST OF STUDY	NON-FUNDED STUDENTS (OPTIONAL)
Residential students	R Nil	50% Deposit of Residence amount after being accepted at an available Residence.
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	<b>YOUR STUDENT NUMBER</b> <b>(this is VERY IMPORTANT!)</b>

### 9.2 Kindly contact the following for more information:

Department	Contact Person	Contact Details
Finance	Ms Z Dlamini	035 902 6906
	Ms P Mafundityala	035 902 6954
	Mrs J Mashiyane	035 902 6293
	Email	<a href="mailto:fees@unizulu.ac.za">fees@unizulu.ac.za</a>



## 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
<b>SETA Bursaries</b>	Mbuso Mthiyane	035 902 6307
<b>UNIZULU BURSARIES &amp; WRSETA</b>	Babalwa Maziko	035 902 6305
<b>OTHER BURSARIES, NRF, MOSES KOTANE, BURSARIES &amp; SERVICES SETA</b>	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.

Other Financial Aid related request please email: **Fab@unizulu.ac.za** , contact number 035 902 6679

	Contact Name	Contact Number
HEAD OF FINANCIAL AID	Ester Mbangata	035 902 6587

11. 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.

	Contact Name	Contact Number
UNIZULU- NSFAS OFFICE	TP Mulaudzi	035 902 5609
	NC Nyembe	035 902 6308
NSFAS disability, TRC, DALRRD, Coid, Funza Lushaka, NSFAS MerSeta, NSF Bursary	Nkosingiphile Cakwe	035 902 6689
NSFAS		0800 067 327
		Email: <a href="mailto:info@nsfas.org.za">info@nsfas.org.za</a>
		<a href="http://www.nsfas.org.za">www.nsfas.org.za</a>

12. THE FOLLOWING ARE OTHER BURSARIES THAT ARE NOT ADMINISTERED BY THE UNIVERSITY WHICH APPLICANTS MAY APPLY FOR:

12.1 FUNZA LUSHAKA

Funza Lushaka is a full bursary for Bachelor of Education students offered by the Department of Basic Education (DBE).

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](http://www.funzalushaka.doe.gov.za)



SETA BURSARY	ELIGIBILITY	WEBSITE
Cathseta	is a full bursary for Tourism, Arts and Sport Science	<a href="http://www.cathsseta.org">www.cathsseta.org</a> students.
W & R seta	is a full bursary for Wholesale and Retail students	<a href="http://www.wrseta.org.za">www.wrseta.org.za</a>
Fasset	is a full bursary for Finance and Accounting students.	<a href="http://www.fasset.org.za">www.fasset.org.za</a>

### 12.3 OTHER BURSARIES

<b>Social Worker</b>	<a href="http://www.dsd.gov.za">www.dsd.gov.za</a>
<b>Students with Disabilities</b>	<a href="http://www.nsfas.org.za">www.nsfas.org.za</a>
<b>Teaching</b>	<a href="http://www.funzalushaka.doe.gov.za">www.funzalushaka.doe.gov.za</a> OR <a href="http://www.kzndoe.gov.za">www.kzndoe.gov.za</a>
<b>Postgraduates</b>	<a href="http://www.nrf.ac.za/">www.nrf.ac.za/</a>

### 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](mailto: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

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

## 15. 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.

## 16. 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, 03 Feb 2025	Fri, 07 Feb 2025

### VENUES:

KwaDlangezwa Campus:

FACULTY	VENUE
Commerce, Administration, and Law	LT – 1 and LT - 2
Science Agriculture and Engineering	SC-101 and SC 106
Humanities and Social Sciences	AL-9 and AL-10
Education	NE 5 and NE 137

## VENUES:

Richards bay Campus:

FACULTY	VENUE
Commerce, Administration, and Law	A2 -75
Science Agriculture and Engineering	A2 -75
Humanities and Social Sciences	A1-38

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.

## 17. 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.

## 18. 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](http://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.

## 19. 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.



**MANAGER: ADMISSIONS OFFICE**



# UNIVERSITY OF ZULULAND

*A NODE FOR AFRICAN THOUGHT*