

## 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 Cellphone number. All Online information, including log-in details, will be sent [to your contact details](#).
- Go to the [online application platform](#)
- [-\(http://studies.nwu.ac.za/studies/how-apply-online\)](#)
- Click on *New application* [then create new academic application](#)
- Click on [Create new student number](#) and complete all the fields E.g. 1234578 pin ABC123 (Please note no special characters like !, @, & \$ may be used when creating a pin)
- When applying for Distance Learning, please select **Potchefstroom** as the Campus and Method of Delivery A DISTANCE (PAY)
- *You select the study centre of your choice. (E.G Potchefstroom is the Campus but you select The Apostolic Faith Theology under study centre.) – See the below example:*

Qualification	Biographical	Contact	School Subjects	Post School Information	Employment History	Non Academic Achievement
Accommodation	Relationships	Electronic Documents				

### Qualification Application Information

Please enter details below. (\* indicates mandatory information.)

Application Year \*

Matric Year \*

Qualification Type \*

Presentation Method \*

**First Choice of Study**

Campus \*

Qualification Program \*

Level

Method of Delivery \*

Curriculum

Study Centre \*

**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)
- Please choose the study centre from the drop down list (focus on your LSC)
- Please select EMAIL as your preferred method of correspondence
- When capturing your address, please use the search function for the town
- The cellphone number must be typed in this format eg.078\*\*\*\*\*

**See the below example:**

#### Postal address

Address same as	<input type="text" value="New Address"/> ▾	If not, select another option.	
Country	* <input type="text" value="South Africa"/> ▾	<input type="button" value="Search"/>	<i>Example Address:</i>
Address Line 1	* <input type="text" value="2826 UNIT 9"/>		<i>Silverwoods Appartments no. 7</i>
Address Line 2	<input type="text"/>		<i>Smit Street 50</i>
Address Line 3	<input type="text"/>		
Address Line 4	<input type="text"/>		
Town/Post Office	* <input type="text" value="MMABATHO UNIT 12"/>	<input type="button" value="Search"/>	<i>Bailliepark</i>
Postal Code	* <input type="text" value="2735"/> ▾		<i>2526</i>

#### **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:***



- Qualification
- Biographical
- Contact
- School Subjects
- Post School Information
- Employment History
- Non Academic Achievement
- Accommodation
- Relationships
- Electronic Documents

## Electronic Documents

### Mandatory Documents

### Additional Documents

Grade 11 Marks	Uploaded: 2018/04/25 15:38:24	<a href="#">Upload</a>	<a href="#">Preview</a>
Identity Document		<a href="#">Upload</a>	<a href="#">Preview</a>
Matric Certificate		<a href="#">Upload</a>	<a href="#">Preview</a>
Proof Of Payment - Application	Uploaded: 2017/08/31 11:02:29	<a href="#">Upload</a>	<a href="#">Preview</a>
Undertaking - Application		<a href="#">Upload</a>	<a href="#">Preview</a>

[Save](#) [Cancel](#) [Next >>](#)

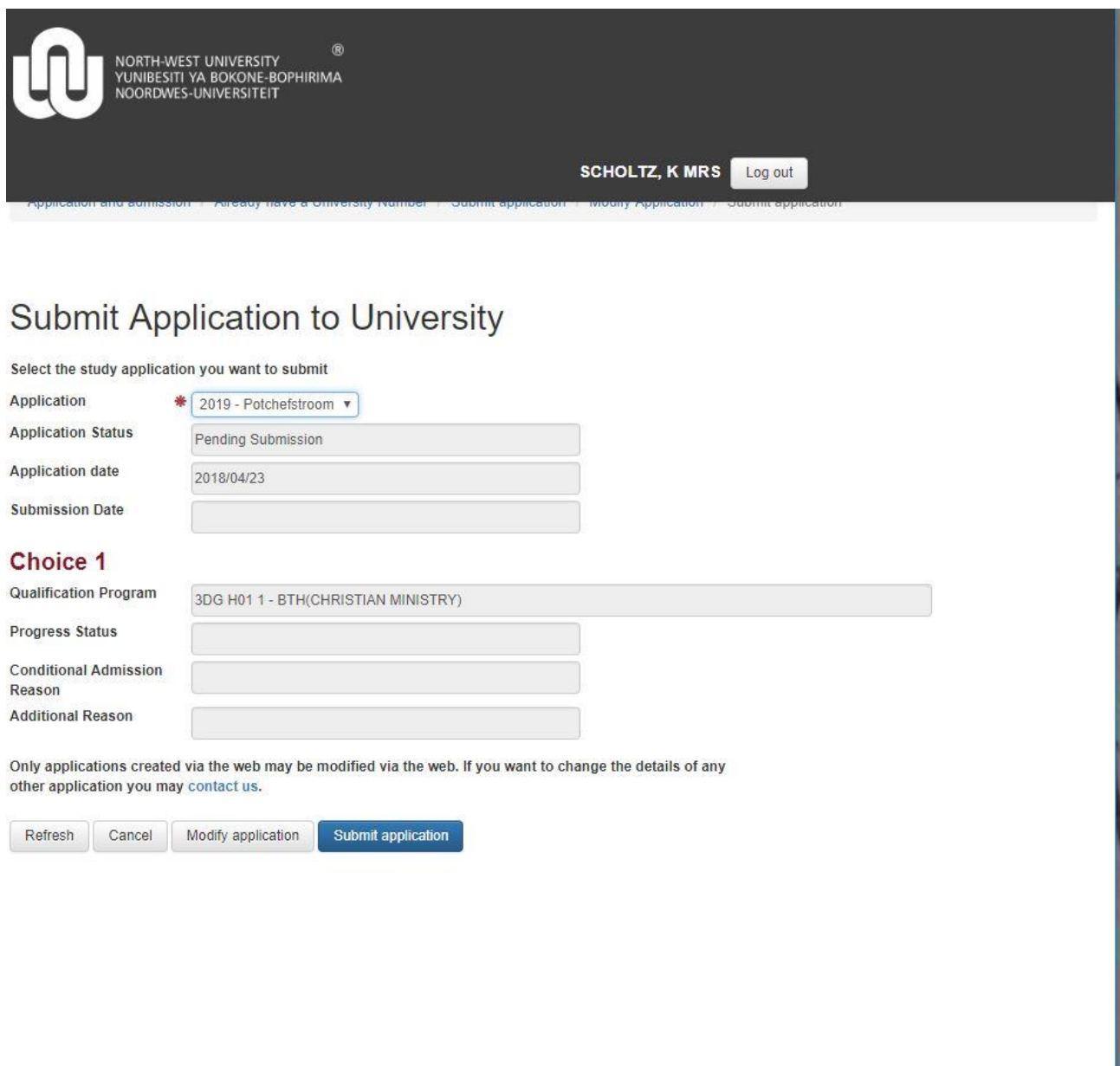
To move to the next section, click each time NEXT

## 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. The required changes must be Emailed to [Keshni.Scholtz@nwu.ac.za](mailto:Keshni.Scholtz@nwu.ac.za)

*See the below Example:*



The screenshot shows the North-West University application submission interface. At the top, the university logo and name are displayed in three languages: English, Afrikaans, and Dutch. The user's name, 'SCHOLTZ, K MRS', and a 'Log out' button are visible in the top right corner. A breadcrumb trail at the top indicates the user's path: 'Application and admission' > 'Already have a University Number' > 'Submit application' > 'Modify Application' > 'Submit application'. The main heading is 'Submit Application to University'. Below this, a section titled 'Select the study application you want to submit' contains several form fields: 'Application' (a dropdown menu with '2019 - Potchefstroom' selected), 'Application Status' (a text box with 'Pending Submission'), 'Application date' (a text box with '2018/04/23'), and 'Submission Date' (an empty text box). A section titled 'Choice 1' contains: 'Qualification Program' (a text box with '3DG H01 1 - BTH(CHRISTIAN MINISTRY)'), 'Progress Status' (an empty text box), 'Conditional Admission Reason' (an empty text box), and 'Additional Reason' (an empty text box). A note at the bottom states: '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.' At the bottom of the form, there are four buttons: 'Refresh', 'Cancel', 'Modify application', and 'Submit application' (which is highlighted in blue).

Contact details for further assistance:

For any changes to the Theology Application, please contact:

- 018 299 4575 – Keshni Scholtz
- [Keshni.scholtz@nwu.ac.za](mailto:Keshni.scholtz@nwu.ac.za)

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