

## ONLINE REGISTRATION: 2022

Online registration will be open from 11 January to 13 February 2022. **Please note that late registration after 13 February is subject to payment of a late registration fee.** You can register from anywhere by logging on to the Student Portal or the Nelson Mandela University website <https://www.mandela.ac.za/Registration>

Late registration closes on Friday, 4 March 2022.

Electronic transfers/direct bank deposits may take up to two business days to reflect in Nelson Mandela University's bank account. Registration will not be active until the payment reflects on the student account.

Returning students: Your student account for previous years must be fully settled and your initial upfront down payment must be paid before you can proceed with your registration.

Sponsorships: the confirmation of sponsorship for 2022 must be submitted to the Student Accounts section two working days before you register online. Proof of payment and sponsorship letters can be e-mailed to [studentaccounts.employers@mandela.ac.za](mailto:studentaccounts.employers@mandela.ac.za). The Student Accounts Guide can be accessed at [www.mandela.ac.za/studentaccountsguide](http://www.mandela.ac.za/studentaccountsguide)

### Down payment amounts before registration can commence

This amount will be credited towards your student fees account.

### Degree Programmes, Postgraduate Diplomas and Occasional Studies

Full-time students	R 8900
Part-time students	R 5100

### Diploma/Certificate Programmes

Full-time students	R 6300
Part-time students	R 4400

<b>Residences</b> (students at all campuses)	R 6600
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Students accepted in accredited off-campus residences must make payments directly to the service provider (landlord) and not into the university account. (Please see off-campus registration guidelines on website: <http://ocho.mandela.ac.za>)

### International Students

International students are required to pay all fees in full before registration. Please request your estimation of fees from the International Student Accounts Office by emailing [intfees@mandela.ac.za](mailto:intfees@mandela.ac.za). International students must complete pre-registration before proceeding with registration. In order to obtain financial and administrative clearance, please email estimation of fees, proof of payment, proof of medical aid and study permit (this is only required if you renewed your study permit) to [intfees@mandela.ac.za](mailto:intfees@mandela.ac.za). You will then receive an email from the relevant Access and Enrolment Consultant to proceed with registration. Please indicate Registration 2022 in the subject line.

### Steps to follow to register online for 2022

Follow this link: <https://www.mandela.ac.za/Registration> Select **register now** and login.

You can request a PIN if you don't have one by following the instructions on the screen. The PIN will be sent to your Nelson Mandela University email address.

1. Select registration. This can be found at the top left of your screen.
2. Select declaration by applicant. Please read and acknowledge the content and then select I accept. You have to complete this process before you will be allowed to continue with your registration. **This is only applicable if this is your first online registration.** Select register now (on the left side of your screen).
3. Your qualification information for 2022 will be displayed. Enter your employment status by selecting a value from the list. Select save and continue.
4. The modules for your qualification will be displayed. Make your selection from the text box on the left. Select save and continue once you have selected the modules for which you want to register. Note: you may only register for 120 credits or the annual total of your programme for any specific academic year. Select continue and view modules selected.
5. Select I accept to confirm the registration of modules. Select accept registration in order to finalise your registration. Your proof of registration will be displayed.

## **Residence registration**

Students who have been provisionally admitted, must in addition to the registration down payment, pay the residence down payment towards their accommodation fees.

**On-campus and accredited off-campus residence students can register online for residence. You can do this from home or at the nearest facility where internet access is available or from a suitable mobile device.**

You may also report to the residence for on- and off-campus *residence registration*.

**Port Elizabeth (Gqeberha) Campus students:** Sanlam Student Village. For more information please send an email to [resadmissions@mandela.ac.za](mailto:resadmissions@mandela.ac.za) or [offcampus.accommodation@mandela.ac.za](mailto:offcampus.accommodation@mandela.ac.za).

**George Campus students:** Residence Admission & Placement Office at the Stinkwood Building. For more information please send an email to [Sinesipho.mketo@mandela.ac.za](mailto:Sinesipho.mketo@mandela.ac.za) or contact us on 044-801 5192.

## **International Students**

International students are required to pay for the full year before registration. Please advise which residence you will be living in when you request your estimation of fees from the International Student Accounts Office by emailing: [intfees@mandela.ac.za](mailto:intfees@mandela.ac.za) in order to obtain clearance to register.

## **Student cards**

Returning students: your student card will be renewed once you are registered as a student for 2022.

New students may report to the venues below once you are registered as a student for 2022:

**George Campus:** Protection Services Control Room  
**Missionvale Campus:** Protection Services, Main Administration Building 501, Room 0026  
**North Campus:** K-Project Building, Room 007  
**South Campus:** Claude Qavane Main Residence

## **Lecture timetables** (if applicable)

Timetable details are published on the Nelson Mandela University website. Once you are registered, you can also make use of the student portal to view your lecture timetable under the *Timetable* link. Please note that the South Campus personal timetable on the intranet will only be available/updated 24 hours after you have registered. Should you not be able to find the timetable details for your module/s, please forward an email to [cto@mandela.ac.za](mailto:cto@mandela.ac.za) providing your student number as well as the qualification name.

**George Campus:** If you have any queries please send an email to [george.timetable@mandela.ac.za](mailto:george.timetable@mandela.ac.za)

## **Prospectuses and diaries**

The General Prospectus as well as all Faculty Prospectuses are available from the Nelson Mandela University website. Students are encouraged to familiarize themselves with the general academic rules as well as faculty rules.

Student diaries are available at the information counters. Please provide your proof of registration when collecting a diary.

Missionvale Campus: Admissions counter, Registration Hall  
 Other Port Elizabeth (Gqeberha) Campuses: Embizweni Building, First Floor, Room 142, South Campus  
 George Campus: Academic Administration Front Office, Room 0012, Mopani Building

## **Possible problems with online registration**

If the system encounters any problems with your registration, it will display an error message and you must then select the *notify institution and view errors* button. This will notify us of your problem and we will forward it to the correct person for their attention. If the problem has been resolved, you may then select the *try again* button. You may also contact your Faculty Academic Administration Consultant for advice on your curriculum or the Contact Centre on 041-504 1111 if you experience any problems.

George Campus students can contact the Academic Administration Coordinator on any of the following numbers:

044-801 5566  
 044-801 5048 or  
 044-801 5155

Wishing you a successful academic year!

**ACADEMIC ADMINISTRATION**