

Self-Service Upload and Password Reset Guide



WITS
UNIVERSITY

All required documents must be uploaded via the student self-service portal @ <https://self-service.wits.ac.za>

Student ID is your person/student number; *Password* is your birthdate in the format 'YYMMDD'.

Student ID: *Student Number/ Person Number*

Password: *If DOB is 1991/09/28 you enter in 910928*

Welcome to the Student Self Service

Please note: The Student Self Service portal works best with the latest version of Chrome, Firefox and Internet Explorer.

Applicants:

Upload your supporting documents

View your Academic Application and its Status. (This will inform you of the most recent decision made and will also let you know if we require further documentation from you)

View your Financial Aid Application (NSFAS) status or your Scholarship and Bursary application status (if applicable)

View your Residence Status (if applicable)

View your Personal Information (eg. addresses and phone numbers)

Current Students:

Access and print your Fees statement

Check your timetable and venues

View and amend Personal information

Check your application status

Pay your fees online

View final examination results

View examination timetable

View graduation dates

If any of the information is incorrect or if you have any queries, please consult your faculty office.

If you have any queries please contact the Student Call Centre on 0117171888

Access the Student Self Service Portal

Student ID:

Password:

Sign In

Applicants - Student ID is your Person Number and Password is date of birth in (YYMMDD) format eg. 861224 **Current Students** - Student ID is Person Number and Password is Student password. If you have forgotten your password click here.

Once you have logged the below home screen appears: You can perform the following functions

Student Centre - View Academic Application Status

- Upload any outstanding documents (**Preferably in PDF**) in support of you application, Click on '**Manage Documents**'

Fee Estimator - Generate a quotation for your prospective application

Residence Self-Service - To apply and to check your residence application status

Admissions - View academic application status and to accept or decline an offer if one has been made to you



Click on the Student Centre tile to access your To do List, click on '**Manage Documents**' to upload ALL items that reflect as pending.



Remember to save your documents in PDF and name them correctly as you can only upload them once against a particular category.

The uploaded documents would reflect as 'Not verified' on your profile, until they have been verified by the Admissions Office, they will then reflect as "Electronic"

Emailed documents cannot be uploaded on your behalf. Should you experience any trouble with the upload functionality please call the Student Contact Centre for assistance @ +27 (0)11 717 1888 and they will guide you through the process



Should your application be successful based on the uploaded/electronic certified supporting documents, you will not be required to submit certified hard copies of academic qualifications (academic record/s, graduation certificate/s) to accept an offer due to the current Coronavirus outbreak and national lockdown. However, the University will verify any information/documentation submitted and in the event that any fraudulent document/s and/or other misrepresentation has been provided, will immediately cancel your registration, record such action against your record, and report the matter to the South African Police Service as per the revised Legal Declaration of Indemnity and Undertaking

How to pay your Application Fee:

Undergraduate SA Citizens R100-00

International applicants R700-00

Postgraduate –R200 for South African and International applicants

Standard Bank (Braamfontein)

Account number: 200 346 385

Branch code: 004805

CI Number: 074A

Account name: Wits University – Application Fees

For International Students, the Swift Code is: SBZAJJ

Your Reference Number: Is **Wits Student /Person Number, ID Number** (SA Citizens) or the application **T Number (Temporary Number)** obtained during your online application.

Password Reset:

Applicants - Your Password is your date of birth in (YYMMDD) format eg. 861224 . Current Students - Your Password is your current Student password. If you have forgotten your password [click here](#). The below screen will appear which you will then need to enter your username and follow the steps to reset your password.



UNIVERSITY OF THE WITWATERSRAND,
JOHANNESBURG

Password Reset:

Please enter your user name below

Examples:

For Students: `students\StudentID OR studentID@ss.wits.ac.za`

For Staff: `DS\Staffno or Staffno@wits.ac.za`

Next

Students note: To get your WITS number, replace the first two digits of your ICAM Number with a "W" and leave out the last two digits, i.e.

ICAM "22222222 52" becomes "W2222222"

and

ICAM "000234567 01" becomes "W0234567"

For help on using this password self service portal, [click here](#).