

Additional Registration Information

2021 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 8500

Part-time students R 4900

Diploma/Certificate Programmes

Full-time students R 6000

Part-time students R 4200

Residences (students at all campuses) R 6200

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. 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. You will then receive an email from the relevant admissions officer to proceed with registration. Please indicate Registration 2021 in the subject line.

Steps to follow to register online for 2021

Follow this link: 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 2021 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.

Payment Methods

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 2021 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. The Student Accounts Guide can be accessed at www.mandela.ac.za/studentaccountsguide

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 Campus students: Sanlam Student Village. For more information please send an email to resadmissions@mandela.ac.za or offcampus.accommodation@mandela.ac.za.

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

International Students

International students are required to pay for the full semester 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 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 2021. New students may report to the venues below once you are registered as a student for 2021:

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 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

Parking Discs - 2021

Returning students: Your 2020 parking disc will be valid until 1 April 2021. Please ensure that you collect your 2021 vehicle disc before this date.

New students: The model (year) and make, colour and vehicle registration number must be provided if you apply for a parking disc for the first time. Fines will be issued to vehicles not displaying the 2021 discs after 1 April 2021.

Port Elizabeth Campuses: Security Office, North Campus

George Campus: Vehicle Registration Desk during the normal registration period and from Protection Services Control Room thereafter.

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 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 Coordinator on any of the following numbers:

044-801 5566

044-801 5048 or

044-801 5155