

REGISTRATION COMMUNIQUE

Dr Maditsane Nkonoane
Registrar

COMMUNIQUE TO PROSPECTIVE NEW FIRST-YEAR UNDERGRADUATE STUDENTS REGISTRATION INFORMATION FOR 2025

Dear Prospective DUT Student,

Congratulations on successfully completing your matric. Without a doubt, it was a challenging year for everyone, but you persevered against all odds and made it through. Please take note of the following important information and dates for the 2025 academic year.

PLEASE NOTE: receiving this letter does not imply in any way that you have been or will be admitted for the 2025 academic year.



I. REGISTRATION DETAILS

2025 REGISTRATION DATES

UNDERGRADUATE

New Students

13 January – 07 February

The detailed registration timetable per Faculty/Department/Programme is available [HERE](#)

PLEASE NOTE THAT STRICT CUT-OFF DATES FOR REGISTRATION WILL APPLY AND NO LATE REGISTRATION AFTER THE CUT-OFF WILL BE PERMITTED.

ALL STUDENTS ARE ENCOURAGED TO REGISTER ONLINE, FOR WHICH YOU MAY USE A TABLET / HANDHELD DEVICE OR ANY OTHER COMPUTER FACILITY AT YOUR DISPOSAL. REGISTRATION CAN ONLY BE DONE ON-CAMPUS IF YOU ARE EXPERIENCING DIFFICULTIES WITH THE ONLINE REGISTRATION.

The University cannot guarantee your place if you do not register **on/or before the closing date of registration**. Note that the registration dates may be adjusted in which case such detail will be formally placed on the DUT website [CLICK HERE](#)

[CLICK HERE](#) to access important registration information and follow the step-by-step registration guide and registration videos to finalise your online registration remotely. *Please note: you are responsible for your registration and need to ensure that you are registered for the correct modules by checking your proof of registration against your specific programme as contained in the Departmental Handbook which is available on the DUT website or by [CLICKING HERE](#).* Please [CLICK HERE](#) to access important 2025 registration dates and deadline dates for your academic administration processes.

Access your registration by [CLICKING HERE](#) and follow the step-by-step registration guide or registration video which is available on the DUT website or by [CLICKING HERE](#).

You will need to ensure that you have paid the minimum deposit for your registration (at least 5 working days) before your registration date to register via the online web registration system.

Once your registration is completed, please review your Proof of Registration, to ensure that your modules / programme registration is correct. Access your proof of registration by [CLICKING HERE](#). *Please note: you are responsible for your registration and need to ensure that you are registered for the correct modules by checking your proof of registration against your specific programme as contained in the Departmental Handbook which is available on the DUT website or by [CLICKING HERE](#).*

Please note that you must have declared all previous studies on your application or on your acceptance of offer. Failure to disclose any prior studies will result in the automatic withdrawal of any offer of admission and the cancellation of your registration.

ONLY REGISTERED STUDENTS MAY PARTICIPATE IN ACADEMIC ACTIVITIES. STUDENTS MAY NOT ATTEND LECTURES FOR A MODULE OR PROGRAMME THEY DID NOT REGISTER FOR.



- DUT will receive all final NSC Grade 12 results from the Department of Basic Education.
- Once selections have been finalised, the CAO will inform you of your application status by SMS or email.
- The notice regarding your application status is **ONLY** official and binding to the University if it has been sent to you by CAO/DUT via email.
- If you have not received an email regarding your application status by 19 January 2025, you can verify your application status online at www.cao.ac.za.

6. PAYMENT OF FEES



PAYMENTS

The following first installment is compulsory before the day of registration. Students presenting a bank deposit slip as proof of payment must have made the payment at least 5 working days before the registration date. Students who do not comply with these requirements will not be able to complete the registration process until the payment is reflected on the student account:

2025 First Instalment (Non-Residence Students)

- Annual students (Tuition only): **R5 050**. This can be paid directly into the DUT Bank Account – you must use your **student number as the reference** (download bank details and deposit slip via the DUT website https://www.dut.ac.za/student_services)
- Semester students (Tuition only): **R3 100**. This can be paid directly into the DUT Bank Account – you must use your **student number as the reference** (download bank details and deposit slip via the DUT website https://www.dut.ac.za/student_services)

2025 First Instalment (Residence Students)

- Annual students (tuition plus residence): **R10 710**. This can be paid directly into the DUT Bank Account – you must use your **student number as the reference** (download bank details and deposit slip via the DUT website https://www.dut.ac.za/student_services)
- Semester students (tuition plus residence): **R6 570**. This can be paid directly into the DUT Bank Account – **you must use your student number as the reference** (download bank details and deposit slip via the DUT website https://www.dut.ac.za/student_services)

NB: Single registration students will be charged the annual 1st instalment (i.e. students who are registering for both 1st and 2nd semester at the beginning of the year). **Single registration applies to all students.**

Please note:

- 3.1 NSFAS students are required to pay their family contributions, if any before the exam results are released.
- 3.2 In the event of the fees costing less than the first installment requested by the University, the lesser amount will be payable on registration.

4. MINIMUM FINANCIAL COMMITMENTS ON REGISTRATION



- 4.1 No student will be registered on presentation of anything other than the minimum required amount as stated above, a letter of authority from an acceptable employer or sponsor, loan and/or bursary documents must be originals (photocopies or faxes are not acceptable), authorised and properly approved by the issuing authorities. An application for a loan or bursary is NOT acceptable.
- 4.2 Any fee defaulter from previous years wishing to re-register must comply with the following conditions to register: -
 - 4.2.1 All arrears must be paid in full, in cash, through EFT/Internet banking (subject to clearance into DUT bank account), using the DUT online payment facility.
Please note that students, who have been handed over, have to settle their fees with the Debt Collectors.
 - 4.2.2 No letter of authority, debit orders, bursary or loan documents will be accepted in these circumstances. Companies sponsoring these students are required to pay the arrears in full before documentation for the current registration will be considered.
 - 4.2.3 In the event of the employer not paying, the student will be held liable for fees and penalties, as the official contract (registration form/online registration agreement) is between the Durban University of Technology and the Student/Guarantor/Surety.

5. PAYMENT PROCEDURES



5.1 Cashiers (Fees Office)

Please note that no monies should be paid to the University's officials other than the official cashiers (fees office) at the various campuses. Students must insist on an official receipt as proof of payment. Failure to adhere to this procedure will absolve this University of any liability.



6. PAYMENT OF FEES

6.1 TO BANKS

Direct deposits limit the amount of cash on the University premises and consequently, students who do not pay their fees directly into the listed bank can expect to spend a considerable amount of time standing in queues at the cashiers. **Standard Bank Account Number: 05050 5416 Branch Code: 040126**

Students who have a valid student number are to deposit fees directly into the university's Standard Bank account using the prescribed **M65 (deposit slip)** form. These forms are available at registration Venues, cashiers' offices, and the DUT website. The M65 deposit slip will also accompany the accounts/statements posted. *N.B.*

- 6.1.1 *The bank will refuse deposits in the above account if invalid student numbers are supplied.*
- 6.1.2 *CHEQUES are no longer a medium of payment at our University*
- 6.1.3 *Students please note that a two working day period after the date of deposit is required before the student account is automatically credited.*

6.2 Payment for subject additions

After the dates for the final instalment have expired, registration of additional subjects will only be allowed on condition that these subjects are paid in advance, in cash or credit card, or EFT.

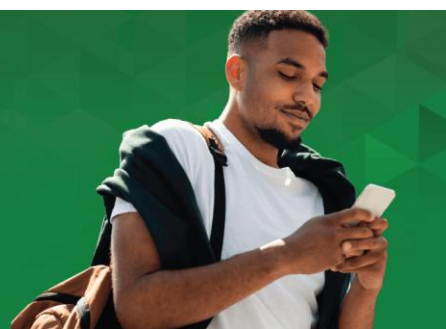


7. METHODS OF PAYMENT

- 7.1 Cash
- 7.2 Credit Cards/Debit Cards (Master Card / VISA) will be accepted.
- 7.3 Letters of Authority
- 7.4 Direct Deposit/Payments
- 7.5 ABSA Online Payments
- 7.6 Online E-Payment Facility via **Debit and Credit Card**
- 7.7 Debit Orders (**N.B.: DEBIT ORDER payment system students will have their interest reversed if they do not default on payment dates.**)

NB: The University is moving towards a fully cashless society to ensure that students/ parents will no longer have to wait in long queues to make payments, reducing the risk of theft, injury to limb and loss of life with the added advantage of payments being made remotely at the convenience of the payer.

8. FINANCIAL LIABILITY UPON TOTAL CANCELLATION OF STUDIES OR CANCELLATION OF CERTAIN MODULES



8.1 Please note that should you decide not to continue with your studies, you have to cancel your registration at the university by completing the official **Deregistration Form**. [CLICK HERE](#) to access the application form. If you do not complete the Deregistration form and submit it timeously to the Faculty Office, you will be liable for the fees that are due.

8.2 The following cancellation rules apply:

Tuition fees shall be refundable to a student who withdraws from the University on the following cancellation credit basis provided the fees are paid in full.

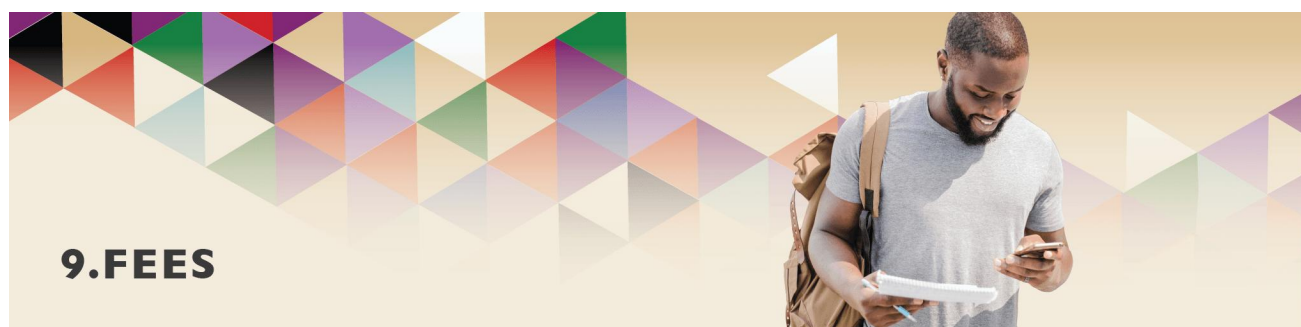
8.2.1 Annual Students	Liability
a) Withdrawal before classes commence	10% of total subject fees + other charges*
b) Withdrawal up to 29 March	30% of total subject fees + other charges*
c) Withdrawal up to 30 April	50% of total subject fees + other charges*
d) Withdrawal up to 31 May	60% of total subject fees + other charges*
e) Withdrawal up to 28 June	70% of total subject fees + other charges*
f) Withdrawal up to 31 July	80% of total subject fees + other charges*
g) Withdrawal up to 30 August	90% of total subject fees + other charges*
h) Withdrawal from 2 September	Total subject fees + other charges*

8.2.2 First Semester Students	Liability
a) Withdrawal before classes commence	10% of total subject fees + other charges*
b) Withdrawal up to 29 March	50% of total subject fees + other charges*
c) Withdrawal up to 30 April	80% of total subject fees + other charges*
d) Withdrawal up to 31 May	90% of total subject fees + other charges*
e) Withdrawal from 3 June	Total subject fees + other charges*

8.2.3 Second Semester Students	Liability
a) Withdrawal before classes commence	10% of total subject fees + other charges*
b) Withdrawal up to 30 August	50% of total subject fees + other charges*
c) Withdrawal up to 30 September	80% of total subject fees + other charges*
d) Withdrawal up to 31 October	90% of total subject fees + other charges*
e) Withdrawal from 01 November	Total subject fees + other charges*

***Other charges: Student Administration Services Levies and Interest charges.**

- 8.2.4 Deletion of subjects will be subject to the same cancellation credits as 8.2(above)
- 8.2.5 The above cancellation credit rules do not apply to Experiential Learning, as students register as and when they receive a placement.
- 8.2.6 For any extra-ordinary case and/or fraudulent registration act on the part of the student, Finance Management has the authority to increase or decrease the financial liability



- 9.1 The student undertakes to make payment of all fees on or before the final instalment date, failing which he/she may be subject to: -
- 9.1.1. Not receiving official exam results.
 - 9.1.2. Not be allowed to receive his/her qualification.
 - 9.1.3. Interest will be charged on all overdue instalment amounts at 2% per month by the National Credit Act.
 - 9.1.4. Be handed over to the university's Debt Collectors and still be liable for the full fees payable which includes Debt collector charges.
- 9.2 If the student receives a bursary awarded for the year of study by a sponsor, then he/she will be subject to the following: -
- In the event of the sponsor not paying the student's fees, the student undertakes to make payment of all fees on or before the final date, failing which he/she may be subject to: -
- 9.2.1 Not receiving his/her official exam results.
 - 9.2.2. Not be allowed to receive his/her qualification.
 - 9.2.3. Interest will be charged on all overdue instalment amounts at 2% per month in accordance with the National Credit Act.
 - 9.2.4. Be handed over to the university's Debt Collectors and still be liable for the full fees payable which includes Debt Collectors charges.
- 9.3 The onus rests on the students to ensure that payments from sponsors are received timeously.
- 9.4 Any bursaries awarded and received by the University shall first be applied to any monies outstanding for the full academic year before any refund is considered.
- 9.5 The onus rests on the students to ensure fees are settled timeously and are not reliant on the university sending statements. If students have not received statements two weeks before the due dates, they may obtain their latest fee statements via the Student Portal, DUT4life email address, Campus kiosk machines, and the Finance Department.
- 9.6 The University reserves the right to adjust fees during the academic year.

- 9.7 The onus rests on the student to ensure that he has been correctly registered for the academic year
- 9.8 The University reserves the right to withhold the certificate until after the graduation ceremony if fees are still outstanding.
- 9.9 All fees are payable in full regardless of whether the academic programme is interrupted by factors beyond the University's control – such as strikes, student boycotts, civil unrest, natural disasters or any other disruption on campus. No Pro-Rated fee requests will be entertained under these circumstances as the University ensures the syllabus/curriculum is completed before the examination dates.

DEED OF SURETYSHIP / SURETY REQUIREMENT FOR PAYMENT OF FEES

All new DUT students are to complete **Deed of Surety** forms, which must be submitted to the Finance Department. Please note that examination results will not be released until these documents have been received.

For detailed surety information relating to student categories, please refer to the fee booklet

Returning students – please refer to Category B and C on Page 21 of the fee booklet

-N.B.: Every student must comply to ensure that his or her registration at DUT is finalized and approved.

[CLICK HERE](#) to access the **Fees & Finance Rules Handbook** and to obtain further detailed information regarding payments, fees and student finance-related matters.



To add or cancel modules or change a qualification, students will be required to complete the relevant application form which is available on the student portal - **[CLICK HERE](#)** to access the application form.

- Failure to complete these forms and ensure that it reach the relevant Student Admissions timeously will result in students being liable for the fees of the relevant year.
- Telephonic cancellations will not be accepted.
- Requests for cancellation of studies or modules should be submitted to Student Admissions. You must complete the relevant application form (Form 17 - Form 20 -Change of Curriculum-Changes to Qualifications and Modules) which is available on the student portal - **[CLICK HERE](#)** to access the application. Complete the application form and submit it to Student Admissions for processing. Please note that strict deadline dates apply for cancelling modules. Please check the important dates below for the deadline dates. Any student cancelling or de-registering after this date will be regarded as having failed that subject/programme and officially published results will be reflected accordingly.
- Students who fail to notify the University officially before the prescribed dates will forfeit any claim to reimbursement.

PLEASE NOTE THE FOLLOWING IMPORTANT DATES FOR 2025

DATES	DESCRIPTION
07 March	Final date for any <u>changes</u> to first-semester modules/programmes already registered for (except cancellations and de-registrations)
28 March	Last day to cancel first semester modules or to de-register for first semester programmes. A student cancelling or de-registering <u>after</u> this date will be regarded as having failed that module/programme and officially published results will be reflected accordingly. A student cancelling or de-registering from any modules/programme <u>prior</u> to or <u>as of</u> this date will be recorded as having withdrawn and no result will be published.
10 April	Final Day for capturing all graduation decisions onto the ITS system for the Autumn graduation (inclusive of undergraduate, and postgraduate, students who had outstanding requirements such as applications for exemptions, transfers, completion of all WIL requirements, and Special Exams-Last module outstanding)
14 April	Final date for any changes to <i>annual</i> modules /programmes already registered for (except cancellations and de-registrations)
27 May	Last day to cancel annual modules or to de-register for annual programmes. A student cancelling or de-registering <u>after</u> this date will be regarded as having failed that module/programme and officially published results will be reflected accordingly. A student cancelling or de-registering from any programme <u>before</u> or <u>as of</u> this date will be recorded as having withdrawn and no result will be published
27 June	Last day for students to produce their original Senior Certificate (SC) / National Senior Certificate (NSC)/ Grade 12 Certificate to the Faculty Office
08 August	Final date for any <u>changes</u> to second-semester modules/program already registered for (except cancellations and de-registrations).
19 August	Final day for capturing all graduation decisions onto the ITS system for the Spring graduation (inclusive of undergraduate and postgraduate students who had outstanding requirements such as applications for exemptions, transfers, completion of all WIL requirements, and Special Exams-Last subject outstanding).
25 August	Last day to cancel second-semester modules or to de-register for second-semester programmes. A student cancelling or de-registering <u>after</u> this date will be regarded as having failed that module/programme and officially published results will be reflected accordingly. A student cancelling or de-registering from any module/programme <u>before</u> or <u>as of</u> this date will be recorded as having withdrawn and no result will be published

II. REGISTRATION SUPPORT



The following registration support is available during weekdays from 08:30 – 15:30

Student Admissions

Email

Faculty of Accounting & Informatics	Istyraccountingreg@dut.ac.za
Faculty of Applied Sciences	Istyrappliedreg@dut.ac.za
Faculty of Arts & Design	Istyrartsreg@dut.ac.za
Faculty of Engineering & the Built Environment	Istyreengineeringreg@dut.ac.za
Faculty of Health Sciences	Istyrhealthreg@dut.ac.za
Faculty of Management Sciences	Istyrmanagementreg@dut.ac.za

Contact Number 031 373 5005

Chatbot

<https://www.dut.ac.za/>

DEPARTMENT

EMAIL ADDRESS

CONTACT NUMBER

FINANCE

Debtors Durban: - General Queries	Debtorsdbn@dut.ac.za	031 373 2379/5164
Sponsor Queries	Sponsorsdbn@dut.ac.za	031 373 5248/5334
Arrear Fee Queries	Arrearfeedbn@dut.ac.za	031 373 3103/6825
Surety Form Queries	suretyform@dut.ac.za	031 373 3103/6825
Debtors PMB: - General Queries Sponsor	debtorspmb@dut.ac.za	031 373 6055
Queries Arrear Fee Queries	sponsorspmb@dut.ac.za	031 373 6056
	arrearfeepmb@dut.ac.za	

FINANCIAL AID SERVICES

Durban Campus	Finaiddbn@dut.ac.za	031 373 2553 (Durban)
Midlands Campus	Finaidpmb@dut.ac.za	031 373 6057 (Midlands)

STUDENT HOUSING

Durban Campus	Housingdbn@dut.ac.za	031 373 6337 (Durban)
Midlands Campus	HousingPMB@dut.ac.za	031 373 6059 (Midlands)

12. STUDENT ACCESS CARDS



Student/access cards are issued by Protection Services at the following venues:

- Durban - Room DE2001C, Ritson Hall, Ritson Campus
- Midlands - Indumiso Campus - Protection Services which is located next to the Admin block parking
- Midlands - Riverside Campus - Protection Services which is located behind the New Venues next to the Bus Terminal.

In the event you have lost your student card and need a replacement, you will need to pay the relevant card replacement fee at the Cashiers office and present your proof of payment together with your proof of identity, to the Protection Services Department, where a new student card will be printed and issued to you.

13. FIRST YEAR ORIENTATION



The First Year Orientation will be held via online and physical (hybrid) platforms. Participating in online orientation will require access to a computer, tablet, or smartphone with internet capabilities. **Attendance is compulsory for all first-year students.** For more information go to www.dut.ac.za. The purpose is to welcome and introduce students to the University environment, the expectations of the qualification enrolled for, various resources available to them, and meeting lecturers.

14. ACADEMIC REGULATIONS - GENERAL HANDBOOK FOR STUDENTS



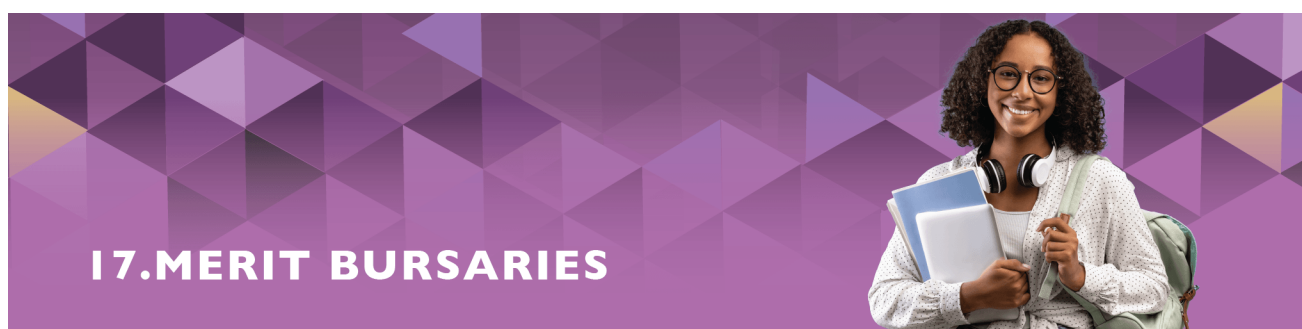
The 2025 General Handbook for students will be available on the DUT website – [CLICK HERE.](#) Students are encouraged to familiarise themselves with these important rules.



The 2025 Departmental Rules and Regulations (Handbooks) will be available on the DUT website—[CLICK HERE](#). Students are encouraged to familiarise themselves with these important rules.



The lecture timetables for the various programmes can be accessed through the following link <https://timetable.dut.ac.za> or <https://www.dut.ac.za/timetables/> to obtain access to the Timetabling webpage which will provide you with more information regarding lecture timetables.



Merit bursaries will automatically be allocated to your student account. For more information, please follow this web link by [CLICKING HERE](#) to access the Financial Aid web page.

18. INTERNATIONAL STUDENTS



Registration Clearance and Vetting Process

International clearance is a required vetting process of the student's legal documents to ensure that their presence in South Africa is legal, and that they have adhered to all the Department of Home Affairs /immigration legislation.

The international clearance is processed online via the I-Enabler system as follows:

Sign on to I-Enabler using the following link:

https://mercury.dut.ac.za/pls/prodi41/w99pkg.mi_login?numtype=S

Then click on APPLICATIONS ☐ CERTIFICATES SEEN ☐ and upload the relevant documents.

Upload **certified** copies of the following documents as applicable:

- SV Visa / Permit / Declaration
- PP Passport
- MF Medical Aid Certificate

New students can REQUEST A PIN after entering your student number and returning students who cannot remember their PIN can click on FORGOT PIN in the above link. The pin will be emailed to your DUT4life email. If the uploaded documents are satisfactory, we will clear you so that you can proceed with online registration.

NB: All queries relating to the Faculty of Management Sciences, Applied Sciences, and Arts & Design must be forwarded to Ms Newman via email at caroln@dut.ac.za, and Ms Mbamali will attend to the Faculty of Health Sciences, Engineering, and Accounting and Informatics also via email at philileM5@dut.ac.za

Study Visa Requirements

International students – including students from Southern African Development Community (SADC) countries – are required to have study visas to study in the Republic of South Africa. DUT is not permitted to register a student unless they have a valid study visa. Your study visa needs to be valid at all times and is issued for the duration of your study period (i.e. the minimum time it takes to qualify for the diploma/degree you are taking). If you are currently studying at a South African high school, or another tertiary education institution in South Africa, please note that you will need to apply for a new study visa valid for DUT.

Who is exempt from this requirement?

The following persons do not need a study permit, but must submit other documents to the university to register:

- Asylum Seekers – An asylum seeker must have an Asylum Seeker Temporary Permit that entitles the holder to work and study.
- Refugees - A Refugee document for two years automatically grants the right to study.
- Diplomatic Representatives and their families – A letter is needed from the Protocol Section at the Department of Foreign Affairs, confirming diplomatic status in South Africa.
- Persons with permanent residence in South Africa – A Permanent Residence Permit document proving status must be submitted.

Visa Application Process

Study visas must be applied for at a South African embassy, mission, or consulate in your country of origin, or at Visa Facilitation Services (VFS) Global Centres across the country. VFS have 11 centres in the Republic of South Africa, and the Durban Centre for KZN is within walking distance of the Durban University of Technology: Visa Facilitation Services Global 4 Linden Rd, Essenwood, Durban, 4001 The VFS global helpline is +27124253000. Should you wish to renew or make an application, visit <http://www.vfsglobal.com/dha/southafrica/>

Medical Insurance

In terms of the Immigration Amendment Act 19 of 2004, any international student coming to study in the Republic of South Africa must provide proof of medical cover registered under the Medical Schemes Act 131 of 1998. This does not apply to those on Asylum Seekers', Refugees', or Diplomats' visas. You cannot register at DUT without providing the International Office with proof of medical aid registered under the above-mentioned Act. It is therefore compulsory for international students to have South African medical aid, which must be paid for upfront on an annual basis for the duration of their studies. Should you rely on sponsorship, please ensure that you advise your sponsor of this requirement as soon as you get your sponsorship or acceptance. It is not sufficient to produce a letter indicating medical health cover sponsorship. The sponsor must organise payment for the required medical aid cover directly to the medical aid company, separate from that of the tuition fees.

The two recommended service providers, as approved by the International Education Association of South Africa (IEASA) are:

Momentum Health (Ingwe Option) www.studenthealthcare.co.za /Email: Nikita.Balram@momentum.co.za

Compicare (The Network Option) <http://www.studentplan.co.za> /Email: Phumza.Mtsutsa@universal.co.za

For detailed International Students information [CLICK HERE](#)

Contact person	Campus	Office	Tel	Email
Ms Carol Newman	M L Sultan Campus	ML Sultan Campus, Abdul Hameed Building,	+27 (0) 31 373 5484	CarolN@dut.ac.za
Ms Philile Mbamali	M L Sultan Campus	2nd Floor Room No: AJ0207C	+27 (0) 31 373 5600	PhilileM5@dut.ac.za



The 2025 Skeletal Academic Calendar and Term Dates can be accessed by [CLICKING HERE](#)

LECTURES FOR ANNUAL AND FIRST-SEMESTER STUDENTS WILL COMMENCE ON MONDAY, 10 FEBRUARY 2025.

We wish you every success in your studies.

Dr M J Nkonoane
Registrar

12 December 2024