



Checklist Explanation document

All Applicants please note that this list is generic, the specific checklists that apply to you will be communicated via your acknowledgement letter that you will receive shortly

Academic Transcript

This is your full academic record detailing all the subjects taken during the course of your undergraduate or postgraduate University studies. A 'Credit certificate' statement of credit or, statement of results will **NOT** be accepted

Interim Academic Record

This is an academic transcript that shows your mid-year results commonly submitted by applicants who are still studying at another University but seeks to study at Wits once their current qualification is completed. These applicants will then need to submit their Final Academic Transcript once their end of year results are available

Actuarial Society Exemptions / Actuarial Society Passes

This is a copy of your exemption status and exam passes from either the Actuarial Society of South Africa, or the Institute & Faculty of Actuaries.

Amendment Forms

An email will also suffice in informing us of any changes that need done to you academic application, alternatively please download a Postgraduate Amendment Form <http://www.wits.ac.za/postgraduate/applications/departmental-forms/> and email it to your PG Admissions Consultant, include your Person/Student number in all your correspondence with the University

Application Fee

This is non-refundable application fee of R200 payable by SA citizens 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: SBZAZAJJ

Concept Paper

A short summary that tells the school what the project is, why it is important, and how it will be carried out. The concept paper helps researcher spot limitations in the project that might later prove fatal. It is far better to be clear at the beginning.

Curriculum Vitae

This is a written description of your work experience, educational background and skills.

English Proficiency Test Results

The English proficiency test is a requirement by Wits University if your previous qualification was completed at an institute where the medium of instruction was not English. We will waive the requirement upon receipt of the academic transcript for applicants who have done their tertiary studies in English.

GMAT /WBS Psychometric Test Results

These results are from an assessment that is done by applicants applying to the Wits School of Business. Wits Business School Admissions Test <http://www.wbs.ac.za/academic-programmes/admissions-testing/>

Graduation Certificate

This is the certificate that you receive as proof that you have completed and graduated from the previous institute of study

Letter of Motivation

This is a personal motivation written by the applicant in support of their application for their respective programme, outlining reasons why they should be considered

Management Part 3 Form (WBS PDM,PDBA MBA, MMFI MMSN MENV) (WSG PHD MMR)

This is a biographical questionnaire that is completed by applicants who apply to the Wits Business School; an online copy is available at <https://www.wits.ac.za/capture/form/PartIII.do>

Matric / Foreign School Leaving Certificate

This is a certificate that confirms that you have completed high school either in South Africa or Internationally

Proposal

Written academic work which describes the ideas for an investigation on a certain topic. The research proposal outlines the process from beginning to end.

Proof of Academic Completion towards Fellowship

This is a copy of your Fellowship certificate from either the Actuarial Society of South Africa, or the Institute & Faculty of Actuaries, or a copy of the results announcing your attainment of Fellowship.

Proposed Curriculum

The Faculty of Engineering requires a list of modules to be listed when submitting an application, please visit their homepage for a list of course in their respective disciplines <https://www.wits.ac.za/ebe/schools>

Psychology Departmental Form

All applicants to Psychology in the School of Human and Community Development are required to complete additional department course application form these can be obtained at <https://www.wits.ac.za/shcd/>

Reference details

These are the details of three contactable persons that you need to provide that can be contacted by the university. The form can be downloaded at <http://www.wits.ac.za/postgraduate/applications/departmental-forms/>

Sample of Written Work

This a copy of written academic work that will support your application to the respective department you are applying into, this could be your essay or short research report depending on the level of programme you are applying to.

SAQA Evaluation Certificate

This is an evaluation carried out by the South African Qualification Authority (SAQA) on all international qualifications. *The application procedures are available at www.saqa.org.za*

Written Assignment

Only for Applicants to the Master of Built Environment in Housing, the details of this can be found at <https://www.wits.ac.za/housing/how-to-apply/>

Written Essay

This written academic work will support your application to the respective department you are applying into. Some departments will give you titles to write on and others will ask you to provide previously written work.

Ethics Discussion Document

A three-four page document which identifies and explains one ethical issue (in SA or elsewhere) that you take to be important, what some of the positions or views people take,

or could take, on that issue are, and your own personal view about the issue, if you have one, and your reasons for holding that view.

Plagiarism Declaration

This is a requirement for all the applicants to Wits Business School to pursue pure research programmes. Please download the form at <https://www.wits.ac.za/postgraduate/applications/submit-an-application/>

Phd Application Questionnaire

This is required by the School of Public Health, this document can be obtained from phd.publichealth@wits.ac.za

Statement of Interest

A one-two page statement explaining how you learned about the programme, why you're interested in enrolling for it, and what you hope to get out of participation in the programme