Step-by-step Registration Process First Years

STEP 1: VERIFICATION

- **Student to present firm offer letter for entry (Security and School to check)**
- **OR Student to present proof of registration for entry (if already registered)**

  ONLY THE STUDENT TO PROCEED TO COMPUTER LAB (not accompanied by anyone)

STEP 2: ONLINE ACADEMIC REGISTRATION: Computer Labs

- **Register online in the Computer Labs by using student number on firm offer letter**
- **School Registration Support Team; School Registrar and School Admin to assist students in computer labs.**
- **Student will print proof of registration in venue (3 copies)**

STEP 3: STUDENT CARD (Only FIRST YEAR students)

VENUE: LIBRARY GROUND FLOOR

Student to present **Proof of Registration** before student card will be issued.

Students who registered themselves online and did not make use of the computer labs, may go directly to this point (remember to bring with your proof of registration).

STEP 4: LAPTOP

VENUE: ICT Department (situated at the side of Moroka Hall of Residence next to Scanlan Street)

Student to present **Student Card** before laptop will be issued.

STEP 5: RESIDENCE REGISTRATION

VENUE: EXAM HALL (MOROKA RESIDENCE BUILDING)

Student to produce **Proof of Registration** for FINAL registration in Residence.

DONE WITH REGISTRATION
REFER TO SPU WEBSITE FOR COMPULSORY ORIENTATION PROGRAMME (06 Feb to 17 Feb 2023)