


# Step-by-step Registration Process: First Years


## STEP 1: VERIFICATION AT ENTRANCE

- Student to present **firm offer letter** for entry (Security and Faculty to check)
- **OR** Student to present **proof of registration** for entry (if already registered)
- Proceed to the Computer Labs at **C006** (Mathematical and Computational Sciences Building)

A LUGGAGE STORAGE AREA WILL BE AVAILABLE FOR RESIDENCE STUDENTS AT **AUDITORIUM 1** (GROUND FLOOR - C006) WHILE THE STUDENT IS REGISTERING AT THE DIFFERENT POINTS



## STEP 2: ONLINE ACADEMIC REGISTRATION: Computer Labs


- Register online in the Computer Labs (Second Floor – C006) by using student number on firm offer letter.
  - Faculties to assist students in computer labs.
  - Student will print **proof of registration** in venue (3 copies)
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## STEP 3: STUDENT CARD (Only FIRST YEAR students)

VENUE: **AUDITORIUM 2** (GROUND FLOOR – C006)

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

*Students who have already registered 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: **OLD LIBRARY (C021)** – Economic and Management Sciences Building.  
(Waiting areas will be available).

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

***DONE WITH REGISTRATION***

***REFER TO SPU WEBSITE FOR COMPULSORY ORIENTATION PROGRAMME (03 Feb to 14 Feb 2025)***