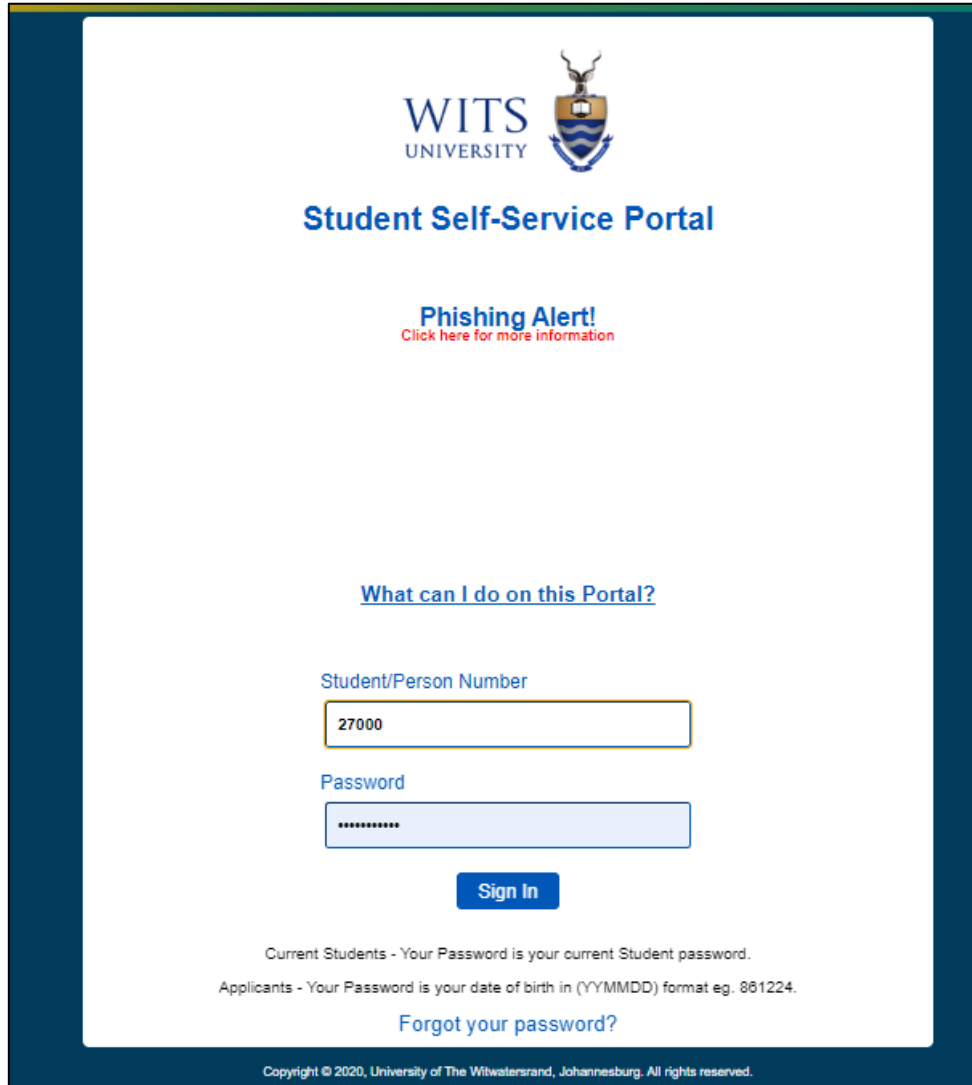


Please follow these eight easy steps to upload documents on the Student Self-Service Portal:

<https://self-service.wits.ac.za/>

Step 1: Log-in to the Student Self-Service Portal using your Student/Person Number and date of birth as your password in the format - yymmdd



WITS UNIVERSITY

Student Self-Service Portal

Phishing Alert!
Click here for more information

What can I do on this Portal?

Student/Person Number
27000

Password

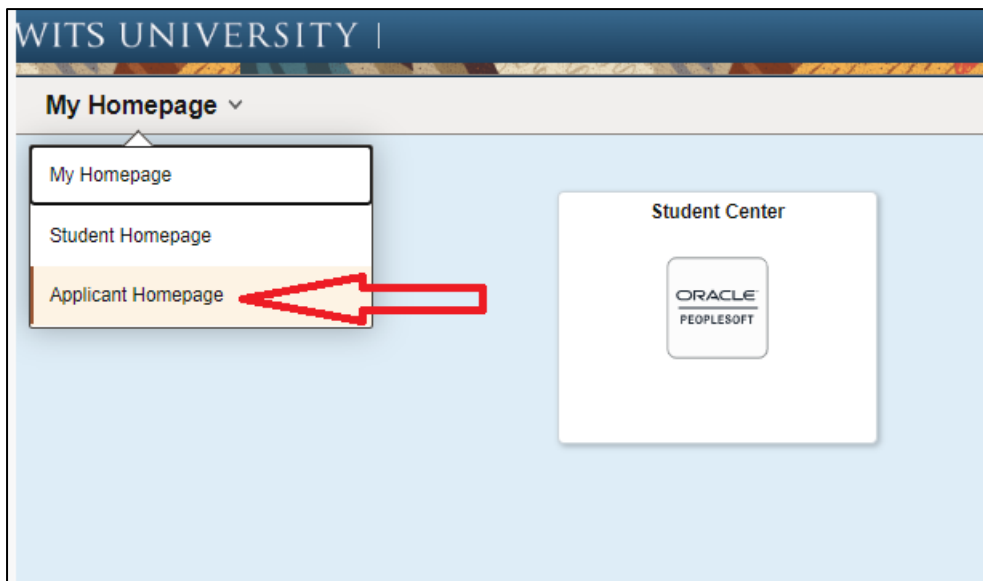
Sign In

Current Students - Your Password is your current Student password.
Applicants - Your Password is your date of birth in (YYMMDD) format eg. 861224.

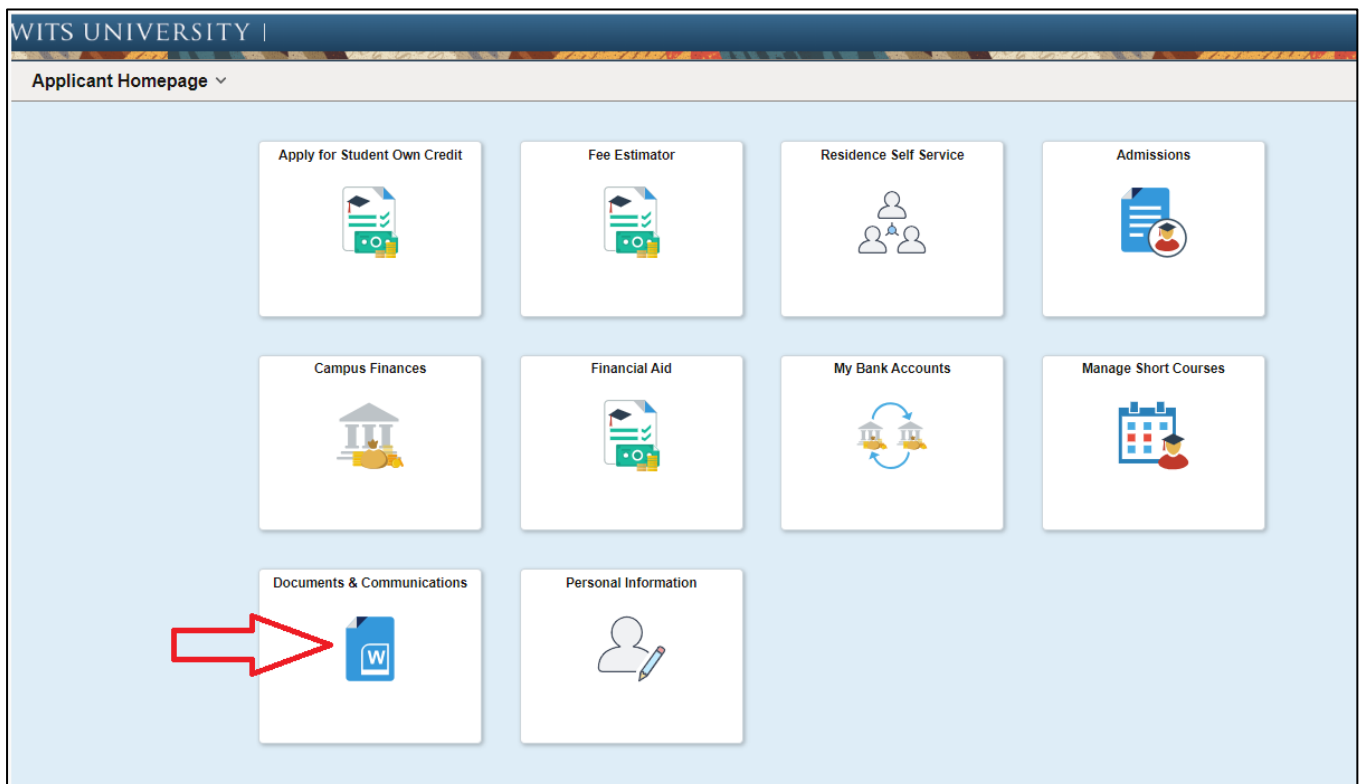
[Forgot your password?](#)

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Step 2: Please select 'Application Homepage' on the drop-down menu.



Step 3: click the 'Documents & Communications' tile.



Step 4: Select 'Manage Documents' button.

Documents & Communications

Manage Documents

Communication History

Silonde's Student Center

Admissions

View Academic Application Status

Financial Aid/Residence

View My Residence Application Status

View My NSFAS Application Status

View My Scholarship and Bursaries Status

Apply for Scholarship and Bursaries

Long Desor

Academic Information

Search

Enroll

My Academics

other academic...

This Week's Schedule

	Class	Schedule
<input checked="" type="checkbox"/>	CHEM 1012A-A LEC (60167)	Mo 8:00AM - 9:45AM Wits Science Stadium Tu 10:15AM - 12:00PM Wits Science Stadium We 12:30PM - 1:15PM Wits Science Stadium
<input checked="" type="checkbox"/>	GEOG 1000A-E LEC (61657)	Mo 10:15AM - 12:00PM Room TBA Fr 8:00AM - 9:45AM Room TBA
<input checked="" type="checkbox"/>	GEOL 1000A-C LEC (61747)	Mo 2:15PM - 5:00PM Geo Sciences Building We 8:00AM - 9:45AM Geo Sciences Building Th 10:15AM - 12:00PM Geo Sciences Building Fr 12:30PM - 1:15PM Geo Sciences Building Tu 8:00AM - 9:45AM

To Do List

No To Do's.

Manage Documents

Please Note

Please note that uploaded documentation is checked by University staff, you may be contacted for further information.

Duly Certified copies of all documents that reflect as 'Electronic Copy' can be delivered / couriered to:

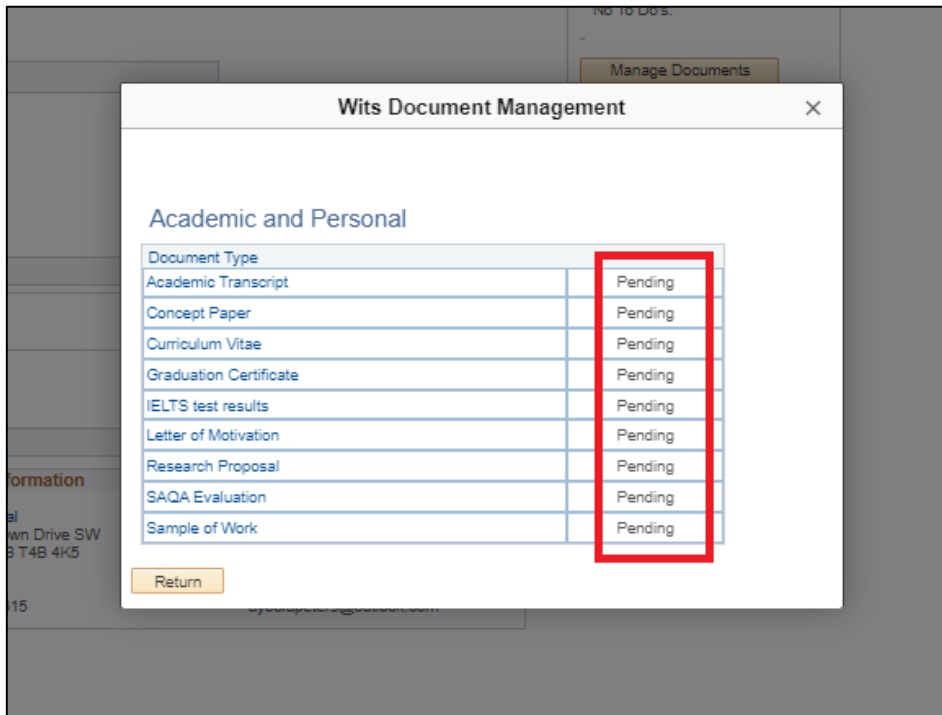
Student Enrolment Centre
Private Bag 4
Wits
2050
South Africa

To Deliver:

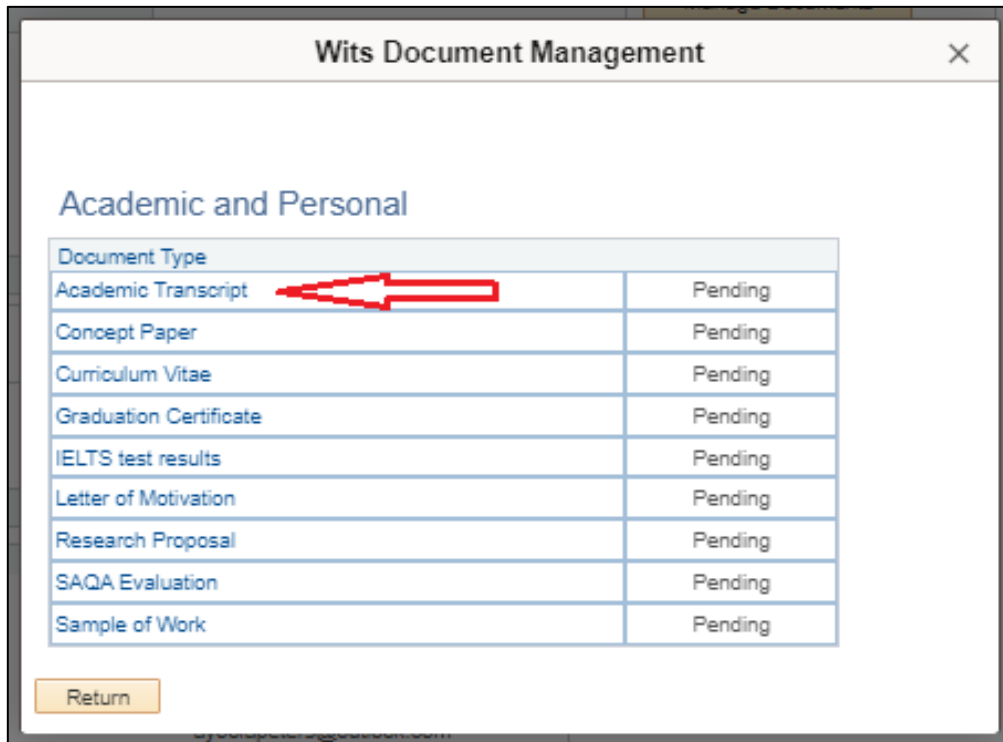
Student Enrolment Centre
Senate House, Ground Floor
Jorissen Street
Braamfontein
2001
South Africa

javascriptsubmitAction_win0(document.win0,'UW_SS_STATUS_UW_SS_ACAD_LINK');

Step 5: You will see all “Pending” items as displayed in the screenshot below. Documents must be certified (certification not older than 3 months) and should be uploaded in PDF format.



Step 6: Select the ‘Document Type’ for which the status is “Pending”. Documents must be certified (certification not older than 3 months) and should be uploaded in PDF format.



Step 7: Upload the certified document by selecting **'Upload Document'** as shown below. Note that you will be required to upload the document against each programme choice.



The screenshot shows a web interface for 'Academic Transcript' under 'Documents Communications'. It features a table titled 'Pending Documents' with two rows. Each row has a 'Description', 'Additional Information', and an 'Upload Document' button. Red arrows point to the 'Upload Document' buttons in both rows. Below the table is a note: 'Certified copies of these documents, bearing the original Commissioner of Oaths stamp and signature must be submitted to the Student Enrolment Centre by hand or post, before you will be permitted to accept an offer or register for your degree.'

Description	Additional Information	Upload Document
1 Certified Academic Transcript	PG JAN(2024) PhD - Political Studies	UPLOAD DOCUMENT
2 Certified Academic Transcript	PG JAN(2024) Dphil - Doctor of Philosophy (WSG)	UPLOAD DOCUMENT

Step 8: Click **'Choose File'** to upload your certified documents in PDF format.



The screenshot shows the same 'Academic Transcript' page as above, but with a 'File Attachment' dialog box open in the foreground. The dialog box has a 'Choose File' button, a text field containing 'No file chosen', and 'Upload' and 'Cancel' buttons. A red arrow points to the 'Choose File' button. The background table and note are partially visible behind the dialog box.