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

Step 2: Please select **'Application Homepage'** on the drop-down menu.
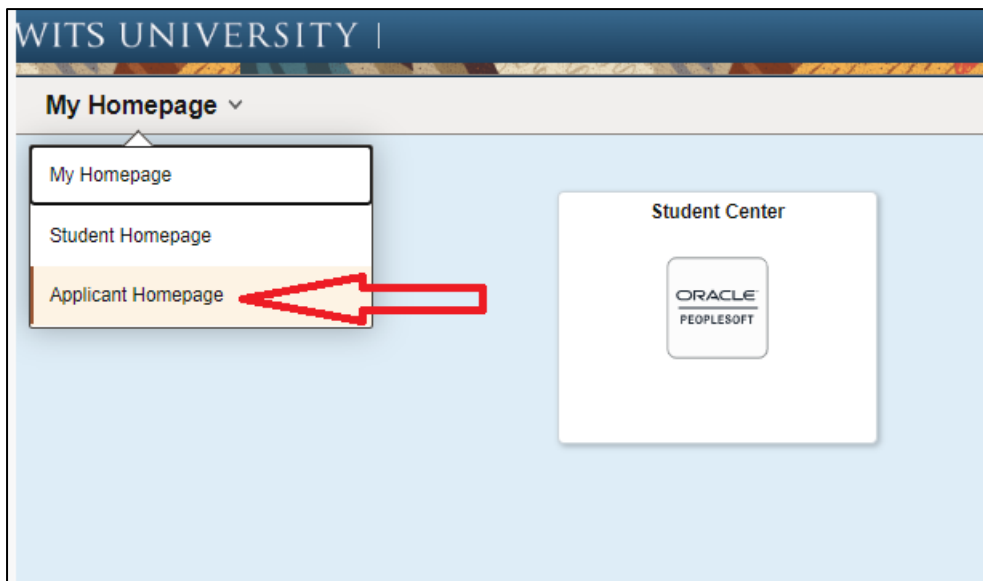
Step 3: click the **'Documents & Communications'** tile.
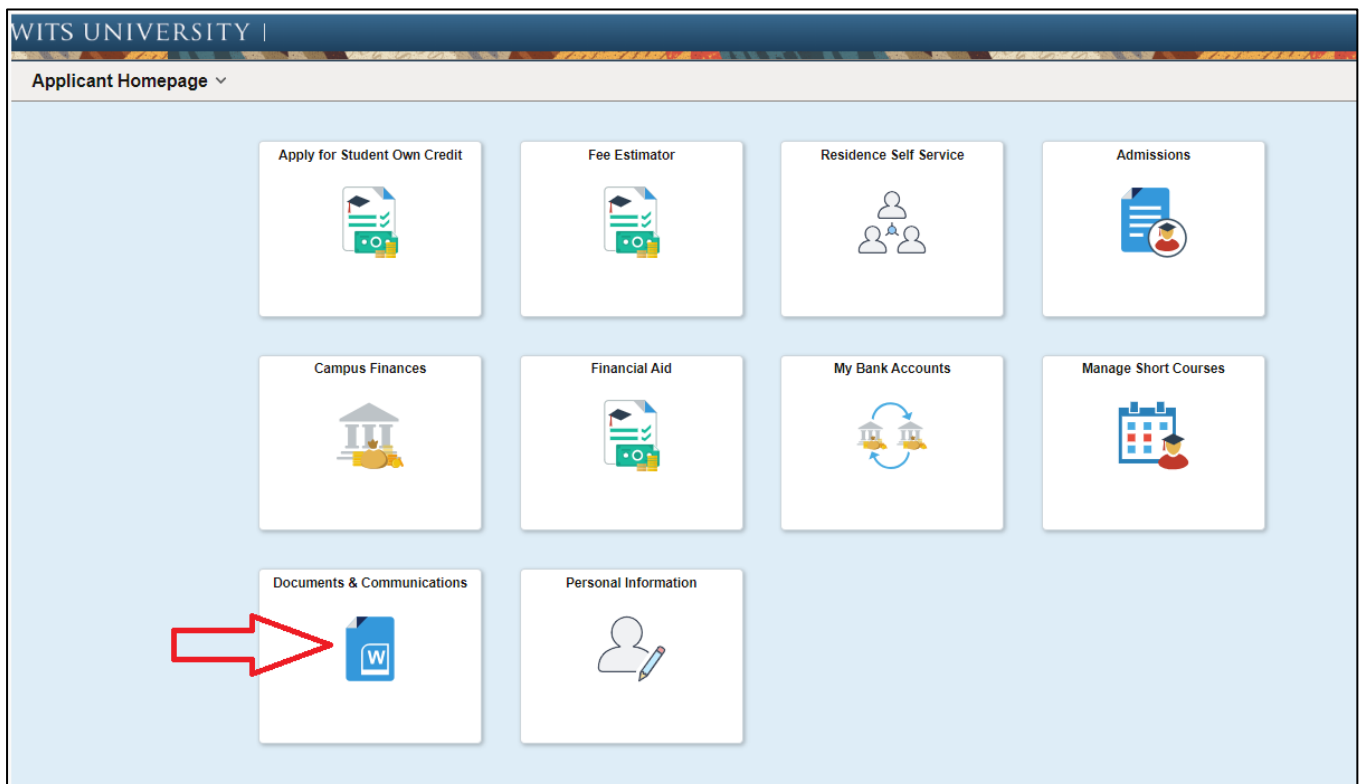
Step 4: Select **'Manage Documents'** button.

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 Descr

Academic Information

Search
Enroll
My Academics

other academic... ⌄ »

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

This Week's Schedule

	Class	Schedule
✅	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
✅	GEOG 1000A-E LEC (61657)	Mo 10:15AM - 12:00PM Room TBA Fr 8:00AM - 9:45AM Room TBA
✅	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

javascript:submitAction_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.
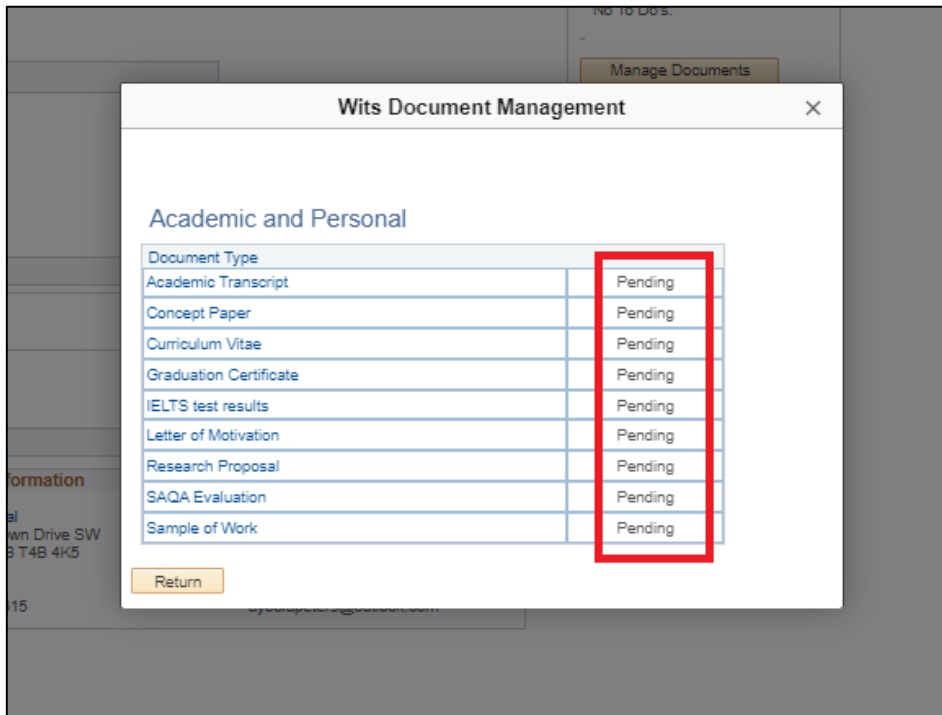
Step 6: Select the **'Document Type'** for which the status is "Pending". Documents must be certified (certification not older than 3 months) and should be uploaded in PDF format.
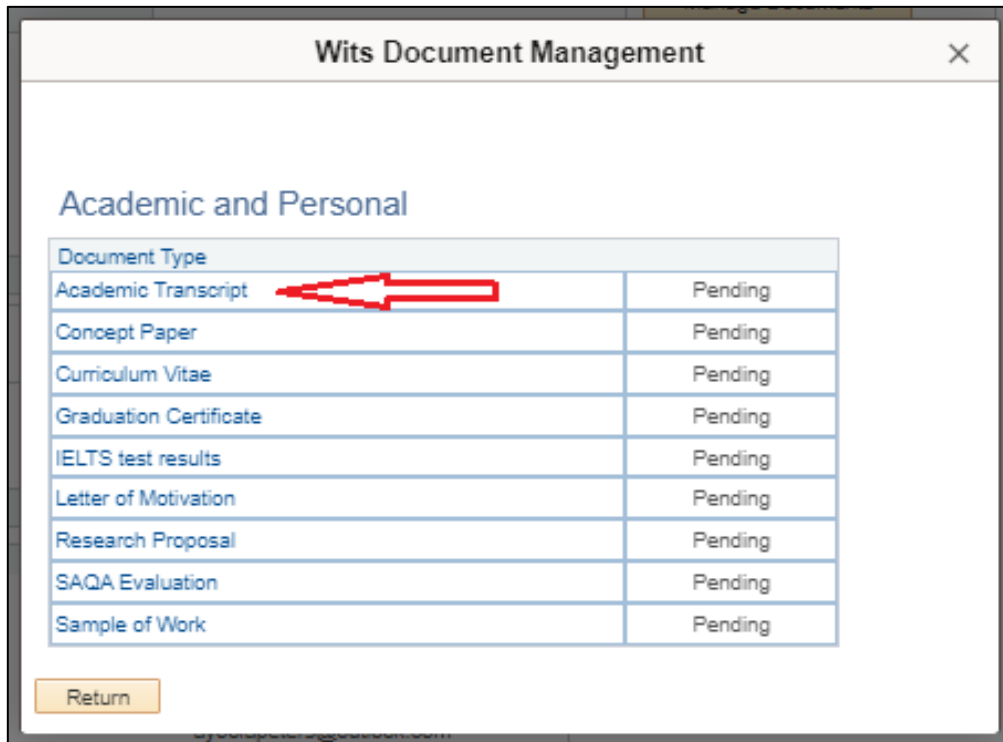
Step 7: Upload the certified document by selecting **'Upload Document'** as shown below. Note that you will be required to upload the document against each programme choice.

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