

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 and will appear on your self-service portal (Click Documents and Communication tile)

NB: Academic documents need to be certified (not older than 3 months).

Academic Documents	Description
Certified Academic Transcript	<p>This is your full academic record detailing all the modules registered for during the course of your tertiary studies, even if the qualification was not completed. A credit certificate, statement of credit, statement of results, and examination results will NOT be accepted.</p> <p>NB: Academic transcripts must include a certificate/statement of good conduct (See below).</p> <p>Note: Applicants who completed qualifications at non-English medium institutions must submit a certified copy of the original language document and an English translation of their academic transcripts completed by a sworn translator.</p>
Interim Academic Record	<p>This is an academic transcript that shows your results to date and is required from applicants who are currently studying at an institution other than Wits. These applicants will then need to submit their Final Academic Transcript once their end-of-year results are available.</p>
IELTS English Proficiency / Proof of English Proficiency	<p>The English proficiency test is a requirement for consideration into studies at Wits University if your previous qualification was completed at an institution where the medium of instruction was not English. Wits recognises the International English Testing System (IELTS), and the Cambridge English Language Assessment (CAE). Refer to the link for more information.</p> <p>https://www.wits.ac.za/internationalstudents/requirements/english-language-proficiency/</p>

Good Conduct Certificate	A certificate/statement of good conduct refers to both your behavioural and financial standing at an institution. This is a University requirement and no applicant with outstanding fees or an active record of misconduct will be considered.
Graduation Certificate	This is the certificate that you receive as proof that you have completed and graduated from the previous institute of study.
Matric / Foreign School Leaving Certificate	This is a certificate outlining your secondary schooling results and confirms that you have completed high school either in South Africa or internationally. Note: Applicants who completed qualifications at non-English medium institutions must submit a certified copy of the original language document and an English translation of their academic transcripts completed by a sworn translator.

Non-Academic Documents	Description
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 and Faculty of Actuaries.
Application Fee	This is a non-refundable application fee of R200 payable by all postgraduate applicants. Log into the self-service portal and click the Campus Finances tile. Select Make a Payment>Application fee.
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 the researcher spot limitations in the project that might later prove fatal. It is far better to be clear at the beginning.
Confirmation of Supervisor	Please note that some postgraduate programmes require applicants to secure a supervisor before submitting an application. Kindly refer to the relevant course finder entry for the specific programme you are interested in. There, you will find information on potential supervisors and the appropriate contact details for further assistance. Refer to the Confirmation of Supervisor Form
Curriculum Vitae (CV)	This is a written description of your work experience, educational background, and skills. Ensure that your CV is up to date, accurate and all the years of your academic and professional history.
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	This is a questionnaire that is completed by applicants who apply to the Wits Business School. Download the Management-Part-3 form. Refer to https://www.wbs.ac.za/academic-programmes/ for more information.

Research 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 and 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 provided when submitting an application, please visit their homepage for a list of courses in their respective disciplines https://www.wits.ac.za/chemmet/postgraduate-programmes/postgraduate-curriculum/ For contact details go to: https://www.wits.ac.za/ebe/contact-us/
Psychology Departmental Form	All applicants to the School of Human and Community Development, Psychology programmes are required to complete an additional department application form which can be obtained via the below links. Honours: https://www.wits.ac.za/shcd/psychology/academic-programmes/honours/ Masters: https://www.wits.ac.za/shcd/psychology/academic-programmes/masters/
References	These are the details of three contactable persons that you need to provide. For programmes that require three contactable references please use this form - References .
Sample of Work	This is a copy of written academic work that will support your application to the respective school/department you are applying to; this could be your essay or short research report depending on the level of programme you are applying to.
SAQA Evaluation	The South African Qualifications Authority (SAQA) assesses all international qualifications. A SAQA certificate of evaluation is then issued. Refer to the SAQA application at www.saqa.org.za Further details are available via the following link: https://www.wits.ac.za/internationalstudents/requirements/foreign-qualification-evaluation/

Written Essay	This written academic work will support your application to the respective department you are applying to. Some departments will give you titles to write on and others will ask you to provide previously written work.
Ethics Discussion Document	A 3 - 4 page document which identifies and explains one ethical issue in SA or elsewhere that you take to be important. Outline some of the positions or views people take, or could take, on that issue. Also outline 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 applicants to Wits Business School to pursue pure research programmes. Please download the form at https://www.wbs.ac.za/academic-programmes/masters-of-management/mm-by-research/
PhD Application Questionnaire	This is required by the School of Public Health, this document can be obtained by emailing phd.publichealth@wits.ac.za or refer to the contact details via the link: https://www.wits.ac.za/publichealth/contact-us/
Statement of Interest	A 1 - 2 page statement explaining how you learned about the programme, why you're interested in applying for it, and what you hope to get out of participating in the programme.