REGISTRATION PROCESS

HOW WILL MUT INFORM APPLICANTS THAT THEIR APPLICATION IS SUCCESSFUL?

- MUT will send an sms to all successful applicants. In this sms an applicant will be given a student number as well as the Qualification Code for which the applicant has been accepted and the date the applicant should register on.

- This sms will also include a link that will direct the students to the document that will help provide the applicant with the process of how to pay, register and apply and register for residence.

- **PLEASE NOTE THAT MUT DOES NOT ALLOW OR CONSIDER WALKIN APPLICATIONS. ALL APPLICATIONS SHOULD BE DONE THROUGH THE CAO.**

If you need further clarity on this please send an email to <u>info@mut.ac.za</u> or contact 0318199299 HOW TO MAKE A PAYMENT?
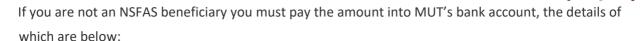
PLEASE NOTE THAT ALL PAYMENTS SHOULD BE PAID DIRECTLY TO THE MUT BANK ACCOUNT PROVIDED BELOW. NO PAYMENTS MUST BE MADE TO ANY INDIVIDUAL CLAIMING TO BE REPRESENTING THE INSTITUTION.

No applicant or student will be able to register unless a minimum of R 2315 for semester students or R3959 for Annual student registration deposit is paid.

If you are an NSFAS beneficiary, you are not required to pay this R500-00 deposit. However, an SMS will be sent to you before registration date informing you that you can register.

If you need student accommodation, the following deposits will need to be paid:

Registration Period 22 January 2024 to 02 February 2024	Internal Residence Deposit (includes tuition deposit)	External Residence Deposit (includes tuition deposit)
Semester	Semester: R8 038	Semester: R13 763
Annual	Annual: R15 408	Annual: R26 857

If you are not an NSFAS beneficiary you must pay the amount into MUT's bank account, the details of which are below:

Bank: ABSA Bank

Account Holder: Mangosuthu University of Technology

ACCOUNT NUMBER: 4063827633

BRANCH CODE: 634926

Please use your student number that is on the sms as your reference.

You can only be able to register a day after you have made the payment.

Please always verify the account number before you make a payment using the provided contact details.

If you have any queries, please send an email to the email address provided below

student.debtors@mut.ac.za

Please refer to the Student Fee Handbook 2021 for more information and guidance on student fees and payment options.

HOW TO REGISTER ONLINE?

STEP 1: Go to www.mut.ac.za

STEP 2: Click on student portal

STEP 3: Click on STUDENT IENABLER

STEP 4: Click on Student

STEP 5: Enter your Student number on student number field

STEP 6: Enter the pin you are currently using or the default pin (46579) if you have not changed it.

STEP 7: Click on **Login** button

STEP 8: Once you have logged on, click on **Registration** on the left hand side of the screen

STEP 9: Click on **RULES AND REGULATIONS**

STEP 10: Scroll down and click on the **I Accept** button

STEP 11: Click on **Submit Registration** on the left hand side of the screen

STEP 12: Click on **Your Employment Status** and select **UNEMPLOYED** optio**n**

STEP 13: Click on **Save and Continue**

STEP 14: The list of subjects you are eligible to register for will appear. Select all the subjects by clicking on the check boxes next to each subject.

STEP 15: Click on **save and continue** button

STEP 16: Click on **Continue** button

STEP 17: Click on Accept Registration button. Registration is now complete.

STEP 18: Once you have completed registration you must click on Proof of registration which is on the left hand side of the screen.

STEP 19: You can print your registration status.

STEP 20: Activation of your student card is done on campus

Note: **Step 1-20 must be completed before you are fully registered as a MUT student.**

HOW TO GET ACCOMMODATION?

1. An applicant must first apply for accommodation even if the applicant is funded by NSFAS.

2. An sms will be sent to the successful applicants

3. Refer to above for deposits to be made should you require accommodation as well.

4. The applicant will not be able to gain access to residence if the payment is not made.

HOW TO APPLY FOR ACCOMMODATION?

5. Applicant must visit www.mut.ac.za

6. Click on Student Portal then

7. Click on Student IEnabler then

8. Enter student number that is on the sms sent to applicant then

9. Enter default pin that is on the sms sent to an applicant then

10. Click on Residence Application then

11. Click on Residence Rules and Regulations and scroll down and click on I ACCEPT button then

12. Click on Submit Residence Application then

13. Click on New Record then

14. Click on Building and a list of Buildings will appear and select the building of your choice.

15. New student should select between Residence A AND RESIDENCE H then

16. Click on PROCEED WITH APPLICATION

PLEASE FOLLOW ALL THE ABOVE STEPS AS STIPULATED APPLYING FOR ACCOMMODATION

HOW TO REGISTER FOR ACCOMMODATION?

The system will allow an applicant to register for residence once he or she has registered academically.
 First register academically and then registers for residence.

1. Applicant must visit www.mut.ac.za

2. Click on Student Portal then

3. Click on Student IEnabler then

4. Enter student number that is on the sms sent to applicant then

5. Enter default pin that is on the sms sent to an applicant then

6. Click on Residence Registration then

7. Click on Residence Registration Rules and Regulations scroll down and click on I ACCEPT then

8. Click on Submit Residence Registration

9. Click on Confirm button

10. Click on Residence Registration status to print proof of residence registration

PLEASE FOLLOW ALL THE ABOVE STEPS AS STIPULATED APPLYING FOR ACCOMMODATION

If you need clarity or assistance, please contact info@mut.ac.za or 0318199299

NSFAS AND BURSARY QUERIES CONTACT
- enquiriesfao@mut.ac.za
- bursaryenquiries@mut.ac.za

REGISTRATION QUERIES FOR RETURNING STUDENTS

- FACULTY OF MANAGEMENT SCIENCE: info.fms@mut.ac.za
- FACULTY OF NATURAL SCIENCE: info.fns@mut.ac.za

- FACULTY OF ENGINEERING: info.fes@mut.ac.za