

Registration Portal



Student

Preparing for online registration

All **new** and **returning** students, please note:

(i) Install MFA on your device BEFORE you register

You must install a multi-factor authentication (MFA) app — that verifies user identity — on your phone or tablet **before** you can register. Visit the [registration website](#) for more information and links to the user guides.

(ii) Read this entire online registration guide

Read this *Online Registration Guide* before you try to register via SUNStudent. This guide also applies to returning students who registered via the previous e-registration system. The new SUNStudent software differs markedly from the old student information system. Visit the [registration website](#) for more information and links to helpful documents. **Please use Google Chrome.**

What will **prevent** you from registering online?

- 🚫 Any outstanding documentation — it can be submitted via info@sun.ac.za
- 🚫 Not complying with prescribed readmission criteria — click [HERE](#) for information
- 🚫 Any outstanding fees or international applications with a hold
- 🚫 Academic record of the previous year showing that the student did not pass
- 🚫 You cannot register using your mobile phone

On-campus assisted registration: Coetzenburg Centre: **26 January – 5 February 2026**

- Coetzenburg Centre for all Stellenbosch campus students.
- Please consult the [registration schedule for 2026](#) on the SU website. Note that specific dates and timeslots are allocated for each faculty.

🚫 Who cannot register online? 🚫

Students registering for an occasional programme (previously referred to as special students or non-degree programmes) cannot register online.

STEP 1&2: Navigate to the online registration portal

Visit the [SU website](#) and click on [Registration and Fees](#) to find the link to the portal marked '**Register Online**'



The mobile version (for phones) of the registration portal will be available for future registration cycles, but not for this round. Please use Google Chrome on your device.



Registration Portal



Student

STEP 3: Log on to the Registration Portal

Use the **GOOGLE CHROME** web browser, and proceed to the SUNStudent Registration Student Portal sign-in page: <https://student.sun.ac.za/>

- ✓ New students will receive a communication explaining how to log on to the student portal once admission has been granted.
- ✓ Current students can only log on to the student portal with their SU credentials (studentnumber@sun.ac.za)



STEP 4 & 5: Accept Terms and Conditions

Select the 'I agree to the Terms & Conditions and the Qualifications/Programme Status':

Then click on the 'Accept and Continue' button.

i The SU log-on credentials (e.g., 123456@sun.ac.za) will be provided to new students in an email confirming their admission status.

Please note that self-registration via the Registration Portal will only become accessible on the applicable dates as indicated in the [registration schedule](#).

Registration Portal



Student

STEP 6 & 7: On Navigation tab, click on Academics and then on Registrations

Stellenbosch UNIVERSITY IYUNIVESITHI UNIVERSITEIT Faculty of Arts and Social Sciences - Stellenbosch TRAINING

My Dashboard

15/12/2024 To 15/01/2025 Apply Reset

My Academics Examination

Modules Examination Results

Registrations Assessment Schedule

STEPS 8 - 10: Under the Profile Update tab - update Personal information, then click on Next and Submit

Note: Please review the form and make any necessary updates to the data. (Correspondence Language, Preferred language of teaching (Mandatory), Phone Number, Bank Details)

- Update/check 'mobile number'**

Profile Update Registration Documents Period Registration Module Registration

Personal Next of Kin details Address Fee Payer Details All fields marked with * must be completed

Is Agency Recruited

Title: Mr Full Name(s): * Middle Name: Surname: *

Preferred Name: [REDACTED] Initials: Print Name: * Gender: *

Field of Interest: First Name-Other Language: Middle Name-Other Language: Last Name-Other Language:

Short Name-Other Language: Print Name-Other Language: Date of Birth: * Place of Birth:

Age: Place of Birth-Other Language: Country: Country of Citizenship: *

Place: South Africa Country: South African

- Essential field: indicate your Student Status – Select from dropdown**

Student Status:

First Year

Final Year

First Year

Non-final year

Final Year - Potential Cum Laude

- Essential field: indicate your preferred language of teaching**

Home Language: Second Language: Correspondence Language: Preferred language of teaching: *

Xhosa English English

- When completed click on 'Next & Submit'**

10 Next & Submit

i Personal information should always be updated to ensure that students receive important information, and that communication is clear and accurate. Use the SU email address issued when admission was granted.

Registration Portal



Student

STEP 11 & 12: Under the Profile Update tab - update Next of Kin details, then click on Next & Submit

Complete details of at least one parent/guardian

The screenshot shows the 'Profile Update' tab selected in the navigation bar. Under 'Next of Kin details', there are two sections: 'Parent/Guardian 1 Details' and 'Parent/Guardian 2 Details'. The 'Parent/Guardian 1 Details' section has a placeholder image and an 'Edit' button. The 'Parent/Guardian 2 Details' section says 'Details not added' and has an 'Add Details' button. A note at the bottom says: 'Note: No need to add/update details here, please click on 'Next & Submit' button to continue.'

Make changes, if necessary, by using the 'Edit' or 'Add Details' buttons

When completed, click on 'Next & Submit'

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Next & Submit

STEP 13 & 14: Under the Profile Update tab - update Address information, then click on Next & Submit

Please confirm your **Postal Address** and **Residential Address**

Click on **Modify** to make changes or **Add Address** if you need to add an address

The screenshot shows the 'Profile Update' tab selected in the navigation bar. Under 'Address', there are two sections: 'Residential Address*' and 'Postal Address'. The 'Residential Address*' section has a placeholder image and a 'Modify' button. The 'Postal Address' section has a placeholder image and an 'Add Address' button. A note at the bottom says: 'Note: One Self Address is to be added, if already added, then click on 'Next & Submit' to continue.'

When completed, click on **Next & Submit**

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Next & Submit



Personal information should always be updated to ensure that students receive important information, and that communication is clear and accurate.

Registration Portal



Student

STEPS 15 – 17: Under the Profile Update tab – add or update Fee Payer Details, then click on Next & Submit

15. Click on + (add button) to open up the **Fee payer detail** screen

Fee Payer Name	Fee Payer Type	Work Telephone	Mobile Number	Work Email Address	Home Email Address	Consent To Credit Check	Documents	Address
	<input checked="" type="radio"/> Own <input type="radio"/> Corporate							

16. On **Fee Payer** screen, complete form as follows:

A. Select radio button **Own** if:

- student will pay for **own expenses**;
- student has a **loan** from a bank; or
- student is **NSFAS-funded**. Please **DO NOT** select the **Corporate** option. Provide your own personal details.

B. Select radio button **Corporate** if:

- Student is recipient of a **private bursary**. If you have an official bursary promissory letter (a promise or assurance that you will be funded) that includes all the details of the funder, please provide the funder's details under the **Corporate** option.

All other students: If you do not fall into one of the categories above, select **Own** and provide the details of the parent/guardian/student responsible for the payment of the student fees.

Take careful note of the required contact information on the **Fee payer** screen. Complete all fields.

My Dashboard Registrations Fee Payer Details

Payer Type: A Own B Corporate

Employee of the Organization: Yes No

Title: *

Full Name(s): * Middle Name: Surname: *

Fee Payer Address:

Same as Student Residential Address

Address: *

Country: * Enter 3 char to auto search

Country Region: * Enter 3 char to auto search

City: * Enter 3 char to auto search

Pin Code: *

Mobile No.:

17. When completed, click on

17 Next & Submit

This is the end of updating **Personal information**. Continue with **Period Registration**.



If the fee payer details are incomplete, the registration process cannot proceed. Parent/Next of Kin details cannot be deleted: details can only be edited.



Period Registration

STEPS 1 - 4:

1. Click on the **Period Registration** tab to start the online registration process. **Faculty Campus** and **Programme Code/Name** will be pre-populated.
2. Click on **Search** — details will display in table as shown below.
3. Click on the line item to be registered for the first semester.
- If the **Period Enrollment Status** column lists the period as **Pending**, and the **Registration Status** column displays **Open**, continue with registration.
4. Click on **Enroll**.

Program Code/Name	Period Name	Period Start Date	Period End Date	Registration Start Date	Registration End Date	Last Date of Enrollment	Period Enrollment Status	Registration Status
0100_135_1100 / BA (Human Resource Management)	Semester 1	01/01/2023	30/06/2023			30/06/2023	Passed	-
0100_135_1100 / BA (Human Resource Management)	Semester 2	01/07/2023	31/12/2023			31/12/2023	Passed	-
0100_135_1100 / BA (Human Resource Management)	Semester 3	25/12/2023	30/06/2024	26/12/2023	08/02/2024		Pending	Open
0100_135_1100 / BA (Human Resource Management)	Semester 4	01/07/2024	31/12/2024	26/12/2023	08/02/2024		Pending	-
0100_135_1100 / BA (Human Resource Management)	Semester 5	01/07/2025	30/06/2025			30/06/2025	Pending	-
0100_135_1100 / BA (Human Resource Management)	Semester 6	01/07/2025	31/12/2025			31/12/2025	Pending	-

STEP 5: View status after enrolled

The semester enrolled for the future (e.g., semester 2 in first year) will state **IN PROGRESS** under **Period Enrollment Status** and **OPEN** under **Registration Status**

After enrollment, the **current** semester will indicate: **ENROLLED** under the **Period Enrollment Status** column; and **IN PROGRESS** under **Registration Status** column.

The semester for the year will indicate: **IN PROGRESS** under the '**Period Enrollment Status**' column; and **OPEN** under the '**Period Enrollment Status**' column.

Registration End Date	Last Date of Enrollment	Period Enrollment Status	Registration Status
	30/06/2023	Passed	-
	31/12/2023	Passed	-
08/02/2024		Enrolled	In Progress
08/02/2024		In Progress	Open
30/06/2025		Pending	-
31/12/2025		Pending	-

This is the end of **Period Registration**. Proceed to **Module Registration**.

Select only the odd-numbered (e.g., lines 1, 3, 5) semester line. Even-numbered semester lines will be included automatically.



Semesters successfully completed will be marked as **passed**.

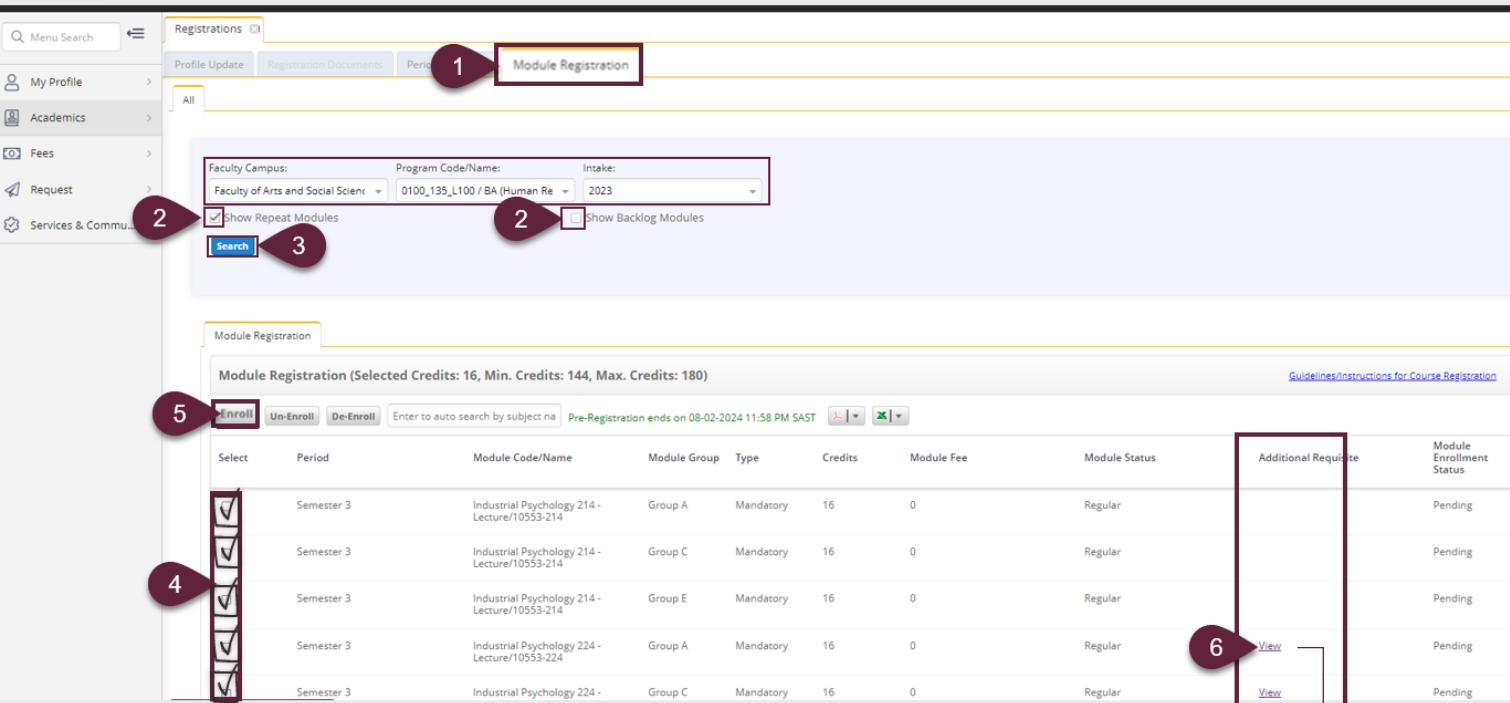
If you are admitted for more than one programme, please select additional Faculty Campus and programme in drop-down menu after registering for the first programme.

Registration Portal

Module Registration

STEPS 1 - 7:

1. Click on the **Module Registration** tab. The **Faculty Campus** and **Intake year** will be populated automatically. All regular and failed modules will be listed as in table below.
2. Select **Show Repeat Modules** or **Show Backlog Options**.
3. Click **Search** to see different lists as in the table below.
4. For both semesters, select all modules with a mark.
5. Click on the **Enroll** button at the top of the table.



Module Code/Name	Module Group	Type	Credits	Module Fee	Module Status	Additional Requisite	Module Enrollment Status
Industrial Psychology 214 - Lecture/10553-214	Group A	Mandatory	16	0	Regular	View	Pending
Industrial Psychology 214 - Lecture/10553-214	Group C	Mandatory	16	0	Regular	View	Pending
Industrial Psychology 214 - Lecture/10553-214	Group E	Mandatory	16	0	Regular	View	Pending
Industrial Psychology 224 - Lecture/10553-224	Group A	Mandatory	16	0	Regular	View	Pending
Industrial Psychology 224 -	Group C	Mandatory	16	0	Regular	View	Pending

6. Please note the **minimum and maximum credit requirements**. The inserted document under the **Additional Requisite** column will indicate co-requisites for the modules.



```

6 - Co-Requisite Criteria:
{
  "MODULE REQUISITE": "CO-REQUISITE",
  "MODULE CODE": "13463-214 - Lecture",
  "MODULES": [
    {
      "MODULE CODE": "13463-114 - Lecture"
    },
    "AND",
    {
      "MODULE CODE": "13463-144 - Lecture"
    }
  ]
}

```

7. Please note **year modules** are marked with a **Y** next to the module name.



Period	Module Code/Name	Module Group	Type	Credits	Module Fee	Module Status	Additional Requisite	Module Enrollment Status
Semester 4	Social Anthropology 252 - Lecture/54186-252	Group						
Semester 4	Social Anthropology 252 - Lecture/54186-252	Group						
Semester 4	Social Anthropology 252 - Lecture/54186-252	Group						
Semester 3	Economics 288 - Lecture/12084-88	Group						
Semester 3	Economics 288 - Lecture/12084-88	Group						
Semester 4	Industrial Psychology 252 - Lecture/10553-252	Group						
Semester 4	Industrial Psychology 252 - Lecture/10553-252	Group						

i Regular modules = combining all optional and mandatory modules

Repeat modules = all failed modules

Backlog modules = all outstanding modules from the previous year still to be completed

Registration Portal



Student

Module Registration (De-Enroll)

The **Module registration** screen will display after you have enrolled.

The credit calculator will indicate how many credits have been selected, as well as the minimum and the maximum credits that can be selected.

Advice for module selection can be accessed under **Guidelines/Instructions for Course Registration**.

Module Registration (Selected Credits: 16, Min. Credits: 144, Max. Credits: 180)

Guidelines/Instructions for Course Registration

PLEASE READ THE TEXT BELOW TO UNDERSTAND HOW TO SELECT YOUR MODULE(S)

Modules are grouped together for easy selection: (Groups 1 - 8 below)

Select modules from at least 2 group(s) below

Select modules from not more than 2 group(s) below

You may only select a fixed number of credits each year

Select not less than 144 credits in total

Select not more than 180 credits in total

[Modules groups and credit limits](#)

Group 1: Group A

Min credits to select from group 1: 112.0

STEP 8 & 9: If modules have been selected and enrolled, the de-enroll option can be used to remove modules. Select modules that need to be de-enrolled and then click on the **De-Enroll** button.

Student Module Registration

Your course preference for Semester 3 saved successfully.

8 9 De-Enroll

Select	Period	Module Code/Name	Module Group	Type	Credits	Module Fee	Module Status	Additional Requisite	Module Enrollment Status
<input checked="" type="checkbox"/>	Semester 3	Industrial Psychology 214 - Lecture10553-214	Group A	Mandatory	16	0	Regular		Pending
<input type="checkbox"/>	Semester 3	Industrial Psychology 214 - Lecture10553-214	Group C	Mandatory	16	0	Regular		Pending

Students cannot select more than the maximum listed credits. **Please ensure your module selection is correct. Remember, it is your responsibility to ensure you are registered correctly.**



Once the registration is finalised, students will receive a **confirmation of registration**, with an attachment and module selection via their **Stellenbosch University email address**