



UNIVERSITY OF  
KWAZULU-NATAL™  
INYUVESI  
YAKWAZULU-NATALI

HOW TO

# Accept an Offer

(Undergraduate degree, Postgraduate Diploma,  
Honours & Master's coursework)



INSPIRING GREATNESS

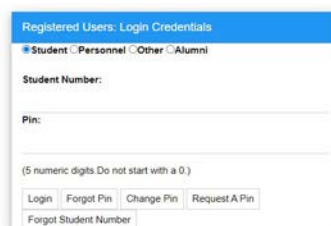
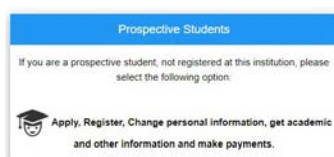
Congratulations, you have been offered a place to study at UKZN in 2026. Kindly note that acceptance of offer is done online. Please accept the offer within 3 days by clicking on the below link: [iEnabler](#)

## 1. Acceptance of offer

- If you have already accepted an offer and, at a later stage, want to accept a different offer, you will be required to decline your first acceptance with that College before you will be able to accept a new offer.

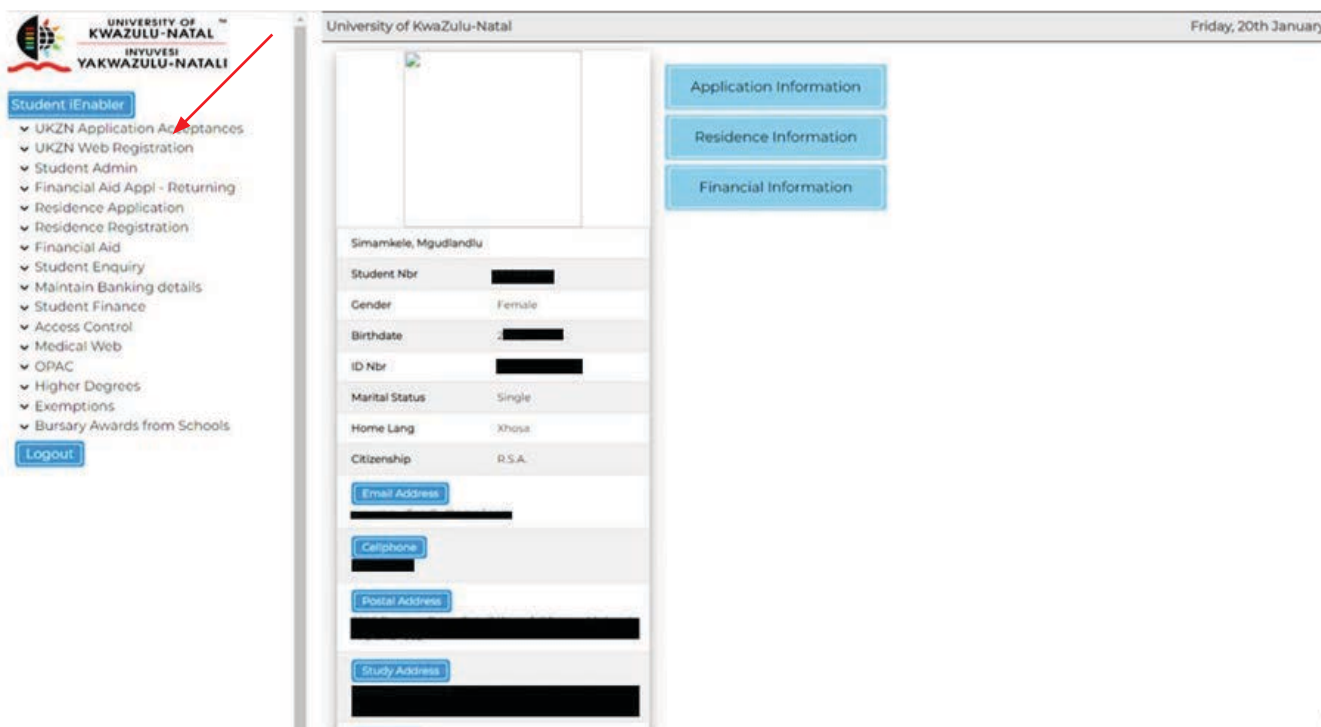
## 2. Acceptance of offer process

- I. The email/SMS sent to you with your offer contains your student number. Use this and log into iEnabler: [here](#)



- II. Once you have filled in your student number, you must click on 'Request A Pin'. You will be sent a pin on the cell phone number/email you provided on your CAO application form. Use this pin to log in. If you do not receive a pin, please contact the ICS for assistance: 0312604000 / [itstudenthelp@ukzn.ac.za](mailto:itstudenthelp@ukzn.ac.za)

- III. Once you have logged in, you will see the following screen displaying all your information. Click on 'UKZN Application Acceptances' on the panel on the left of your screen (see arrow).



IV. Then click on 'View/Accept Offers'

The screenshot shows the University of KwaZulu-Natal Student iEnabler portal. On the left sidebar, under 'Student iEnabler', the 'View/Accept Offers' link is highlighted with a red arrow. The main content area displays a form for application information, including fields for Student Nbr, Gender (Female), Birthdate, ID Nbr, Marital Status (Single), Home Lang (Xhosa), Citizenship (R.S.A.), Email Address, Cellphone, Postal Address, and Study Address. On the right, there are three buttons: 'Application Information', 'Residence Information', and 'Financial Information'.

V. Click on the degree of choice to accept

The screenshot shows the 'View/Accept Offers' page in the Student iEnabler portal. The sidebar on the left has 'View/Accept Offers' highlighted with a red arrow. The main content area displays a table of available qualifications. A red arrow points to the 'Qualification' column, specifically to the 'BSELS' entry.

Qualification	Year	Semester	Qualification	Campus	Status
BSELS	2023	Semester One	COLLEGE OF AGR, ENG & SCIENCE	Westville	Firm Offer + Res



- VI. Once you have chosen your degree, a screen displaying all the documents required will be opened. You are required to upload all documents listed under 'Local Undergraduate Applicants'.

University of KwaZulu-Natal

Friday, 20th January 2023

**View/Accept Offers**

Student Number: [Redacted]  
Name: [Redacted]

**Note:** Attach the required documents and select an Outcome and press Save to accept this offer.

Qualification	BScBLS Bachelor of Science (Biological Sciences)
Year and Semester	2023 Semester One
College	21 COLLEGE OF AGR, ENG & SCIENCE
Mode of Study	Westville Full-Time Contact
Period of Study	1: 1st Year
Choice Number	2
Admission Status	M Firm Offer - Res

Request No: [Redacted]  
Request Seq: 10  
Status: Sent to applicant

All documents which have already been provided will be displayed near the bottom of this page. You are required to attach any documents which are required for your acceptance of this application before it can be approved by the college. In some cases, documents need to be signed before being attached from this form. Templates for some documents such as the UKZN Acceptance of Offer form can be downloaded by clicking the link on this form. For these documents which will be in PDF format, you will be required to either (a) complete the document on your device and use digital signatures if required before uploading it or (b) print the document, complete and sign it, scan the completed document and upload the scanned copy.

**Please note:**  
Colleges will only approve acceptances for which the associated acceptance fee has been received, where applicable. Completed and certified copies of the documents below need to be submitted.

**All documents listed here are mandatory and it is compulsory that they are submitted.**

**Local Undergraduate Applicants**

- Acceptance of offer form
- Receipt for acceptance of offer payment
- Consent and indemnity form
- ID
- Statement of results

**Transfer Applications from Local Undergraduates**

- Acceptance of offer form
- Receipt for acceptance of offer payment
- Consent and indemnity form
- ID
- Academic record
- Conduct certificate
- Certificate of financial clearance
- Matric certificate

**Transfer Applications from International Undergraduates**

- Passport
- HESA document
- Study permit

- VII. Once you have logged in, you will see the following screen displaying all your information. Click on 'UKZN Application Acceptances' on the panel on the left of your screen (see arrow).

University of KwaZulu-Natal

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Click on any document for which a copy will be uploaded. Alternatively, click on a link to download a template of the document.

Document	Link to Document Template (where applicable)	Instructions	Already Uploaded?
Academic Record <a href="#">Choose File</a>   No file chosen		Please upload a certified copy of your Academic Record from your previous institution.	No
Acceptance of Offer Form <a href="#">Choose File</a>   No file chosen	<a href="http://naas.ukzn.ac.za/Libraries/Indemnity/2023_Acceptance_of_offer_Undergraduate_South_African_students.sfb.sbf">http://naas.ukzn.ac.za/Libraries/Indemnity/2023_Acceptance_of_offer_Undergraduate_South_African_students.sfb.sbf</a>	Click on the link to access the acceptance of offer form, which must be completed and uploaded when accepting the offer.	No
Certificate of Financial Clearance <a href="#">Choose File</a>   No file chosen		Please upload your Fee Clearance Letter from your previous institution.	No
Conduct Certificate <a href="#">Choose File</a>   No file chosen		Please upload a certificate of your Conduct Certificate if not included in your Academic Record.	No
Consent and Indemnity Form <a href="#">Choose File</a>   No file chosen	<a href="http://naas.ukzn.ac.za/Libraries/Indemnity/Indemnity_Form_English.sfb.sbf">http://naas.ukzn.ac.za/Libraries/Indemnity/Indemnity_Form_English.sfb.sbf</a>	Click on the link to access the indemnity form, which must be completed and uploaded when accepting the offer.	No
Foreign Conditional Exemption - HESA evaluation <a href="#">Choose File</a>   No file chosen		International students to upload a certified copy of their HESA Certificate.	No
Matric Certificate <a href="#">Choose File</a>   No file chosen		Please upload a certified copy of your Matric Certificate.	No
National ID <a href="#">Choose File</a>   No file chosen		Kindly upload a certified copy of your Identity Document.	No
Passport <a href="#">Choose File</a>   No file chosen		International students to upload a certified copy of Passport.	No
Receipt of Acceptance of Offer Payment <a href="#">Choose File</a>   No file chosen		Please upload your receipt of proof of payment for the acceptance of offer.	No
Statement Of Results <a href="#">Choose File</a>   No file chosen		Kindly upload a certified copy of your Statement of Results document.	No
Study Permit <a href="#">Choose File</a>   No file chosen		International students to upload a certified copy of your study permit.	No

Comments:

Outcome: [\\*\\*\\* Please Choose \\*\\*\\*](#)

- VIII. Once you have successfully uploaded all your documents, click on the drop-down next to 'Outcome' (see arrow below) and select 'Approve Submission' and save. You can then log out.

University of KwaZulu-Natal

Friday, 20th January 2018

Click on any document for which a copy will be uploaded. Alternatively, click on a link to download a template of the document.

Document	Link to Document Template (where applicable)	Instructions	Already Uploaded?
Academic Record <input type="button" value="Choose File"/> No file chosen		Please upload a certified copy of your Academic Record from your previous institution.	No
Acceptance of Offer Form <input type="button" value="Choose File"/> No file chosen	<a href="http://uakn.ukzn.ac.za/online/indemnity/2013/Acceptance_of_offer_Undergraduate_South_African_students.sfs.aspx">http://uakn.ukzn.ac.za/online/indemnity/2013/Acceptance_of_offer_Undergraduate_South_African_students.sfs.aspx</a>	Click on the link to access the acceptance of offer form, which must be completed and uploaded when accepting the offer.	No
Certificate of Financial Clearance <input type="button" value="Choose File"/> No file chosen		Please upload your Fee Clearance Letter from your previous institution.	No
Conduct Certificate <input type="button" value="Choose File"/> No file chosen		Please upload a certificate of your Conduct Certificate if not included in your Academic Record.	No
Consent and Indemnity Form <input type="button" value="Choose File"/> No file chosen	<a href="http://uakn.ukzn.ac.za/online/indemnity/indemnity_form_English.sfs.aspx">http://uakn.ukzn.ac.za/online/indemnity/indemnity_form_English.sfs.aspx</a>	Click on the link to access the indemnity form, which must be completed and uploaded when accepting the offer.	No
Foreign Conditional Exemption - HESA evaluation <input type="button" value="Choose File"/> No file chosen		International students to upload a certified copy of their HESA Certificate.	No
Matric Certificate <input type="button" value="Choose File"/> No file chosen		Please upload a certified copy of your Matric Certificate.	No
National ID <input type="button" value="Choose File"/> No file chosen		Kindly upload a certified copy of your Identity Document.	No
Passport <input type="button" value="Choose File"/> No file chosen		International students to upload a certified copy of Passport.	No
Receipt of Acceptance of Offer Payment <input type="button" value="Choose File"/> No file chosen		Please upload your receipt of proof of payment for the acceptance of offer.	No
Statement of Results <input type="button" value="Choose File"/> No file chosen		Kindly upload a certified copy of your Statement of Results document.	No
Study Permit <input type="button" value="Choose File"/> No file chosen		International students to upload a certified copy of your study permit.	No

Comments:

Outcome:

Once you have accepted your offer, go to the registration page for further information

<https://caes.ukzn.ac.za/registration/>

### 3. Applicants are further informed that:

- Where there is an offer of a place to study with no residence accommodation, applicants have to arrange for their own accommodation off campus.
- If a letter is required for a bank or sponsor, please contact your College by using the details provided in the table below. Be sure to provide your student number.

If you have a problem, please contact your college using the email address provided in the table on the next page.

College of Agriculture, Engineering and Science				
Campus	Physical Address	Fax number	Email address	Tel Number
Howard College	Ground Floor, Electrical, Electronic Building	27 (0)867438950	<a href="mailto:engineering@ukzn.ac.za">engineering@ukzn.ac.za</a>	031 260 8038
PMB	Ground Floor, Admin Building, Main Campus	27(0)33 260 6780	<a href="mailto:sciencepmb@ukzn.ac.za">sciencepmb@ukzn.ac.za</a>	033 260 5420 033 260 6116
Westville	3rd floor, OR Tambo Building	27 (0)31 260 7780	<a href="mailto:sciencewst@ukzn.ac.za">sciencewst@ukzn.ac.za</a>	031 260 7979 031 260 8047
College of Health Sciences				
Campus	Physical address	Fax number	Email address	Tel Number
Howard College	Desmond Clarence Bld, 1st floor (B. Nursing)		<a href="mailto:Chilim1@ukzn.ac.za">Chilim1@ukzn.ac.za</a>	031 260 2203
Medical School	NRMSM Bid 2nd floor (B.Medical Sciences Anatomy/ Physiology) and MBCHB		<a href="mailto:maphangan@ukzn.ac.za">maphangan@ukzn.ac.za</a>	031 260 4563
Westville	E Block, Level 3 (BPharmacy, BOccupational Therapy, B.Audiology and B.Speech- Language Therapy)		<a href="mailto:hlongwan@ukzn.ac.za">hlongwan@ukzn.ac.za</a>	031 260 7950
	E Block, Level 3 (B. Physiotherapy,B.Sport Science, B.Dental Therapy, B.Optomety and B Oral Hygiene)		<a href="mailto:Chettyv3@ukzn.ac.za">Chettyv3@ukzn.ac.za</a>	031 260 8833
College of Humanities				
Campus	Physical address	Fax number	Email address	Tel Number
Edgewood	A130 Administrative building	031 260 1109	<a href="mailto:majuqulanan@ukzn.ac.za">majuqulanan@ukzn.ac.za</a>	031 260 3245 031 260 3414
Howard	G056 MTB Building, Howard College	031 260 1507	<a href="mailto:HCHumanities@ukzn.ac.za">HCHumanities@ukzn.ac.za</a>	031 260 2094 031 260 2032
PMB	Milner Road, Main Campus Scottsville	033 260 6228	<a href="mailto:Mngwengwe@ukzn.ac.za">Mngwengwe@ukzn.ac.za</a>	033 260 5023
College of Law and Management Studies				
Campus	Physical address	Fax number	Email address	Tel number
Howard College and Pietermaritzburg	Level 5, Room C514, Shepstone building	031 260 2522	<a href="mailto:CLMSLAW@ukzn.ac.za">CLMSLAW@ukzn.ac.za</a> For students with (Surnames A to Mk) <a href="mailto:hlongwan@ukzn.ac.za">hlongwan@ukzn.ac.za</a> For students with (Surnames MI to Z)	031 260 2151 031 260 2152
PMB	House at No.1 Golf Road	033 260 5909	<a href="mailto:Ndlovub@ukzn.ac.za">Ndlovub@ukzn.ac.za</a> For students with (Surnames A to MI) <a href="mailto:Govenderv@ukzn.ac.za">Govenderv@ukzn.ac.za</a> For students with (Surnames Mm to Z)	033 260 6207 033 260 5014
Westville	Room 235, 2nd floor J Block	031 2601312	<a href="mailto:Simelane@ukzn.ac.za">Simelane@ukzn.ac.za</a> For students with (Surnames J to L, MA to MK and N) <a href="mailto:Naidoom1@ukzn.ac.za">Naidoom1@ukzn.ac.za</a> For students with (Surnames A to I, ML to MZ, and O to Z)	031 260 2216

After you have accepted the offer you are advised to check your status again on UKZN Status Check Thereafter visit ([www.ukzn.ac.za](http://www.ukzn.ac.za)) for more information on Orientation, Parents' day and Registration.