



TO: SMU STUDENTS

FROM: MS. B. MOTSWANE: HEAD OF DEPARTMENT STUDENT HOUSING

DATE: 2 JANUARY 2026

SUBJECT: IMPORTANT RESIDENCE REGISTRATION INFORMATION FOR THE 2026 ACADEMIC YEAR

Dear SMU Student

Welcome back to Sefako Makgatho Health Sciences University (SMU). As we commence the 2026 academic year, please take note of the following critical arrangements regarding residence placement and registration.

1. Residence Allocation and admission:

- Allocation and admission to residence for the 2026 academic year is strictly reserved for students who officially applied for residence for the 2026 academic year during the application period in 2025, which was widely communicated.
- **No residence application:** Students who did not apply for residence are advised to make alternative accommodation arrangements immediately. Should any vacancies arise post the registration period, these will be advertised via communiqué.
- Students returning to complete their “block” will not be accommodated and will have to make their own arrangements for accommodation for the duration of their academic programme.

2. Key Dates and Registration Information:

- **Residence Opening Date:** Residences officially open on **5 January 2026**.
- **Residence Registration:** All students must complete their registration online via their student portal. Should you experience challenges registering online, you can go to the **Sports Complex** starting on **5 January 2026**. Please refer to **Annexure A** for a detailed, step-by-step registration guide.
- **Registration Requirement:** To be accommodated in residence, all registration requirements must be completed. Keep in mind that placement is subject to space availability.

3. Temporary Accommodation:

- **Registration Delays:** Experiencing challenges with registering? Limited temporary accommodation will be made available **exclusively** for “students” who applied for residence but are experiencing delays with registration.
- **72-Hour Rule:** Students in temporary accommodation have **72 hours** to finalize their registration. You must complete your registration within this timeframe; failure to do so could result in the loss of your permanent residence placement.
- **Liability for Temporary Accommodation:** Please note that you will remain liable for residence fees, including temporary accommodation charges, upon registration completion or for non-registration costs.

4. Visitation Restrictions

- To ensure order and safety, **no visitation** is permitted in university residences (on and off campus) during the registration period.

5. Residence Guidelines

- **Residence Rules and Regulations:** As a valued member of the SMU community, you will be expected to familiarize yourself with the residence rules and regulations, which will be shared with you during your move-in process.
- **Declining a Residence Offer:** If you no longer wish to be accommodated in residence, please inform the **Residence Office** immediately to allow for other students to take your place.
- **No Transfers:** Please note that once you have been allocated to a residence, transfers between residences will **not** be permitted.

6. For Students Moving from Off-Campus to On-Campus

- If you were residing off-campus in 2025 and have now been placed in an on-campus residence for 2026, please note that **it will be your responsibility to arrange transport** to move your belongings to your new accommodation. The university and accommodation service providers will offer limited support for this, and a transportation schedule will be made available in due course.

We are excited to welcome you back to our vibrant on-campus community and look forward to helping make your experience at SMU enriching, comfortable, and memorable. If you have any questions or need assistance, please do not hesitate to contact the **Residence Office**.



Ms. B. Motswane
Head Of Department, Student Housing

2026 STEP-BY-STEP REGISTRATION & MOVE-IN GUIDE

Please follow the steps below in the order listed to ensure a smooth registration and move-in process.

PHASE 1: AT THE SPORTS COMPLEX (Clearance & Registration)

Step 1: Financial Clearance: Visit the Financial Aid/Finance Office to remove any financial blocks and settle outstanding payments.

- *International Students:* After financial clearance, you must have your study documentation verified at the International Desk in the Sports Complex.

Step 2: Academic Registration: Proceed to your School or Faculty administration desk to finalize your academic registration. You must obtain your **Proof of Academic Registration** before proceeding.

Step 3: Residence Registration: Register for residence online via your student portal first.

- If you are unable to register online, or if your residence allocation does not appear on the portal, proceed to the **Residence Desk** at the Sports Complex for manual assistance.

Step 4: Student Card & Access Activation: Once both Academic and Residence registrations are complete, visit the card center to obtain your student card and activate your residence access.

- *Note:* Access is only granted after both registration processes are fully finalized.

PHASE 2: AT YOUR ASSIGNED RESIDENCE (Moving In)

Step 5: Report to the Residence Coordinator: Upon arrival at your assigned residence, proceed immediately to the Residence Coordinator's Office.

Step 6: Verify Registration: Present your **Proof of Residence Registration** to the Coordinator to verify your placement.

Step 7: Sign the Residence Contract: Scan the QR code provided at the office (or use the link below) to sign in and complete the official Residence Contract for the academic year.

- *Link:* <https://form.jotform.com/243152163868561>

Step 8: Key Collection & Room Check: Once the contract is signed, you will be issued your room key. A residence staff member will accompany you to your room.

Step 9: Complete the Room Inventory: Immediately upon entering your room, complete the online Room Inventory Form to record the room's condition.

- *Link:* <https://form.jotform.com/243315548066559>

Step 10: Join the Residence WhatsApp Group: Ensure you join the official Residence WhatsApp Group to stay informed about residence activities and urgent announcements.

WE WISH YOU A SUCCESSFUL 2026 ACADEMIC YEAR.