

Dear UKZN RESIDENCE STUDENT

Process for 2026 Bursary students in Private Accommodation (PA)

It is important to note that since no unregistered students are allowed on campus, students are encouraged to first register academically online before they start looking for a private accommodation. This will help the students that will need to submit the forms at DSRA Offices. All students will need to secure a space in a Private Accommodation (PA) that is on the UKZN PA database (link found below) before they start the following process. [Private Accommodation - Department of Student Residence Affairs](#)

In Summary:

- **Step 1**, The students are to download the Verification Form (white) & Blue Lease Agreement form from DSRA UKZN web page. Link below: [Private Accommodation Process for Bursary Students - Department of Student Residence Affairs](#)
- **Step 2**, Complete, sign the form and also have it signed by the landlord.
- **Step 3**, The two forms as well as the Lease Agreement that is supplied by the landlord must be physically submitted to DSRA Private Accommodation Office (PAO) for verification.
- **Step 4**, Take the documents to the respective Financial Aid Advisor at the Funding Department for capturing.
- **Step 5**, Once the form is captured, the student will receive their rental allowance on the scheduled payment dates through the Funding Department.

All Submissions to be made at DSRA Private Accommodation Offices per campus. Please see emails below for Private Accommodation Officer per campus for queries:

- **Howard College and Medical School** - Babalo Theophilus Mfunda
MfundaB@ukzn.ac.za
- **Westville Campus** - Nonsindiso Zemfundo Magubane
MagubaneN1@ukzn.ac.za
- **Edgewood Campus** - Department of Student Residence Affairs UKZN -
Edgewood Campus Edgewood_Reslife2@outlook.com
- **Pietermaritzburg Campus** - Siphesihle Nomalungelo Khumalo
KhumaloS7@ukzn.ac.za