

# Do you need help completing the Biographical Questionnaire (BQ)?

## Who must complete the BQ?

First time, first year, full-time, undergraduate, registered students.

## Guidelines for completing the BQ

- In your web browser type in [www.wits.ac.za](http://www.wits.ac.za)
- Click on the “Students” tab on the top right hand side of the web page
- Scroll down to Quick Links and click on “Student Self-service”
- Type in your Student ID/Number and your password
- Click on “Sign In”
- Click on the “Register Online” block on the bottom left hand side of the home page
- Click on the “Biographical Questionnaire” option
- Once you have answered all the questions, click on the “Complete” button

## BQ Completion Tips

- If there is a magnifying/search glass icon next to the response block, it means there are a list of options that you need to select from
- If you get a pop-up message with error code: 18, 5 contact the BQ Help Desk
- Make sure you complete all the questions in order to successfully submit the BQ



## For Assistance with the BQ, contact the BQ Help Desk

Analytics & Institutional Research Unit, Business Intelligence Services  
6th Floor, Solomon Mahlangu House, Braamfontein Campus East Email:  
[bqhelp.BIS@wits.ac.za](mailto:bqhelp.BIS@wits.ac.za) | Tel: 011 717 1173/75. (Weekdays 08:00- 16:00)

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