

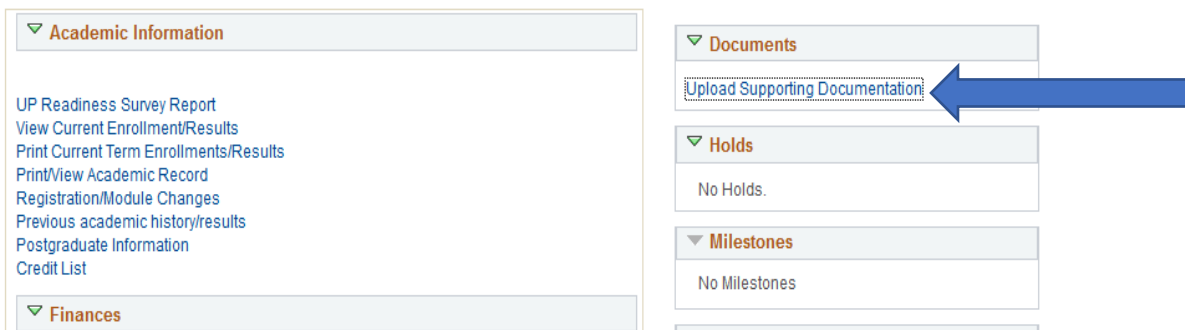
Instructions on how to upload your enrolment contract for verification

If your enrolment contract is still outstanding or your contract was reviewed as invalid, please follow these instructions for us to verify if the contract is signed correctly before you deliver the original document to UP:

Log into your Student Portal and click on the UP Student Centre tile



Click on the Upload Supporting Documentation link:



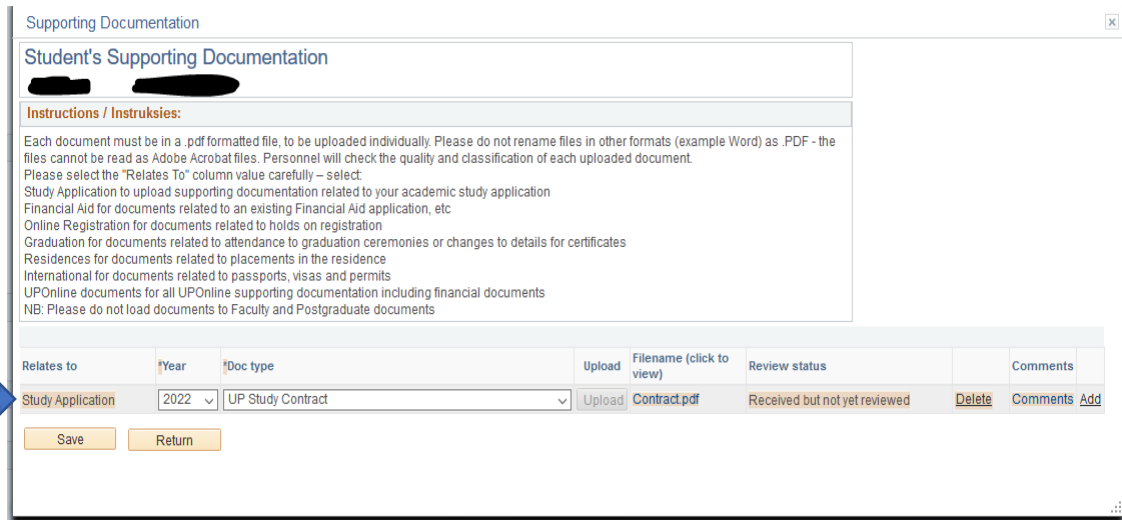
If there are already documents uploaded, click on the 'Add' link. Then make -

Relates to: 'Study Application'

Year: '2022'

Doc type: UP Study Contract

Then upload your contract document as saved on your device.



Supporting Documentation

Student's Supporting Documentation

Instructions / Instruksjies:

Each document must be in a .pdf formatted file, to be uploaded individually. Please do not rename files in other formats (example Word) as .PDF - the files cannot be read as Adobe Acrobat files. Personnel will check the quality and classification of each uploaded document.
Please select the "Relates To" column value carefully – select
Study Application to upload supporting documentation related to your academic study application
Financial Aid for documents related to an existing Financial Aid application, etc
Online Registration for documents related to holds on registration
Graduation for documents related to attendance to graduation ceremonies or changes to details for certificates
Residences for documents related to placements in the residence
International for documents related to passports, visas and permits
UPOnline documents for all UPOne supporting documentation including financial documents
NB: Please do not load documents to Faculty and Postgraduate documents

| Relates to | Year | Doc type | Upload | Filename (click to view) | Review status | Comments |
|-------------------|------|-------------------|--------|--------------------------|-------------------------------|---------------------|
| Study Application | 2022 | UP Study Contract | Upload | Contract.pdf | Received but not yet reviewed | Delete Comments Add |

Save Return

Ensure that the contract document is in PDF format before attempting to upload it. Also, do not include any special characters in the name of the file.

You are only allowed to deliver the original document to UP for processing when your contract is reviewed as valid.