

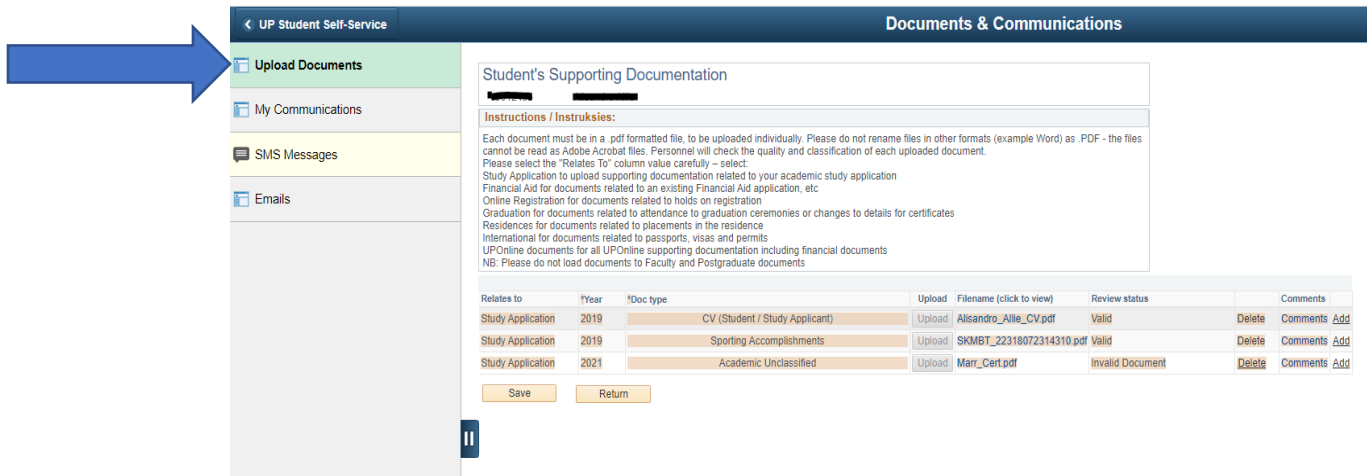
## Instructions on how to upload your enrolment contract for verification

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 Documents and Communications tile.



Go to Upload Documents



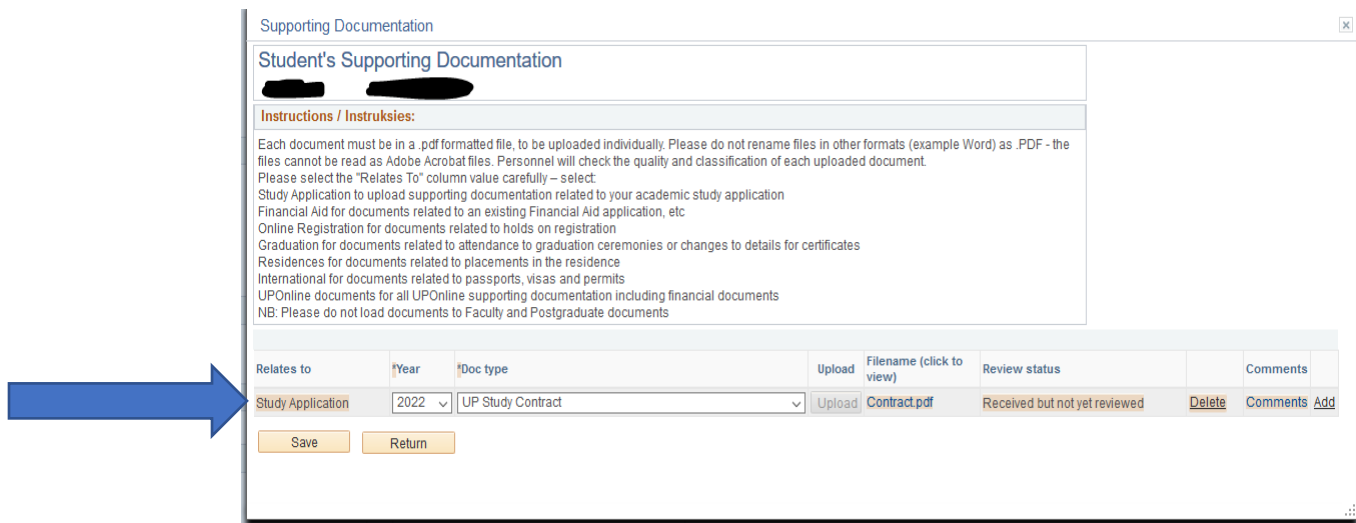
If there are already documents uploaded, click on the 'Add' link. Then select -

Relates to: 'Study Application'

Year: '2022'

Doc type: UP Study Contract

Now 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 file name.

You should only deliver the original document to UP for processing once your contract has been reviewed as valid.