



UNIVERSITY OF PRETORIA

APPLICATION FOR STUDY FINANCE (Bursaries & Loans) - 2023

- **UP Bursaries and Loans:**
 - Applications must be submitted through the UP Student Portal.
 - Applications for 2023 open on 28 November 2022.
 - For more information you can visit www.up.ac.za/feesfunding

- **NSFAS:**
 - NSFAS applications are centralised with NSFAS.
 - For application dates & information please visit www.nsfas.org.za.

- **International Students:**
 - There is an International application available on the application system.
 - International applications for 2023 opens 28 November 2022.



HOW TO APPLY

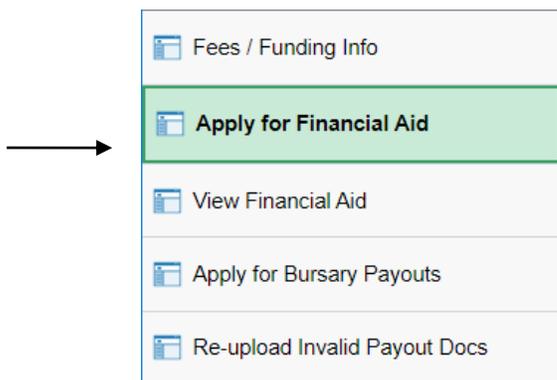
- Apply for Financial Aid via UP Student Portal, click on “**Student Centre**” tile



- Click on “**Fin Aid and Funding Opportunities**” tile



- Click “**Apply for Financial Aid**”





- Click **Add Application**
- Select “**YES – Create Application**” for the Financial Aid Type you want to apply for
- Select the row for **2023** in the Application Summary table and follow the pages to complete the form

Application Summary

Aid Year	Financial Aid Type	Started On	Submitted On	Submitted Status	Processing Status	Application Status
2023	UP Bursaries and Loans	25/11/2022 09:24		Not Submitted		

- After completion, select “**YES**” on the Consent page to agree to the terms of the application and click “**NEXT**”
- A list of required documents will appear. You must upload **ALL** of the required documents before you can submit the application for processing. The documents must be in **.pdf format** and must **NOT be password protected**.
- Click **Submit**

If you do not have the required documents immediately available you can save your application as draft and upload them at a later stage but you will not be able to submit your application for processing before they are **ALL** uploaded.

University staff will review submitted applications for the quality and classification of each uploaded document and either validate it or reject it. You will be notified via an automated email if any document has been rejected.

You will then have to go to the “**Documents & Communications**” tile to view the rejected reason and document. Any new documents that must be uploaded can only be uploaded via the Documents & Communications tile once the application is submitted.

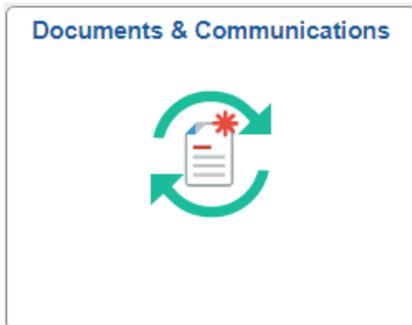


For not yet submitted applications - to upload documents at a later stage and submit your application you must:

- Navigate to your application and go “NEXT” through each page to get to the last document page
- Upload the required documents
- Click **Submit**

For already submitted applications - if you need to upload additional, correct, replacement documents you must:

- Click on the “**Documents & Communications**” tile



- Add a new row by clicking on the “+” in one of the rows

- select Financial Aid
- select the correct year for your application – eg 2023
- select the correct Doc type
- upload the .pdf document
- save

example of a new row added



Documents listed below are required in support of the application.

- Proof of Income (payslip / pension advices / audited financial statements) **not older than 3 months** for the working applicant / spouse / parents / legal guardian;
- If no proof of income or if unemployed, an affidavit per individual stating the source of income / maintenance / allowances;
- If the biological parents are divorced or the parent is single(never married) they must provide an affidavit stating maintenance;
- Payments for bonus / overtime must be excluded when the gross income is declared.
- Document must **NOT be password protected**. Your application cannot be processed and you will be requested to re-upload a non-password protected document.



GUIDELINES FOR AFFIDAVITS & PROOF OF INCOME

1. Guidelines for affidavits

- a) An affidavit is a sworn statement. The person making the statement takes an oath that the contents are, to the best of their knowledge, true before signing the affidavit. It is also signed by a notary public or some other judicial officer who can administer oaths, to confirm that the person signing the affidavit was under oath when doing so. These documents can carry considerable weight in a legal process.
- b) The biological/adoptive parents or legal guardian must write the affidavit. An affidavit made by the applicant (student) will not be accepted.
- c) The document must not be older than three (3) months.
- d) The following must be indicated:
 - The date and place where the affidavit was written
 - The relationship of the writer with the applicant (student)
 - How gross income is generated. Gross income is any money received and is not limited to remuneration earned from employment. It includes receipt of rental, interest, annuities, business income, etc. It excludes any deductions / expenses
 - The amount of money generated per month/year
 - Clearly state what portion of the gross income is utilised to support the applicant (student)

2. Guidelines for payslips

- a) Salary advice should not be older than three (3) months.
- b) Indicate payment period i.e. weekly/fortnight/monthly/annually.
- c) Tax certificates are not accepted.
- d) Bank Statements are not accepted

3. Pensioners

- a) Copies of the pension advice from social welfare or institution concerned must be submitted.
- b) The name, surname and ID number of the pensioner must be indicated on the pension slip.
- c) The pension advice should not be older than three (3) months.

4. Self-employed & business owners

- a) The latest audited financial statements must be provided;
- b) An affidavit stating gross income from business activities (only if audited statements are not available / self-employed)
- c) If commission only, proof of payments for the past three months or an affidavit to declare commission received for the past three (3) months must be provided.

5. Unemployment Insurance Fund (UIF)

This is not accepted as a source of income.

We reserve the right to request any other financial information.



Problem Solving:

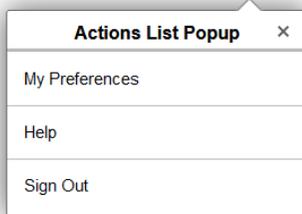
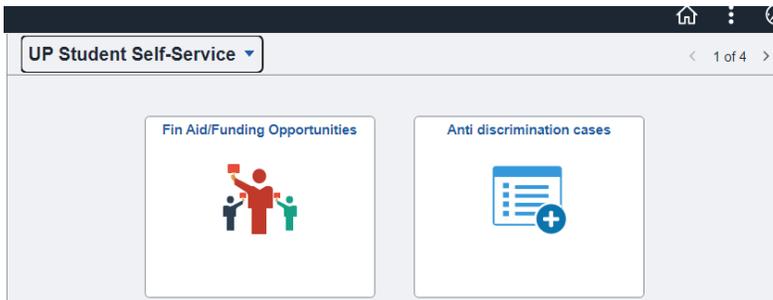
1. If you are not getting a response when you click on the 2023 row then it is probably that you changed some of your "My Preferences" in Peoplesoft.

Sign onto PeopleSoft

On the right next to the house icon - click on those three dots

Then select My Preferences

Change Accessibility Layout - must be Screen Reader Mode OFF (yours is probably set to ON)



General Settings

Save

General Options

Accessibility Layout

Multi Language Entry No

Spell Check Dictionary

Regional Settings

System & Application Messages

Navigation Personalizations

Advanced Settings

Sign out and then back in again and try again.



2. If you are battling to upload a document or re-load a new document.

Make sure of the following:

- the doc is a .pdf
- there are no strange characters in the name (% & # * etc)
- there are no full stops "." in the name - eg T.M.banking.details.pdf The ONLY . that may be in the name is between the name and .pdf
- the name must not be too long. Make it short. eg student number + bank 12345678_bank.pdf

Please contact the Financial Aid office at the SSC for assistance.