HOW TO APPLY FOR NSFAS PRIVATE ACCOMMODATION

STEP 1: LOG IN ON YOUR **SELF SERVICE**

PEOPLESOFT	
User ID	
Password	
Select a Language	~
Sign In	

STEP 2: CLICK ON THE "NSFAS Private Accom Appl" TILE

Accept/Decline Study Offer	View My Applications	Student Documentations	Student Center
My Education Plan	Gradebook	Residence and Housing Portal	
Current Tasks			
Title		Due Date	
UFS - Registration Task - 2018		02/10/2017	
UFS Registration 2019		02/15/2019	
Statement	30 m/s	NSFAS Private Accom Appl	Academic Data Summary
01/31/2019	View Statement		
01/31/2019	View Statement		
12/20/2018	View Statement		

STEP 3: Carefully read the information in the **"Instruction"** block.

STEP 4: Click on "New Application"



STEP 5: Carefully read the information in the **"Instruction"** block.

STEP 6: Please indicate/select if you are staying in Accredited Accommodation or in Private Accommodation.

Accredited Accommodation Private Accommodation

STEP 7:

Option 1: Accredited Accommodation

If you are staying in Accredited Accommodation please click on the magnifying glass and select the accredited landlord you are staying at



Option 2: Private Accommodation

Complete the following fields. These fields are compulsory:

	Accredited Accommodation	Private Accommodation
*Name	Name of landlord	
*Email	Email address of landlord	
*Contact Number	Landlord contact number	

STEP 8: Capture the **"Move in date"**, **"Move out date"** and **"Monthly Amount"** according to the information that reflects on your agreement:

*Move In Date		••••	
*Move Out Date			
*Monthly Amount	Enter monthly amount		

STEP 9: Capture your **"Parent/Guardian Living Address"**. This should correspond with the supporting document that you will upload with the application.

Enter parent/guardian address

*Parent/Guardian Living Address

STEP 10: Please indicate if you give UFS consent to share personal information to your parent/guarding, funders/bursars/donors and Service provider (lessor)



STEP 11: Upload your contract with your landlord and proof of home address. This is compulsory. Click on "Add Attachment".

Docume	nts			
	Document \Diamond	Attached File 🗘	Add Attachme	ent
1	Contract/Affidavit & Municipal		Add Attachme	nt
2	Proof of home address		Add Attachme	Int
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You can choose a file from "My Device" by clicking on the picture:

Choose From



Select your saved document and click on "Upload"

Choose From



Click on "Done"



STEP 12: Click on "SAVE"

Actions

Save	Cancel
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You can track your private accommodation status on your Self Service:

Applications				
	Academic Year \Diamond	Accommodation Type \diamond	Name 🗘	Application Status 🗘
1	2019	Accredited	Test Accom	Pending

You will also receive an email on your ufs4life email address once your status change.