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Inspiring excellence, transforming lives through quality, impact, and care.



UNIVERSITY OF THE FREE STATE UNIVERSITEIT VAN DIE VRYSTAAT YUNIVESITHI YA FREISTATA





Click **HERE** to open the PeopleSoft Campus Solutions student portal.

https://pssa.ufs.ac.za/psp/csprd/EMPLOYEE/HRMS/c/SA_LEARNER_SERVICES.SSS_STUDENT_CENTER. GBL?cmd=login&languageCd=ENG&





Once logged in, you will see a tile titled **'Tasks'** on the home page. Click on the tile to navigate to the task.





Click on the task titled 'Graduation-AG-2024'.

		Tasks			ωA	
2	To Do List					
				2 rows		
				15		
	Task	Due Date	Status			
	NSFAS Refund Applications 2023	O Overdue	In Progress	Σ		
	Graduation AG 2024	31/01/2025	Assigned	×		
	2	7 To Do List Task NSFAS Refund Applications 2023 Graduation AG 2024	Tasks To Do List Task Due Date NSFAS Refund Applications 2023 Overdue Graduation AG 2024 31/01/2025	Tasks To Do List Task Due Date Status NSFAS Refund Applications 2023 Overdue In Progress Graduation AG 2024 31/01/2025 Assigned	Tasks To Do List Task To Do List Task Due Date Status In Progress IGreduation AG 2024 31/01/2025 Assigned	Tasks Crows

Read the introduction and click on the **'Next'** *button.*



× Exit	Graduation AG 2024	1
	Nex Contraction of the Contracti	a >
1 Introduction Visited	Step 1 of 5: Introduction	irm
2 Delivery/Collection Agreement Not Started	Graduation Documentation Due Date 31/01/2025 Deat Graduand	
3 Adresses Fluid Not Started	Congratulations on completing your qualification! The University of the Fee State (UFS) is pleased to announce that the graduation ceremonies will take place on 9 and 10 December 2024 in the Callie Human Centre on the Bioemfontein Campu more information on the graduation ceremony please visit our velopage at <a href="https://www.ufs.ac.ak/ovvelleg/industries/aw/ufs.ac.ak/ovvelleg/industries/aw</td> <td>us. For</td>	us. For
4 Contact Details Not Started	Graduation documentation (i.e., certificate and academic record) will be available and released immediately after the conferral ceremonies in the Callie Human Centre.	
5 Complete Task Not Started	In the event that you are unable to attend the face-to-face graduation ceemony and would like the certificate to be sent to you, the documents will be available and released from the week of 6 January 2025. Please note: Graduates are liable for the cost of the courier service.	
	For courier purposes – for those unable to attend the face-to-face graduation ceremony, kindly verify your physical address for hand-to-hand courier delivery prior to requesting your certificate. The following pages of this activity guid you through the different steps to update your physical delivery address. This will ensure that you receive your graduation documentation safely and securely. See the default add ayment information: Courier fees: South Africa R325	de will
	Banking details Account name: University of the Free State Bank: ABSA Bank Account number: 1570 151 668 Branch code: 630734 Reference number: 605 followed by student number	
	Request for courier services and proof of payment along with a copy of your ID/passport should be emailed to <u>Transcripts/bulb as za</u>	
	However, you can still collect your certificate in person from 7 January 2025 by making an appointment in advance through the Student Contact Services on +27 51 401 9111 (select option 1) or email to Transcripts@ufs ac za with your re- Collections can only be done on Tuesday or Thursday between 10:00 and 15:00.	quest
	Please indicate your selection by no later than 3 January 2026	
	If you require any further assistance, please contact the Student Contact Services at: E: <u>Transcriptions acca</u> 1-227 5-140 9111 (pease select option 1)	



ACCEPTING THE DELIVERY



After reading the delivery agreement, **make a selection.**

X Exit	Graduation AG 20	24 🏻 🗘 🗄		
		< Previous Next >		
1 Introduction Complete	Step 2 of 5: Delivery/Collection Agreement	Accept Delivery Decline Delivery		
2 Delivery/Collection Agreement Complete	Select either "Accept Delivery" or "Decine Delivery" after carefully reading the terms and conditions. Terms and conditions for the delivery of graduation documentatios	OPTION A		
3 Adresses Fluid	I, the graduate student, hereby -	OPTION B		
In Progress	 acknowledge that the provisions of the agreement entered into between myself and the University of the Fr force. 	ee State (hereinafter referred to as the 'UFS') as contained in the terms and conditions as set out here below, are binding and will remain in		
4 Contact Details In Progress	2. acknowledge that I understand that this service is only offered tograduates who will obtain qualifications du 3. acknowledge that I understand the rules and regulations pertaining to my academic records and certification	ring the December 2024 graduation sessions; e as set out in the General Academic Rules and Regulations of the UFS 2024 (uploaded on the UFS website at http://www.ufs.ac.za/about-		
5 Complete Task Not Started	 the-utsgovernance/poury-oocuments/ (mereinamer reterred to as the General Houles). acknowledge and understand that qualification certificates and academic records will not be released to matriculation exemption (if applicable). 	any graduate student who is not in good financial standing with the UFS as per the General Rules - not limited to requirements for		
	5. understand that I have the option to make use of the opportunity for my graduation documentation to be couriered if I am unable to attend the graduation ceremony and will be responsible for the courier costs incurred to provide me with my graduation documentation (qualification certificates and academ: record) via courier services.			
	6. acknowledge and understand that if I have chosen to have my graduation documentation couriered, I am responsible for ensuring that all my information required to courier my graduation documentation is correct, including but not limited to the physical address for courier delivery.			
	7. acknowledge and understand that if I have chosen to have my gnaduation documentation couriered, the delivery address I provide for use by the courier services cannot be a postal address and must be a physical address only.			
	8. acknowledge and understand that if I have chosen to have my graduation documentation couriered, the graduation documentation courier request will be processed from 6 January 2026, and			
	 understand that if I choose to have my graduation documentation delivered, and the courier is unable to services, this request will be cancelled, and I will have to arrange for a second delivery attempt of the graduation. 	deliver the graduation documentation to the delivery address I supplied due to it being invalid, incorrect, or not accessible to the courier ation documentation at my own cost.		
	Please take note: Once you have completed this task, you will not be abe to make another selection. Only select	Submit' If you are satisfied with the choice you have made to either have your graduation documentation delivered or not.		
	Agreement Date 14/11/2024			
	Agreement Status Accepted			
	Printable Page			

Click **'Confirm'** if the address is correct, and then click **'Next'**.



X Exit	Graduati	on AG 2024	: ۵
			< Previous
1 Introduction Complete	Step 3 of 5: Adresses Fluid		Confirm
2 Delivery/Collection Agreement Complete	Home Address		
	+		
3 Adresses Fluid In Progress	Address	From	
4 Contact Details In Progress			
5 Complete Task Not Started		Current >	
	Delivery Address		
	+		
	Address	From	
		Current >	



Add the delivery address manually and click the **'Confirm'** button to navigate to the next page.

X Exit	_	Graduation AG 2024	: ۵
			< Previous
1 Introduction Complete	Step 3 of 5: Adresses Fluid	Cancel Add Address Save	Confirm
2 Delivery/Collection Agreement Complete	Home Address	Type Delivery From 2024/03/20 fm Copy From	
3 Adresses Fluid In Progress	Address	*Country South Africa Q From	
4 Contact Details In Progress		Address 1	
6 Complete Task Not Started		Address 3 Current: >	
	Delivery Address	City Bioenfonten State FS Q Free State Province	
	Address	Postal \$301 From Province Free State	
		Current >	

Confirm contact details.



× Exit		Graduation AG 2024			Δ
					< Previou
1 Introduction Complete	Step 4 of 5: Contact Details				Confirm
2 Delivery/Collection Agreement	Email				
	Email		Туре	Preferred	
3 Adresses Fluid Complete	@gmail.com		Home	~	3
4 Contact Details In Progress	@ufs4life ac za		Campus		5
5 Complete Task Not Started	Phone				
	+				
	Phone	Туре	Prefe	rred	
	+27	Cell	-		>



If any information has changed, edit the details by selecting the item. The system will open the window to allow the change. Once the information is verified, select the **'Confirm'** button and navigate to the next page, which is the 'Complete Task' page.

× Exit			Graduation AG 2024			: \ ۵
						< Previous
1 Introduction Complete	Step 4 of 5: Contact Details					Confirm
2 Delivery/Collection Agreement Complete	Email					
3 Adresses Fluid Complete	Email @gmail.com	Cancel	Edit Phone	Type	Preferred	2
Contact Details	@ufs4life.ac.za	Type Country Code	Cell 027	1		3
5 Complete Task Nut Started	Phone +	*Phone Number		· .		
	Phone +27		Preferred Enable Texts			>
•			Delete			

Complete the task. When you have provided all the information, you can complete the task. Read through the information on this page and select the **'Submit'** button. Once the task is completed, it will enter a **'Completed'** status on the system.



X Exit	Graduation AG 2024	Δ :
		< Previous Submit
Introduction Complete Delivery/Collection Agreement Complete Adresses Fluid Complete Complete Complete Delivery/Collection Agreement Complete Complete Somplete Task th Progress	Step 5 of 5: Complete Task Due Date 31/01/2025 We note the selection you have made. Thank you, Student Academic Services	





Please choose this option only if you are going to attend the graduations or **collect the certificate** yourself on campus.

X Exit	Graduation AG 2024	Δ :	
		< Previous Next >	
1 Introduction Complete	Step 2 of 5: Delivery/Collection Agreement	Accept Delivery Decline Delivery	
2 Delivery/Collection Agreement Complete	Select either "Accept Delivery" or "Decline Delivery" after carefully reading the terms and conditions. Terms and conditions for the delivery of graduation documentation	OPTION B	
Adresses Fluid	I, the graduate student, hereby -	•	
Complete	 acknowledge that the provisions of the agreement entered into between myself and the University of the Free State (hereinafter force; 	referred to as the 'UFS') as contained in the terms and conditions as set out here below, are binding and will remain i	
4 Contact Details	2. acknowledge that I understand that this service is only offered tograduates who will obtain qualifications during the December 20	124 graduation sessions;	
Complete	 acknowledge that I understand the rules and regulations pertaining to my academic records and certificate as set out in the Get the-uts/governance/poicy-documents) (hereinafter referred to as the 'General Rules'). 	neral Academic Rules and Regulations of the UFS 2024 (uploaded on the UFS website at http://www.ufs.ac.za/about	
5 Complete Task In Progress	 acknowledge and understand that qualification certificates and academic records will not be released to any graduate stude matriculation exemption (if applicable). 	ent who is not in good financial standing with the UFS as per the General Rules - not limited to requirements fo	
	5 understand that I have the option to make use of the opportunity for my graduation documentation to be couriered if I am unable to attend the graduation ceremony and will be responsible for the courier costs incurred to provide me with m graduation documentation (qualification certificates and academic record) via courier services.		
	6 acknowledge and understand that if I have chosen to have my graduation documentation couriered, I am responsible for ensuring that all my information required to courier my graduation documentation is correct, including but not limited to the physical address for courier delivery.		
	7. acknowledge and understand that if I have chosen to have my graduation documentation couriered, the delivery address I provide for use by the courier services cannot be a postal address and must be a physical address only.		
	8. acknowledge and understand that If I have chosen to have my graduation documentation courrered, the graduation documentation courrer request will be processed from 6 January 2025, and		
	9 understand that if I choose to have my graduation documentation delivered, and the courier is unable to deliver the graduation documentation to the delivery address I supplied due to it being invalid, incorrect, or not accessible to the courie services, this request will be cancelled, and I will have to arrangefor a second delivery attempt of the graduation documentation at my own cost.		
	Please take note: Once you have completed this task, you will not be abe to make another selection. Only select 'Submit' if you are satisfied with the choice you have made to either have your graduation documentation delivered or not		
	Agreement Date 14/11/2024		
	Agreement Status Declined		
	Printable Page		

If you decline delivery, the system will provide the following warning and navigate to the **'Complete Task'** page.



X Exit	Graduation AG	2024
		< Previous Submit
1 Introduction Complete	Step 5 of 5: Complete Task	7
2 Delivery/Collection Agreement Complete	Due Date 31/01/2025 We note the selection you have made.	
3 Adresses Fluid Complete	Thank you, Student Academic Services	
4 Contact Details Complete		
5 Complete Task In Progress		



ADDITIONAL ASSISTANCE If you encounter problems using this facility, please contact the Student Service Centre for assistance: Email: studentadmin@ufs.ac.za II Tel: +27 51 401 9111