

HOW TO APPLY FOR NSFAS PRIVATE ACCOMMODATION

STEP 1: LOG IN ON YOUR SELF-SERVICE

A screenshot of the Oracle PeopleSoft login interface. The header shows the 'ORACLE' logo in red and 'PEOPLESOFT' in black. Below the header, there are three input fields: 'User ID' with a white text box, 'Password' with a white text box, and 'Select a Language' with a dropdown menu currently set to 'English'. A green 'Sign In' button is located at the bottom of the form area.

ORACLE
PEOPLESOFT

User ID

Password

Select a Language
English ▼

Sign In

STEP 2: CLICK ON THE “NSFAS Private Accom Appl” TILE

The dashboard contains the following tiles:

- Accept/Decline Study Offer**: Document icon with a green checkmark.
- View My Applications**: Document icon.
- Student Documentations**: Document icon with a green checkmark.
- Student Center**: Person icon with a pencil.
- My Education Plan**: Calendar icon with a person.
- Gradebook**: Green checkmark icon.
- Residence and Housing Portal**: House icon.
- Current Tasks**: Table with 2 rows.
- Statement**: Table with 3 rows and 'View Statement' buttons.
- NSFAS Private Accom Appl**: Document icon with a green checkmark, circled in red.
- Academic Data Summary**: Clipboard icon.

Current Tasks Table:

Title	Due Date
UFS - Registration Task - 2018	02/10/2017
UFS Registration 2019	02/15/2019

Statement Table:

Date	Action
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**”

Applications

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 with whom you are staying.

Accommodation 

Option 2: Private Accommodation

Complete the following fields. These fields are compulsory:

Accredited Accommodation

Private Accommodation

*Name

*Email

*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

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

*Parent/Guardian Living Address

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

Consent

I hereby freely and voluntarily consent to the disclosure of my personal information, as the relevant context may require, to the following persons:

Parent / Legal guardian Yes

Funders / bursars/ donors Yes

Service provider (lessor) Yes

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

Documents

Document	Attached File	Add Attachment
1 Contract/Affidavit & Municipal		<input type="button" value="Add Attachment"/>
2 Proof of home address		<input type="button" value="Add Attachment"/>

You can choose a file from “My Device” by clicking on the picture:

Choose From

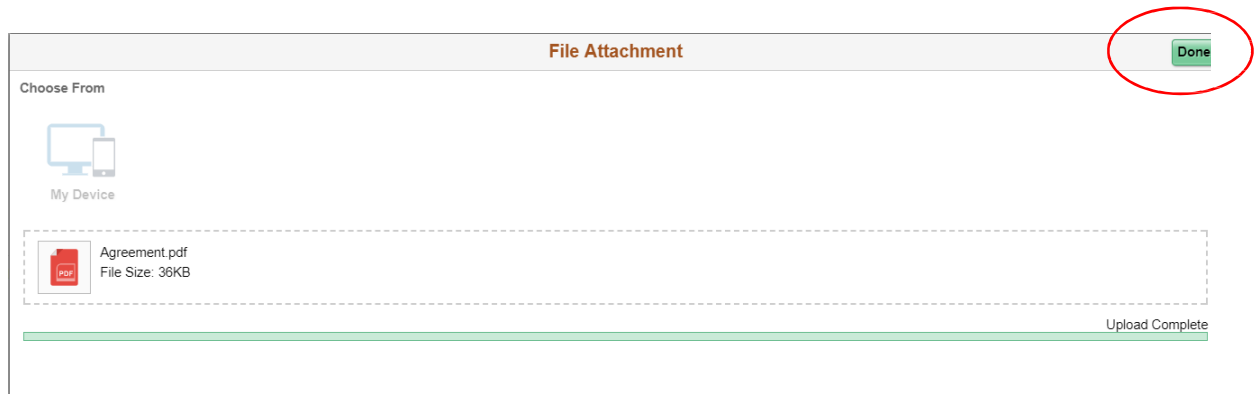


Select your saved document and click on “Upload”

Choose From



Click on “Done”





STEP 12: Click on “SAVE”

Actions



You can track your private accommodation status on your Self-Service:

Applications

	Academic Year 	Accommodation Type 	Name 	Application Status 
1	2019	Accredited	Test Accom	Pending

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