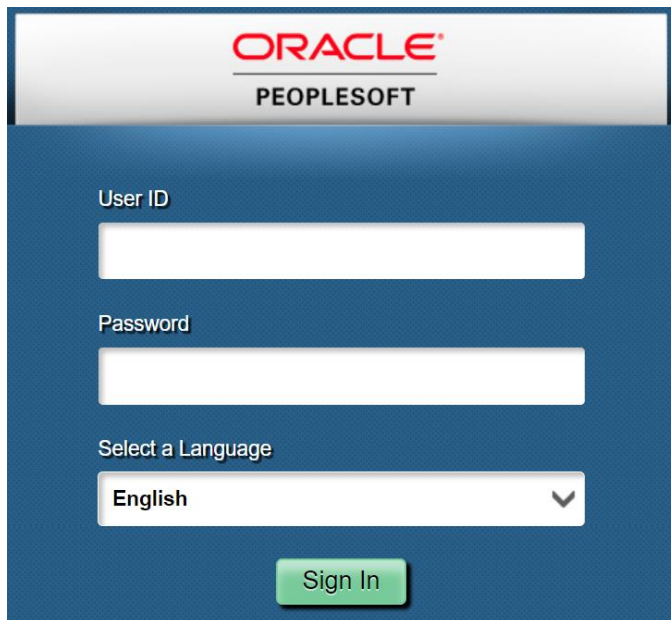


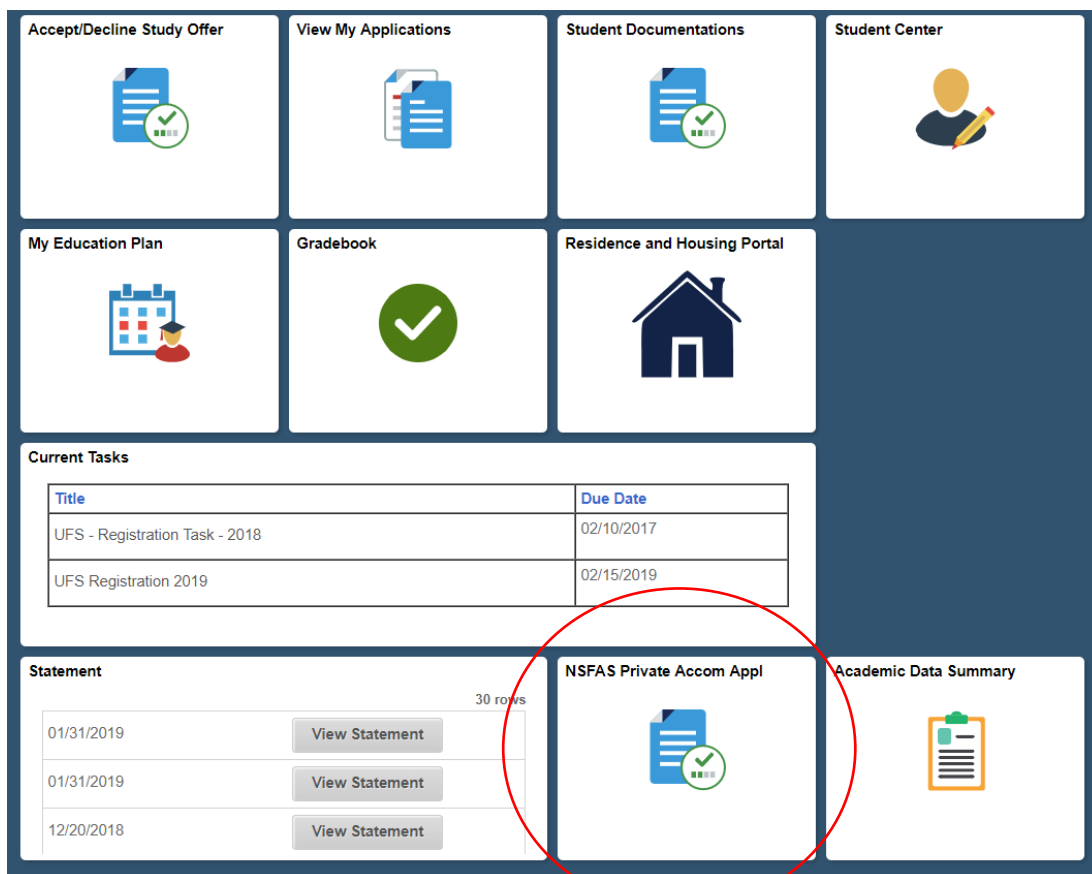
# HOW TO APPLY FOR NSFAS PRIVATE ACCOMMODATION

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



The login screen features the Oracle PeopleSoft logo at the top. Below it, there are three input fields: 'User ID', 'Password', and 'Select a Language' (with 'English' selected). A green 'Sign In' button is positioned at the bottom center.

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



The dashboard contains several tiles: 'Accept/Decline Study Offer', 'View My Applications', 'Student Documentations', 'Student Center', 'My Education Plan', 'Gradebook', 'Residence and Housing Portal', 'Current Tasks', 'Statement', 'NSFAS Private Accom Appl' (circled in red), and 'Academic Data Summary'.

**Current Tasks**

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

**Statement**

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:**

### Accredited Accommodation

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

Accommodation

Select an accredited accom



**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:** If you rented at more than one landlord please indicate “**YES**” at the question below and complete the information for the second landlord as well.

#### Landlord 1

Accommodation	DOUBLE SHOT INVESTM 
*Move In Date	2020/05/01
*Move Out Date	2020/07/31
*Monthly Amount	2000.000
Did you rent at more than one address during the year?	<input checked="" type="radio"/> Yes <input type="radio"/> No

#### Landlord 2

Description	AFFIKAMPUS - AMELIA 
Move In Date	2020/08/01
Move Out Date	2020/11/30
Monthly Amount	2500

Please ask a Financial Aid Officer to make your application “Incomplete” if your application was already approved with the first landlord’s details and you need to add the second landlord.

**STEP 10:** Capture your “**Parent/Guardian Living Address**”. This should correspond with the supporting document that you will upload with the application.

\*Parent/Guardian Living Address

Enter parent/guardian address

**STEP 11:** 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	<input checked="" type="checkbox"/> Yes
Funders / bursars/ donors	<input checked="" type="checkbox"/> Yes
Service provider (lessor)	<input checked="" type="checkbox"/> Yes

**STEP 12:** Upload your lease agreement (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	Add Attachment
2	Proof of home address	Add Attachment

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

Choose From



My Device

Select your saved document and click on “Upload”

Choose From



My Device

Upload

Clear



Agreement.pdf  
File Size: 36KB

Click on “Done”



Done

Choose From

My Device

Agreement.pdf  
File Size: 36KB

Upload Complete

If your application for private accommodation is incomplete please complete your application and resubmit all documents again to ensure completeness of the documents submitted. The system replaces all documents previously submitted with the submission of subsequent documents and you therefore have to resubmit all documents.

**STEP 13:** Click on **“SAVE”**

### Actions

Save

Cancel

**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 change.