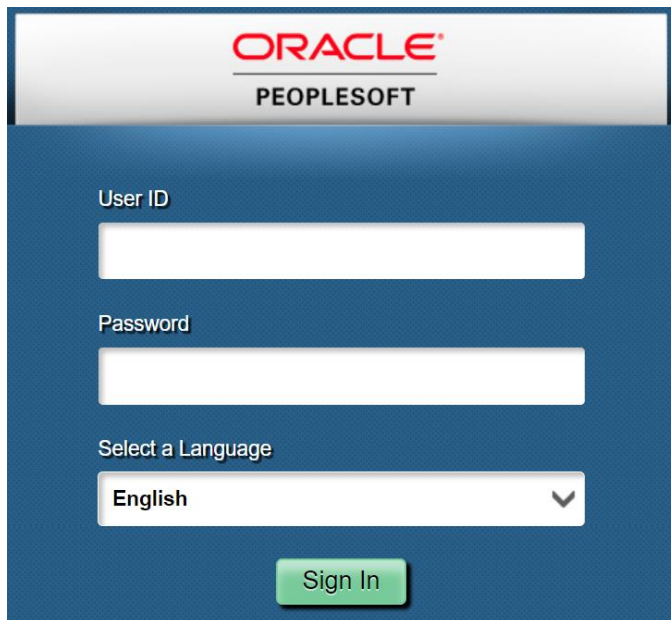


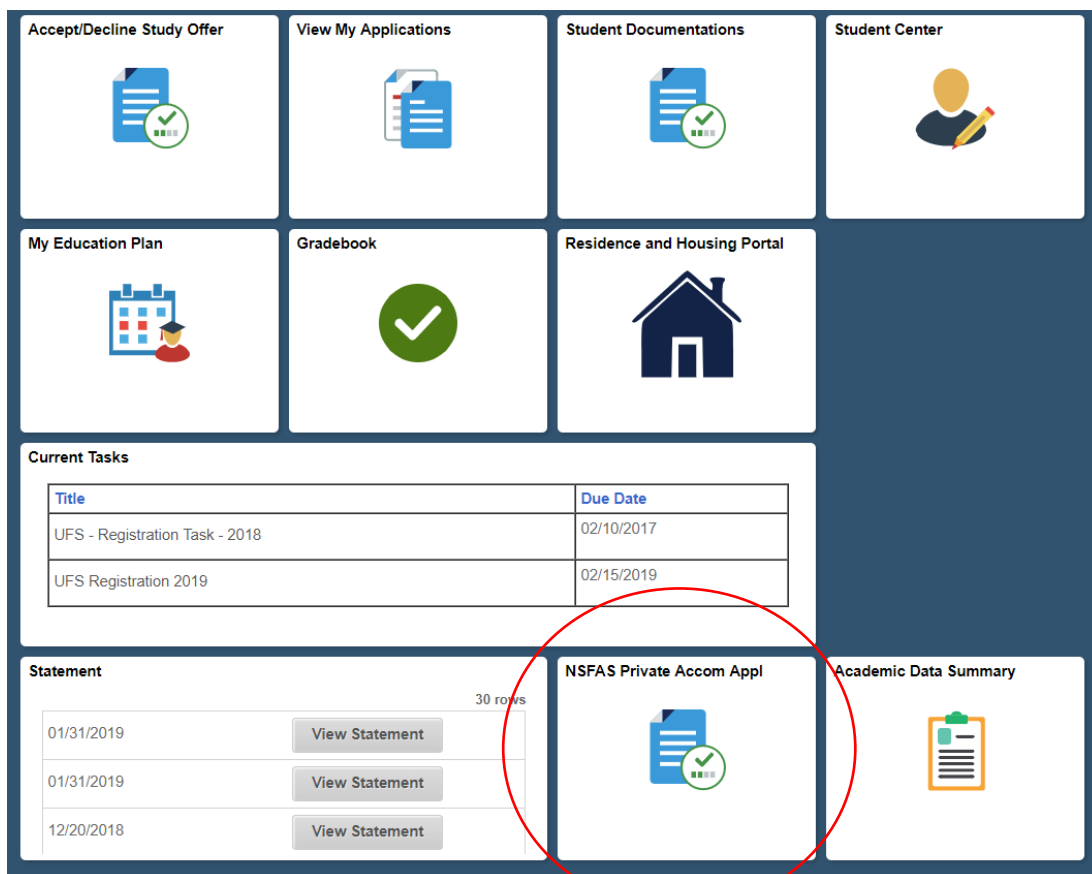
HOW TO APPLY FOR NSFAS PRIVATE ACCOMMODATION

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:

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

Accommodation

Select an accredited accom



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

Landlord 2

Description	<input type="text" value="AFFIKAMPUS - AMELIA"/>
Move In Date	<input type="text" value="2020/08/01"/>
Move Out Date	<input type="text" value="2020/11/30"/>
Monthly Amount	<input type="text" value="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 ☒ Yes

Funders / bursars/ donors ☒ Yes

Service provider (lessor) ☒ 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		<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



My Device

Select your saved document and click on “Upload”

Choose From



My Device

Upload

Clear



Agreement.pdf
File Size: 36KB

Click on “Done”

File Attachment Done

Choose From

My Device

Agreement.pdf
File Size: 36KB

Upload Complete

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.