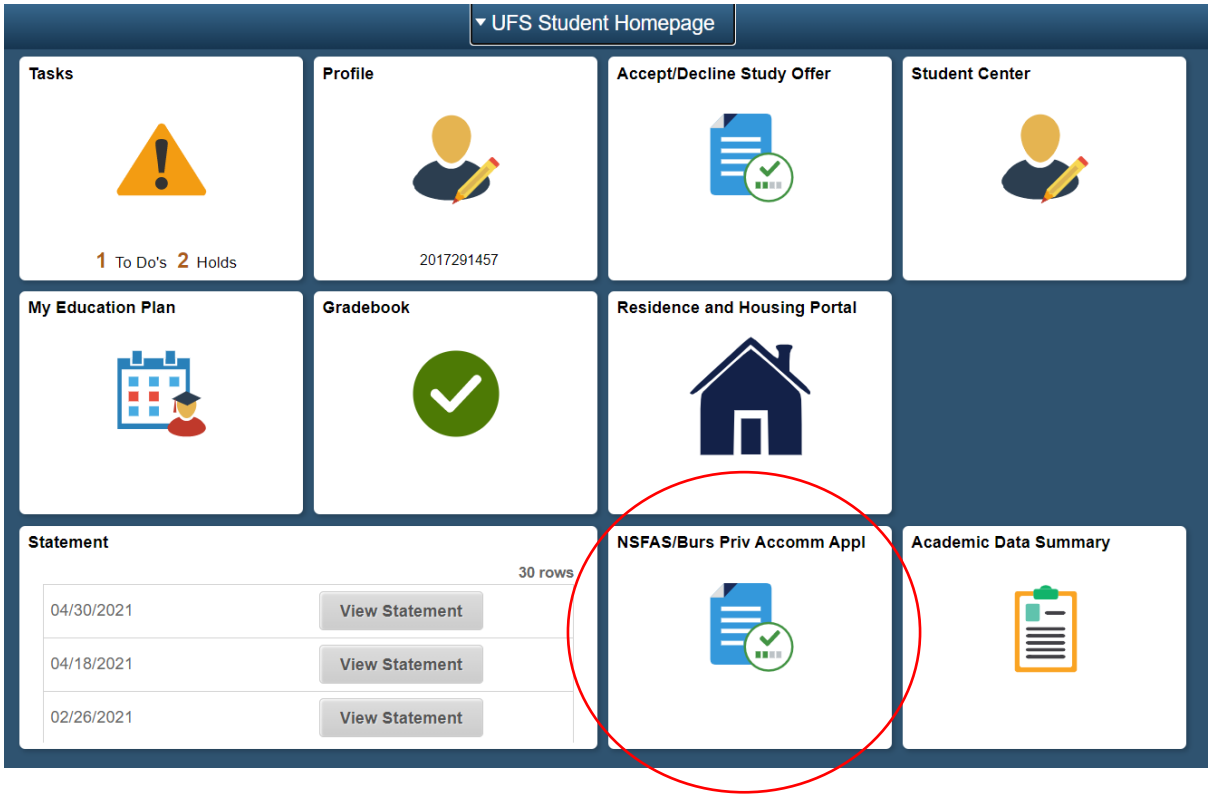
HOW TO APPLY FOR NSFAS PRIVATE ACCOMMODATION

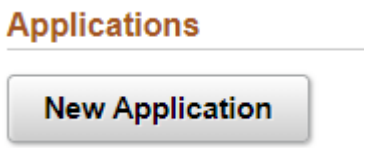
STEP 1: LOG IN ON YOUR **SELF SERVICE**

STEP 2: CLICK ON THE **"NSFAS/Burs Priv Accom Appl"** TILE



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

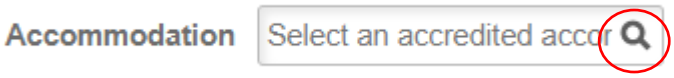
STEP 4: Click on **"New Application"**



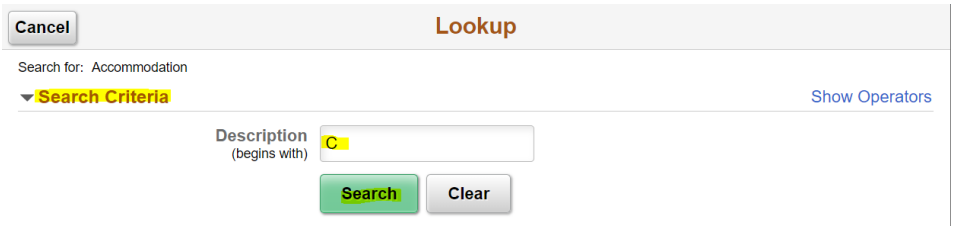
STEP 5: Carefully read the information in the **"Instruction"** block.

STEP 6: **Accredited Accommodation** (this will include verified and provisionally accredited accommodation)

Click on the magnifying glass.

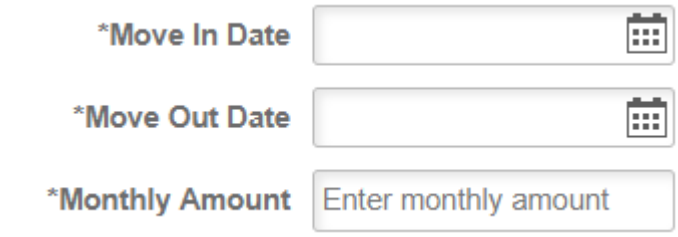


Use the "Search Criteria" and type in the first letter of the name of your accommodation to search for it:

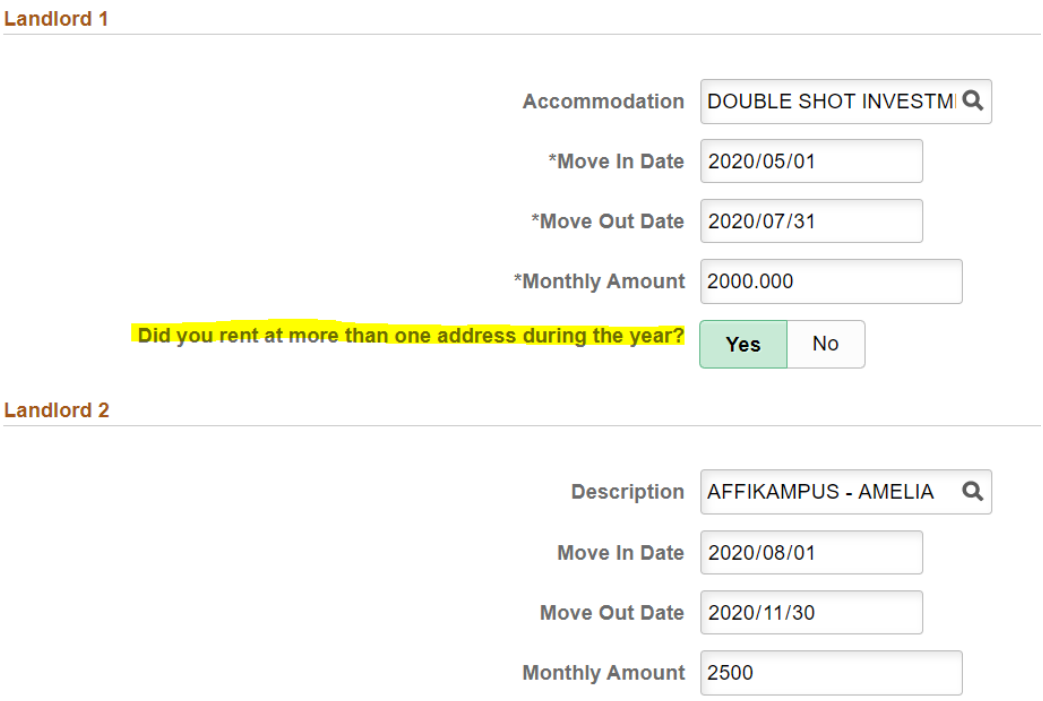


The "Search Results" will show a list available for accommodations according to your search criteria. You can select your accommodation from the list.

STEP 7: Capture the **"Move in date"**, **"Move out date"** and **"Monthly Amount"** according to the information that reflects on your agreement:

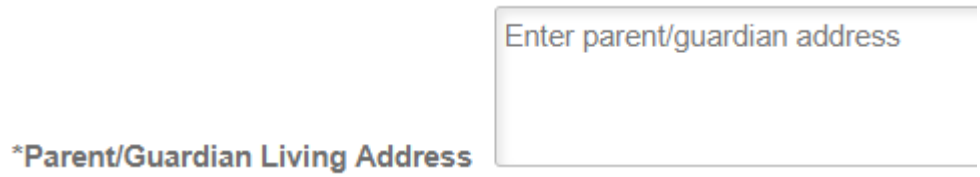


STEP 8: If you rented at more than one landlord please indicate "YES" at the question below and complete the information for the second landlord as well.

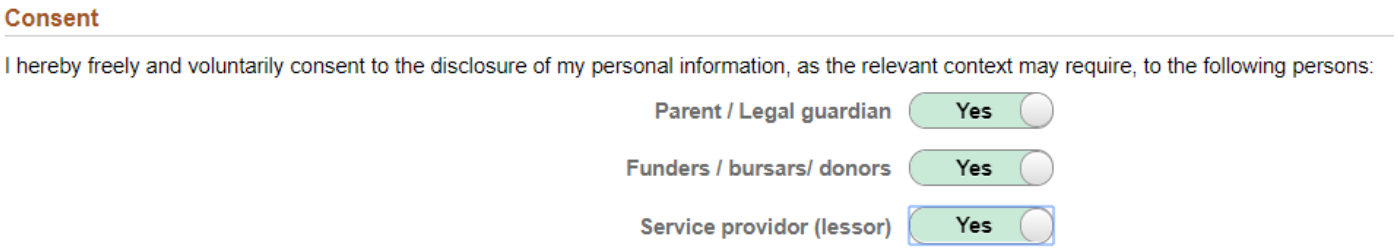


Please ask a Financial Aid Officer to make your application "Incomplete" if your application was already approved with the first landlord's details and you need to add the second landlord.

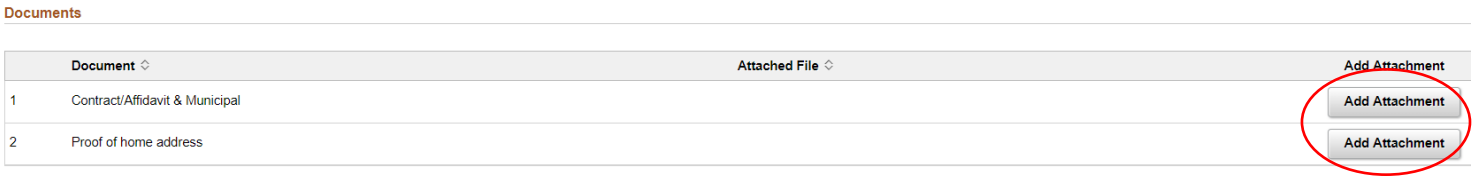
STEP 9: Capture your **"Parent/Guardian Living Address"**. This should correspond with the supporting document that you will upload with the application.



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



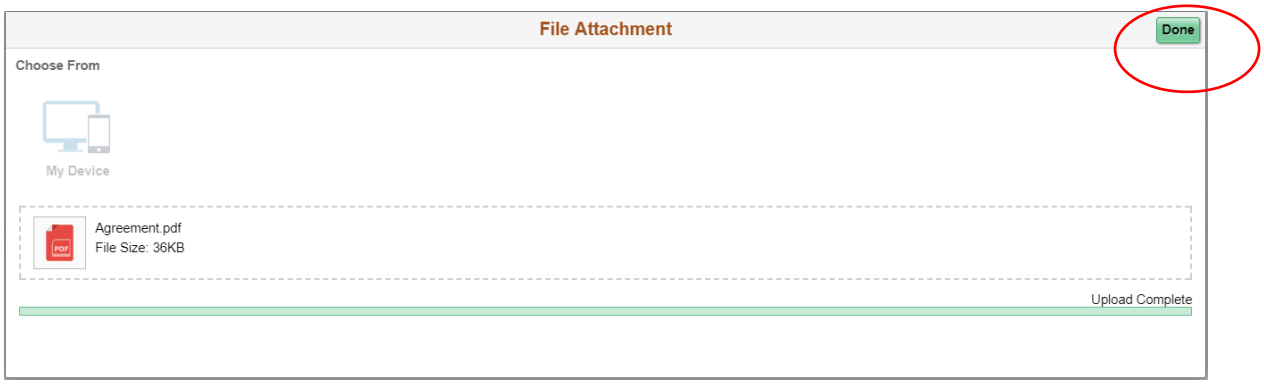
STEP 11: Upload your lease agreement (contract with your landlord)and proof of home address. This is compulsory. Click on "Add Attachment".



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

Select your saved document and click on "Upload"

Click on “Done”



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 12: Click on **“SAVE”**

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.