



NSFAS TRAVEL ALLOWANCE APPLICATION INSTRUCTIONS

FORM:

Please complete the following fields:

*Subject	<input type="text" value="Insert your student number"/>		
Priority	<input type="text" value="3-Standard"/> ▼	Due Date	<input type="text" value="31"/>

You do not have to select a date.

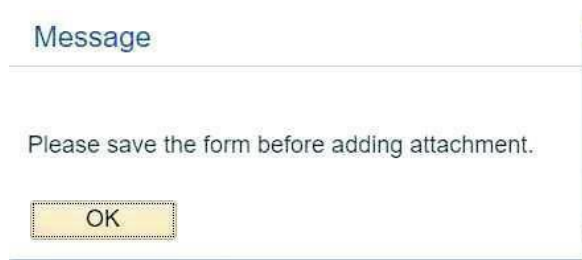
Transport Reason
<input type="text" value="Please indicate the reason why transport is requested."/>

Tick “Require transport”

<input checked="" type="checkbox"/> Require transport
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More Information
<input type="text" value="This field is not compulsory but if you would like to make the Financial Officer aware of something you can add it here."/>

You must save the form before you add your attachments:

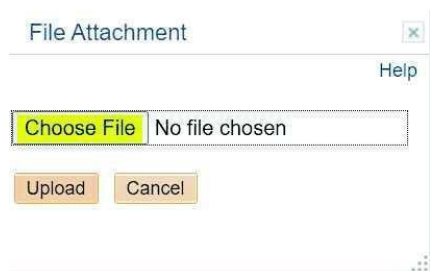


ATTACHMENTS:

Click on “Attach”



Click on “Choose File”



Select your proof of home address that you have saved.

Please note the following:

- The proof of home address should not be older than 3 months and must be certified.
- The proof of home address must be in your parent’s name.
- If your surname differs from your parent’s surname, you must attach an affidavit, done by your parent, explaining the reason for the difference in surnames.
- If your parent(s) is deceased but you are still residing at the same address you must attach the proof of address, an affidavit explaining your current living arrangements and the death certificate(s).

You can change your “Description” for the file that you uploaded.

Upload your attachments	
	*Description
1	Proof of home address

Once you have uploaded the attachments you can go back to the “Form” and Submit your application:

*Subject	Insert your student number		
Priority	3-Standard ▼	Due Date	<input type="text"/> 31
Status	Initial	Preview Approval	Submit