

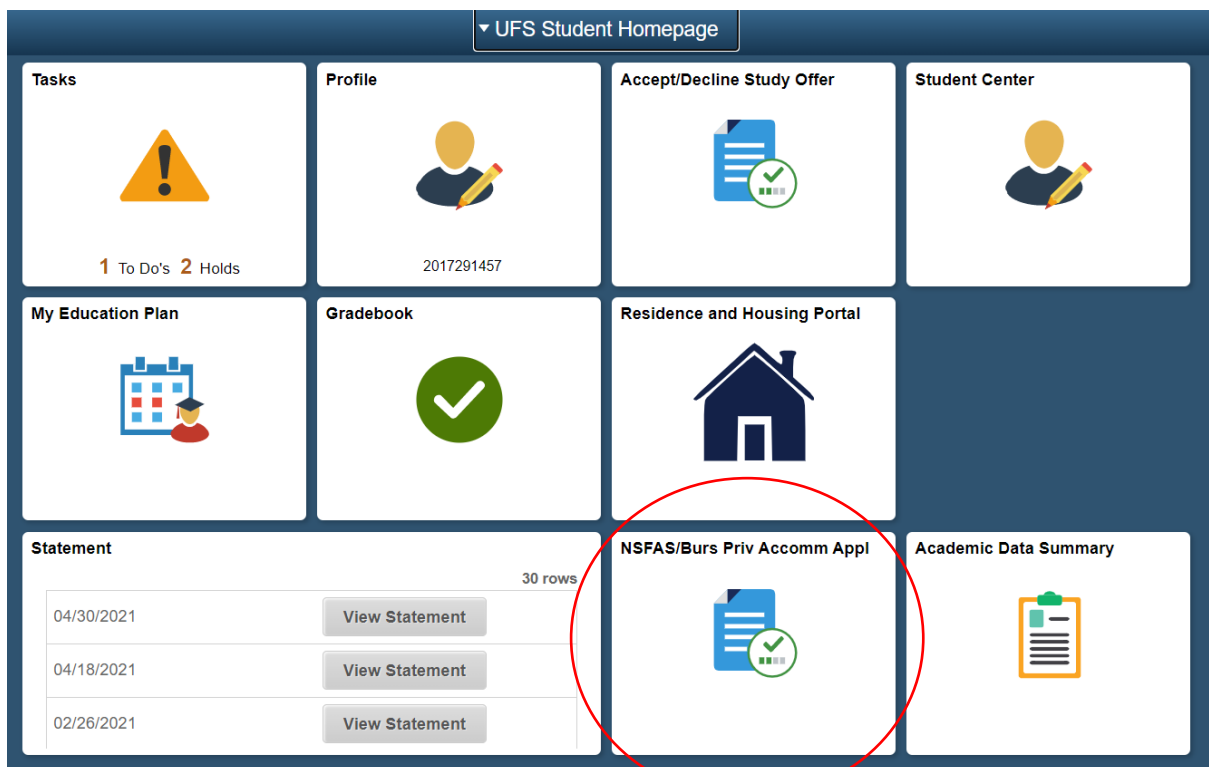
HOW TO APPLY FOR NSFAS PRIVATE ACCOMMODATION

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/Burs Priv Accom Appl” TILE



The dashboard is titled 'UFS Student Homepage' and contains several tiles. The 'NSFAS/Burs Priv Accom Appl' tile is circled in red. The 'Statement' tile contains a table with the following data:

Statement	
04/30/2021	View Statement
04/18/2021	View Statement
02/26/2021	View Statement

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

STEP 4: Click on “**New Application**”

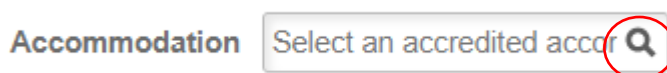
Applications



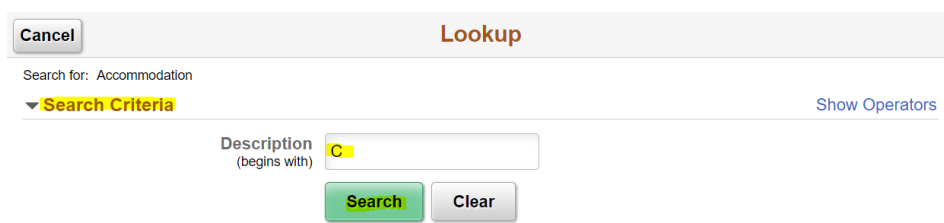
STEP 5: Carefully read the information in the “**Instruction**” block.

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:

A search interface with a light gray header bar. On the left is a "Cancel" button. On the right is the word "Lookup" in a bold, black font. Below the header bar, the text "Search for: Accommodation" is displayed. Underneath is a dropdown menu labeled "Search Criteria" with a downward arrow. To the right of the dropdown is a link that says "Show Operators". Below the dropdown is a text input field with the label "Description (begins with)" and the letter "C" entered. To the right of the input field are two buttons: a green "Search" button and a gray "Clear" button.

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:

*Move In Date

*Move Out Date

*Monthly Amount

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.

Landlord 1

Accommodation

*Move In Date

*Move Out Date

*Monthly Amount

Did you rent at more than one address during the year?

Landlord 2

Description

Move In Date

Move Out Date

Monthly Amount

Please ask a Financial Aid Personnel 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”. It is no longer required from you to submit the supporting documents for your home address.

*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 lease agreement (contract with your landlord) and affidavit from landlord confirming that the landlord is not an employee of the UFS and is not related to the student. This is compulsory. Click on “Add Attachment”.

Documents

Document ▾		Attached File ▾	Add
1	Contract/Landlord Affidavit 1		Add

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



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

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**”

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.