

UNIVERSITY OF THE
FREE STATE
UNIVERSITEIT VAN DIE
VRYSTAAT
YUNIVESITHI YA
FREISTATA

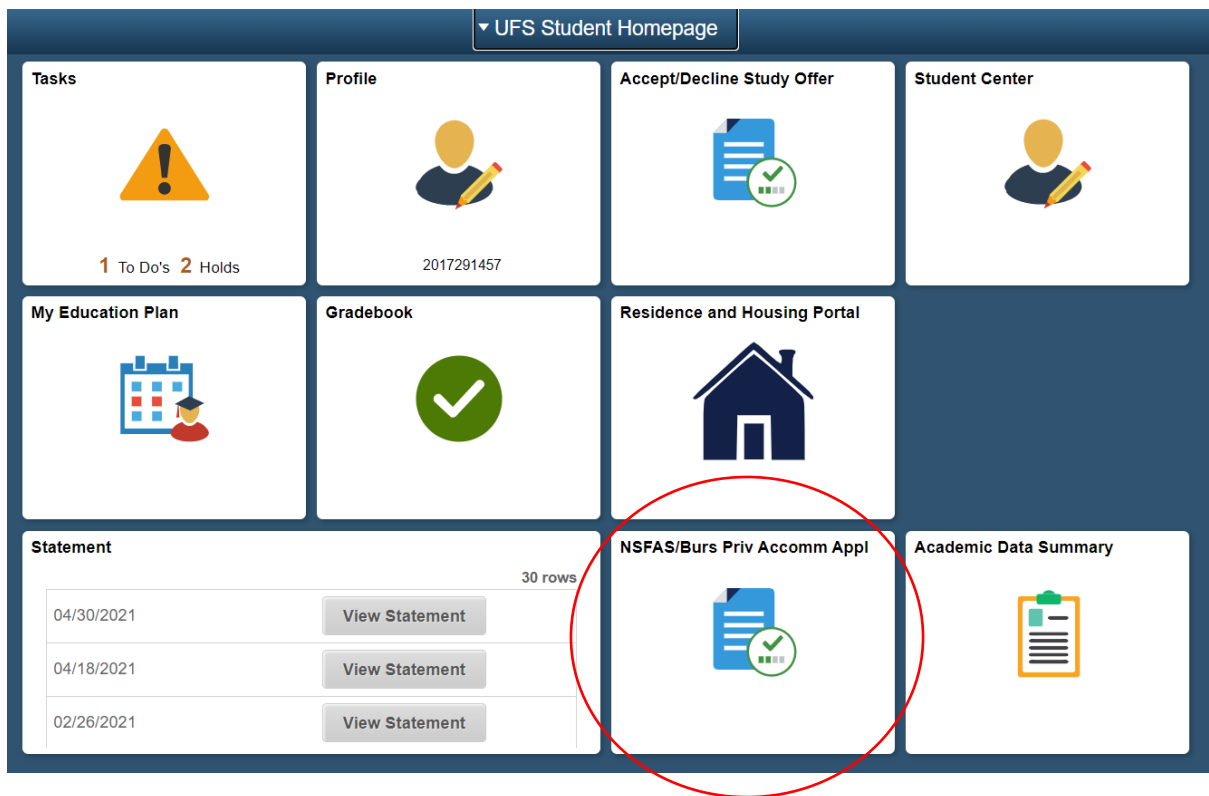


HOW TO APPLY FOR NSFAS PRIVATE ACCOMMODATION

STEP 1: LOG IN ON YOUR SELF SERVICE

A screenshot of the Oracle PeopleSoft login interface. The top header is white with the "ORACLE" logo in red and "PEOPLESOFT" in black below it. The main background is a dark blue gradient. There are three white input fields: "User ID", "Password", and "Select a Language". The "Select a Language" dropdown menu is currently set to "English" with a downward arrow. Below the fields is a green "Sign In" button.

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**”


Applications

[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.

Accommodation 

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

Cancel Lookup


Search for: Accommodation


▼ Search Criteria Show Operators

Description (begins with)

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 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**”. It is no longer required from you to submit the supporting documents for your home address.

*Parent/Guardian Living Address

Enter parent/guardian 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



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

Choose From

My Device

Agreement.pdf
File Size: 36KB

Upload Complete

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”**

Actions

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.