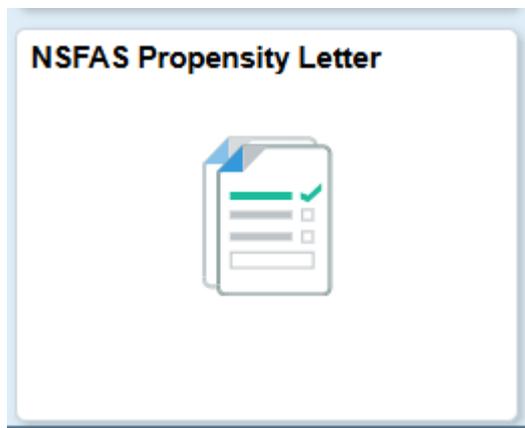


## NSFAS propensity letter process for students:

Log in on Student Self Service.

Click on the “NSFAS Propensity Letter” tile on the PeopleSoft Campus Solutions homepage:



Click on “Fill out a new form”:



After clicking this a form request is started:

Carefully read through the instructions by clicking on the “Instructions” tab:

### Instructions

The propensity letter is for NSFAS students who are rejected because they no longer meet the N+ rule. Only for this reason a propensity letter must be requested by the student.

The propensity letter must be requested as soon as the appeal option is open to allow your faculty enough time to give feedback. Kindly note that you only have 30 days to submit an appeal.

Once approved, the propensity letter can be uploaded on the NSFAS portal with the appeal.

The propensity letter can only be requested for the relevant year and not for any prior years.

Your request will only be approved if you meet the following criteria as set out by NSFAS:

1. If you have the propensity to complete and achieve your qualification in the current year, and
2. If you have 50% or less final year course credits to complete.

If your request was not approved, you will not be able to complete your appeal process. The appeal option will lapse after 30 days.

You will only be allowed to submit one online request for a propensity letter during a year.

For enquiries, please contact the Financial Aid office:

Bloemfontein Campus: [FinAidenquiriesbfn@ufs.ac.za](mailto:FinAidenquiriesbfn@ufs.ac.za)

South Campus: [FinAidenquiriesouth@ufs.ac.za](mailto:FinAidenquiriesouth@ufs.ac.za)

Qwaqwa Campus: [FinAidqwa@ufs.ac.za](mailto:FinAidqwa@ufs.ac.za)

Telephone number: +27 51 401 9111 (OPTION 3)

On the form, select your qualification.

The screenshot shows the NSFAS Propensity Letter form. At the top, there is a navigation bar with a back arrow and the text 'NSFAS Propensity Letter' on the left, and 'NSFAS Propensity Letter' on the right. Below the navigation bar, the word 'Instructions' is visible. The form contains several fields: 'Student' (with a redacted name), 'Approval Status' (set to 'Initial'), and 'Created On'. The form is divided into sections: '1. Student Section' with a sub-instruction 'This section is designated for Students. Please select for which Qualification you are applying for propensity.' and a 'Qualification' dropdown menu with a magnifying glass icon; '2. Faculty Section' with a sub-instruction 'This section is designated for Faculty Administrators to fill in.'; and '2.1. Credit Load' with a sub-instruction 'Normal Credit load for final year of study for programme and Registered credit Load for current year.' and two input fields for 'Normal Load' and 'Registered Load'. Below these are two more input fields for 'Percentage of Registered Credits vs Normal Final Year Credit Load:' and '% Reg. Credits'.

By clicking on “Qualification” magnifying glass, the following lookup will display:

Your active programs will be available to choose from.

The screenshot shows a 'Lookup' window with a 'Cancel' button and the title 'Lookup'. It features a search bar with the text 'Search for: Qualification'. Below the search bar, there is a 'Search Criteria' section and a 'Search Results' section. The 'Search Results' section displays a table with one row. The table has two columns: 'Academic Program' and 'Long Description'. The row contains the values 'B4364' and 'Bachelor of Science in Information Technology majoring in Computer Science and Business Management'. The table is labeled '1 row'.

Academic Program	Long Description
B4364	Bachelor of Science in Information Technology majoring in Computer Science and Business Management

After selecting the program, it will populate on the first page:

Instructions

Student [REDACTED]

Approval Status: Initial

Created On

**1. Student Section**

This section is designated for Students. Please select for which Qualification you are applying for propensity:

\*Qualification

**2. Faculty Section**

This section is designated for Faculty Administrators to fill in:

**2.1. Credit Load**

Normal Credit load for final year of study for programme and Registered credit Load for current year.

Normal Load

Registered Load

--

Percentage of Registered Credits vs Normal Final Year Credit Load.

% Reg. Credits

Save the form before submission using the buttons at the top right:

Instructions

Student [REDACTED]

Approval Status: Initial

Created On: 2025/01/08

**1. Student Section**

This section is designated for Students. Please select for which Qualification you are applying for propensity:

\*Qualification

**2. Faculty Section**

This section is designated for Faculty Administrators to fill in:

**2.1. Credit Load**

Normal Credit load for final year of study for programme and Registered credit Load for current year.

Normal Load

Registered Load

--

Percentage of Registered Credits vs Normal Final Year Credit Load.

% Reg. Credits

Once submitted the form will be greyed out as display only with the Pending approval status:

< NSFAS Propensity Letter NSFAS Propensity Letter

Instructions

Student [REDACTED]

Approval Status **Pending Approval** Created On 2025/01/08

**1. Student Section**

This section is designated for Students. Please select for which Qualification you are applying for propensity:

Qualification B4364

**2. Faculty Section**

This section is designated for Faculty Administrators to fill in:

**2.1. Credit Load**

Normal Credit load for final year of study for programme and Registered credit Load for current year:

Normal Load [REDACTED] Registered Load [REDACTED]

Percentage of Registered Credits vs Normal Final Year Credit Load:

% Reg. Credits [REDACTED]

Should the tile now be opened the submitted form with the current status will be displayed:

< UFS Student Homepage NSFAS Propensity Letter

[Fill out a new form](#)

Form	Description	Approval Status	Created Date
NSFAS Propensity Letter	[REDACTED]	Pending	25/01/08 12:37

[All](#) (1) | [Pending Approval](#) (1)

The document will route to the faculty for review. The status will be updated once reviewed and processed by the faculty and an e-mail will be sent to your ufs4life email address to indicate the status of the form.