



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

APPLICATION SUBMISSION WORKFLOW

OFF-CAMPUS ACCOMMODATION

1 STEP 1

Carefully read and understand all the application requirements and important notes before completing the application.

2 STEP 2

Work through all the annexures included in the application pack to ensure you understand the required supporting documents.

3 STEP 3

Complete the application form fully and accurately. Ensure that the name of the Owner matches the name reflected on the Title Deed.

4 STEP 4

Attach all the required supporting documents and verify that they are correct, valid, and legible. **Rename each document appropriately** (e.g., Title Deed, ID Copy, Municipal Account, etc.) before uploading.

5 STEP 5

Each property address must be submitted separately.

Use the correct application link for the relevant application type:

- Renewal Application – https://events.ufs.ac.za/e/UFS2027Off-CampusAccred_RenewalApplications
 - Individual Application – https://events.ufs.ac.za/e/UFS2027Off-CampusAccredApplication_IndividualApplications
 - Company/Agency Application – https://events.ufs.ac.za/e/UFS2027Off-CampusAccredApplication_CompanyApplications
- Trust Application – https://events.ufs.ac.za/e/UFS2027Off-CampusAccredApplication_TrustApplications

6 STEP 6

Upload the completed application form together with all the required supporting documents using the appropriate application link.

7 STEP 7

Ensure that your application is submitted before the closing date.

Late applications will not be considered.

8 STEP 8

For any enquiries or assistance regarding the application process, please contact the Housing and Residence Affairs (HRA) Office at: OffCampusAccom@ufs.ac.za