

2024

STEP-BY-STEP GUIDE HOW TO UPLOAD DOCUMENTS



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*Inspiring excellence, transforming lives
through quality, impact, and care.*

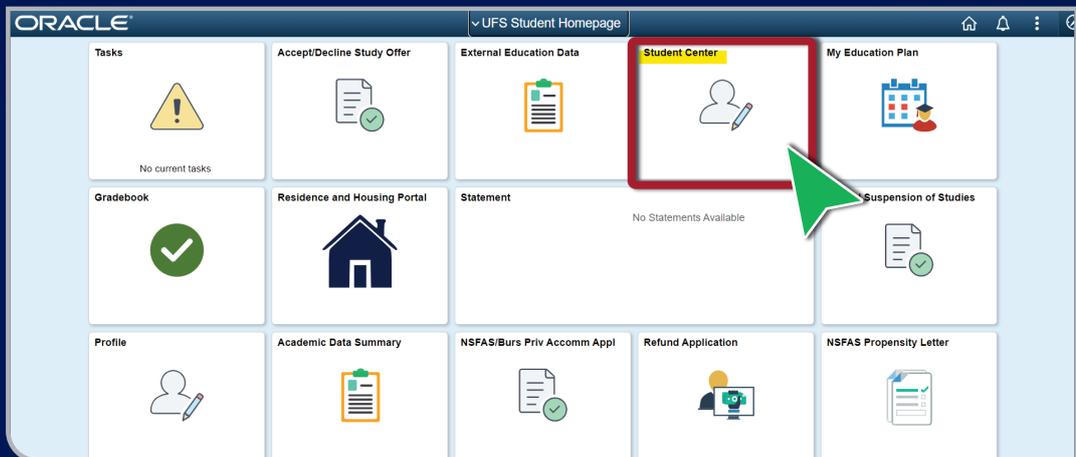
VISION **130**
*Renew and Reimagine
for 2034*

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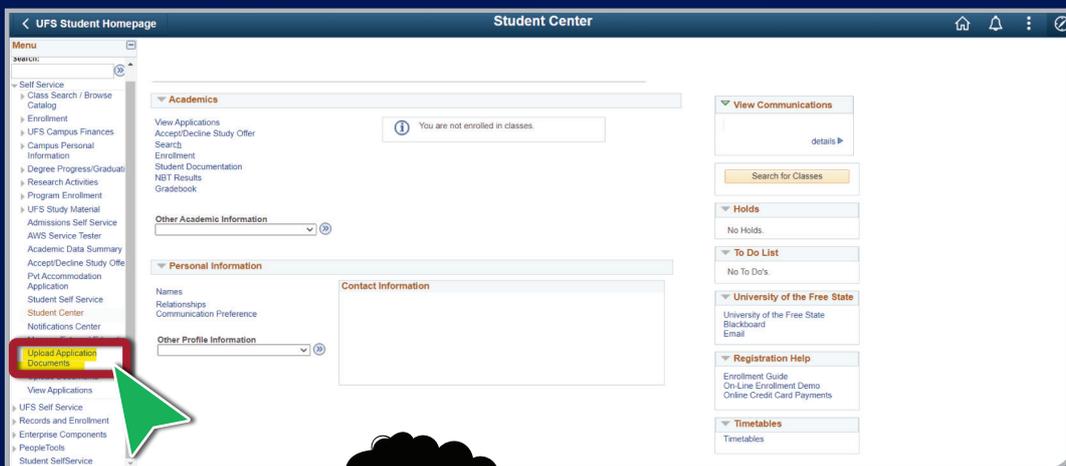
STEP 1

Log in on Self-Service.
Click on 'Student Centre'.



The following page will appear on the side menu.
Click on 'Upload Application Documents'.

STEP 2



STEP 3

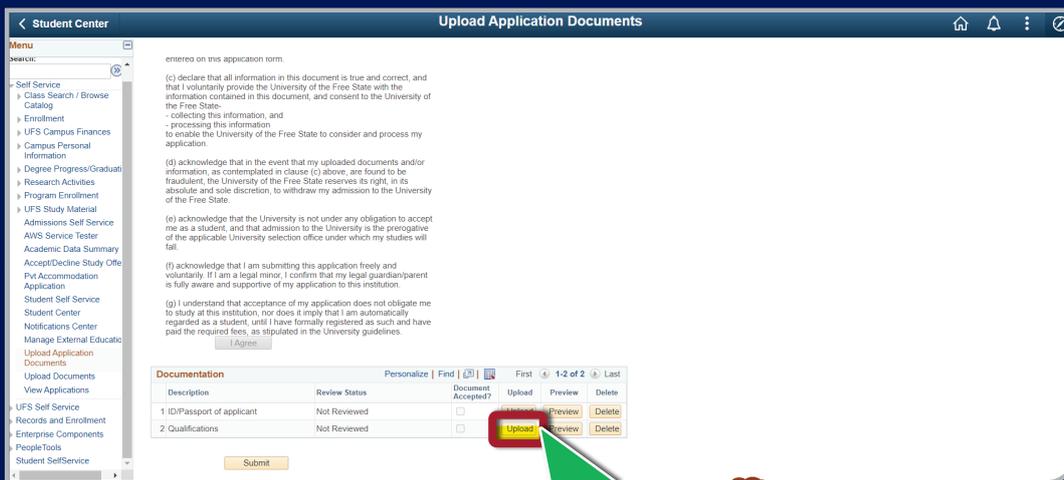
The following page will appear. Read the terms and conditions; if you agree to the terms and conditions, click 'Agree'. If you do not agree to the terms and conditions, you will not be able to upload the documents.



If you agree to the terms and conditions, a segment will appear at the bottom of the same page that will look like this:

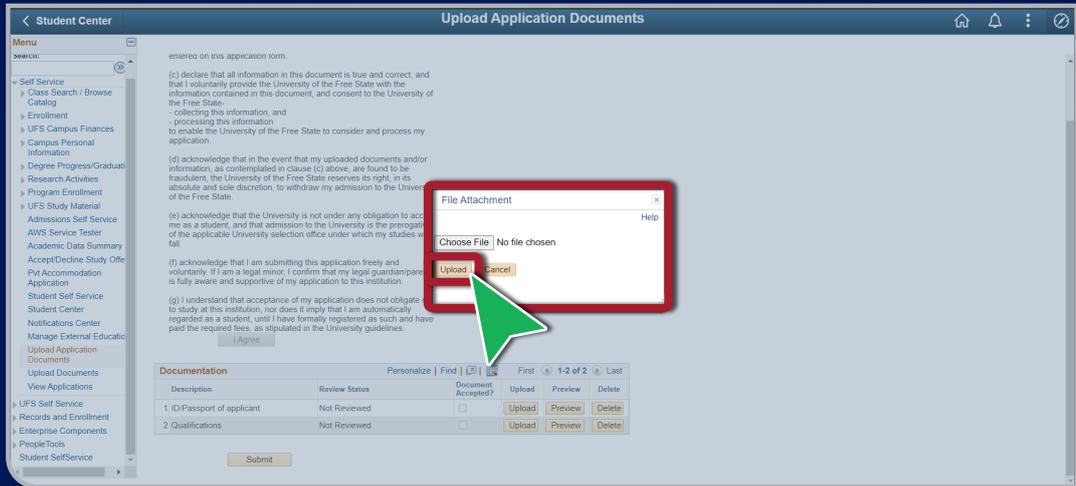
Click 'Upload' to load the relevant options; for school results, you will need to click 'Options' in the qualification line.

STEP 4



STEP 5

A pop-up will appear, then follow the instructions.



Once the file is selected, click **'Upload'** and then submit the document.

If you have multiple documents, you need to combine them into one file and then upload the combined document.

