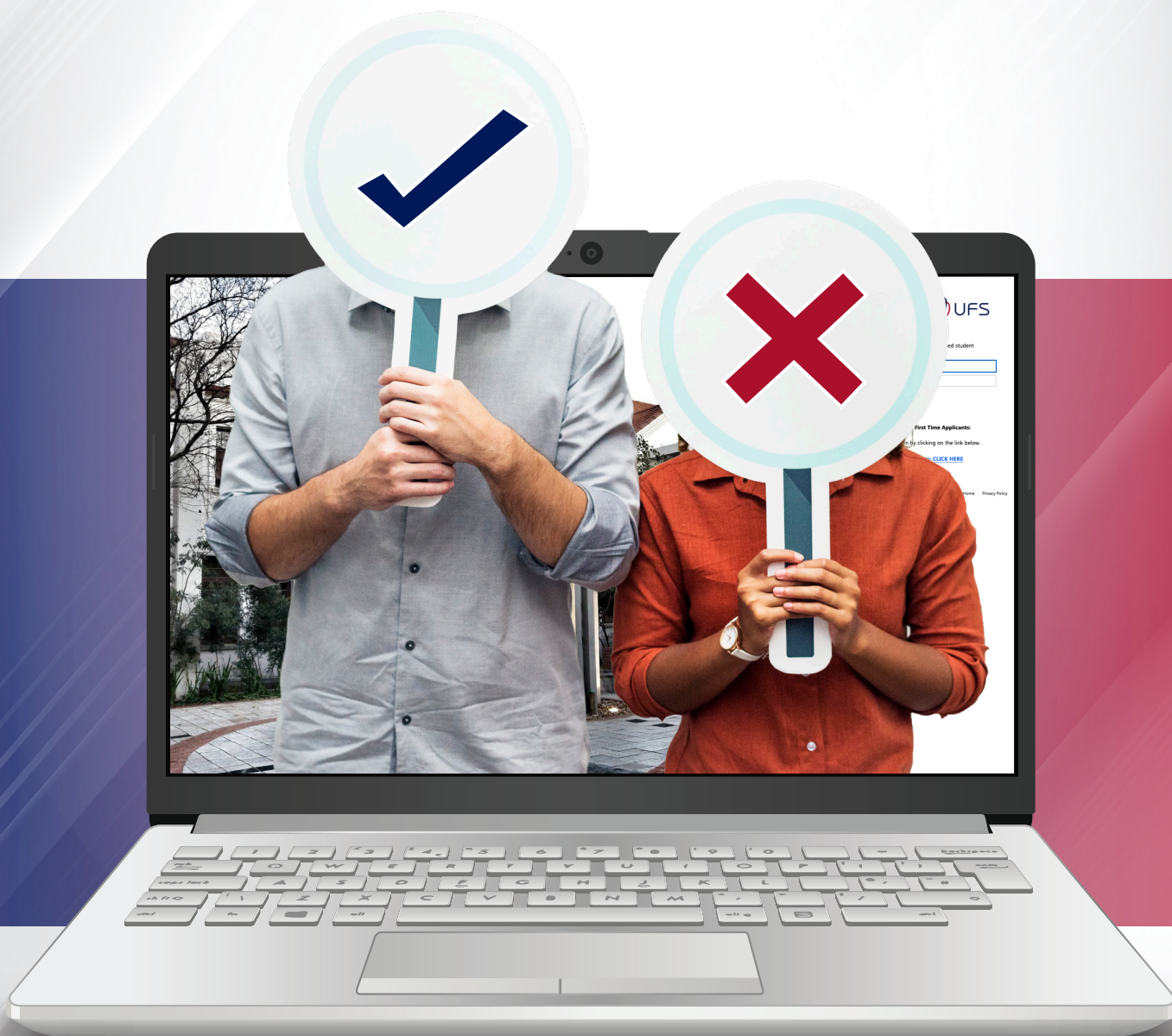


HOW TO ACCEPT/DECLINE A STUDY OFFER

ONLINE GUIDE



T: +27 51 401 9111 | E: studentadmin@ufs.ac.za | www.ufs.ac.za

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

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



STEP 1

Click on **HERE** to access www.ufs.ac.za/studyoffer

ORACLE® PeopleSoft

User ID

Password

Select a Language

English

Sign In

☐ Enable Screen Reader Mode

STEP 2

Log in using your student details: Student number and password.

STEP 3

Once logged in, you will see a tile titled **'Accept/Decline Study Offer'** on the home page. Click on the tile to navigate to the task.

UFS Student Homepage

Tasks 2 To Do's 4 Holds	Student Center	Profile	Accept/Decline Study Offer
Application Document Uploads	Upload Mid Year School Marks	Maintain Study Choices	Provisional Registration Apply
Module Enrollment	Academic Data Summary	Gradebook	Service Request Management
Appeal Suspension of Studies	Residence and Housing Portal	NSFAS/Burs Priv Accom Appl	Refund Application

STEP 4

All available offers are displayed. You can decline all offers. If you have received more than one offer, accepting one offer will automatically withdraw other offers.

Accept/Decline Study Offer

Student/Reference Number

Instructions

Please read carefully before continuing.
Use this facility to accept or decline your study offer(s).
Your choice is final, once you have accepted or declined an offer it cannot be changed.
Please make sure that you are certain about your choices. If you need advice on choosing the correct study choice, please contact +27 051 401 9111 or studentadmin@ufs.ac.za
You can only accept one study offer, even if you have more than one offer. The other applications will be withdrawn.
You must first read and accept the Terms and Conditions before you can submit your choice(s).
The option to accept your study offer only becomes available after the Terms and Conditions have been accepted.
Ensure that you click on the Accept and Submit button for the preferred offer to complete the process.
If you require assistance using the facility please contact +27 051 401 9111 or studentadmin@ufs.ac.za

Confirmation

Please read the terms and conditions before confirming your decision:
[Terms & Conditions](#)

Academic Year

Year 2026

Decline All

Campus	Location	Academic Plan	Plan Title	Status	Accept and Submit
Bloemfontein Campus		BD320300	Advanced Diploma in Estate and Trust Administration		Accept and Submit

For any assistance please contact the Admissions Office on +27 (0)51 401 9111

*To proceed with accepting/ declining, click on the **'Terms & Conditions'**.*

STEP 5

PART 1

Confirmation

Please read the terms and conditions before confirming your decision:

[Terms & Conditions](#)

Step 5 continues on the following page.

STEP 5

The Terms and Conditions pop-up screen will appear. Please click on **'I understand and accept the terms and conditions'** toggle; change it to **'Yes'** and click on **'Done'**.

Accept Terms and Conditions

TERMS AND CONDITIONS

HOW TO ACCEPT OR DECLINE AN OFFER FROM THE UNIVERSITY OF THE FREE STATE (hereinafter referred to as the 'UFS')

Carefully read through these terms and conditions on how to accept or decline an offer from the UFS and click 'accept' to proceed with the acceptance of your offer to study at the UFS. Kindly note that clicking 'accept' constitutes your acceptance and consent to be bound by these terms and conditions.

I, _____, student number: _____, hereby:

1. acknowledge that these terms and conditions represent an agreement between the UFS and myself, a prospective student, regarding the standard terms and conditions for accepting or declining an offer from the UFS (hereinafter referred to as the "Agreement");
2. wish to accept or decline the UFS's offer by means of electronic communication, subject to the terms and conditions set herein and which shall regulate such process of acceptance or rejection;
3. undertake to familiarise myself with all the rules, policies, and procedures of the UFS, including, but not limited to the rules and regulations pertaining to my studies as set out in the "General Rules" of the UFS (uploaded on the UFS website at <http://www.ufs.ac.za/about-the-ufs/governance/policy-documents>), and further undertake to stay abreast with any amendments made to such rules, policies, and procedures from time to time;
4. acknowledge that by accepting an offer from the UFS to reserve a space in the programme of my choice, and for which I have been provisionally offered a space in such programme (hereinafter referred to as the "Programme"), I must adhere to the terms and conditions set out herein, read with any conditions relating to my offer regarding the Programme, and all rules, policies, and procedures of the UFS as may be applicable from time to time;
5. acknowledge that I have a legal right to cancel this Agreement at any time within 14 (FOURTEEN) days from date of acceptance of an offer (if applicable) from the UFS, subject to the terms and conditions set out herein;
6. acknowledge that –
- 6.1. I can only accept one firm offer and must decline all other offers from the UFS;
- 6.2. should I decide that I do not want to accept any of the offers, I may decline them all, and alternatively apply to CACH ("Central Application Clearing House");
7. acknowledge that it is my responsibility to ensure that all of the information I have provided to the UFS is true and accurate; and
8. consent and understand that the UFS may withdraw an offer or terminate my registration at any time if the UFS discovers that my application contained incorrect or fraudulent information, or any form of misrepresentation, whether intentional or unintentional.

I understand and accept the terms and conditions ☐ No ☐ Yes

Done

Accepting the study offer: Click on **'Accept and Submit'**. Confirm by clicking on **'Yes'**.

STEP 6

ACCEPT

Academic Year

Year: 2026

Decline All: ☐ No

Campus	Location	Academic Plan	Plan Title	Status	Accept and Submit
Bloemfontein Campus		BD320300	Advanced Diploma in Estate and Trust Administration		<input type="button" value="Accept and Submit"/>

For any assistance please contact the Admissions Office on +27 (0)51 401 9111

By selecting YES your choice will become final. Are you sure?

Step 6 continues on the following page.

ACCEPT

STEP
6

Confirmation page for the successful submission of your decision. You can click on **'View Applications'** to view your application status.

Accept/Decline Study Offer

Your selection was successfully processed.

Student/Reference Number

You have no study offers to accept/decline.
Click the View Applications button below to see the status of all your applications.

[View Applications](#)

For any assistance please contact the Admissions Office on +27 (0)51 401 9111

View Applications:

View my applications

My Applications

Student/Reference Number

Application Term	Campus	Application Number	Academic Plan	Qualification	Status
2026 Semester 1	Bloemfontein Campus	03722447	BD320300	Advanced Diploma in Estate and Trust Administration	Firm offer Accepted
2026 Semester 1	Bloemfontein Campus	03722446	BC737500	Postgraduate Certificate in Education in Senior Phase and Further Education and Training Teaching	Defer Decision
2025 Semester 1	Bloemfontein Campus	03360964	BC665053	Bachelor of Commerce Honours in Taxation	Deny
2023 Semester 1	Oqaqwa Campus	01749580	QC630001	Bachelor of Commerce specialisation in Management	Deny
2023 Semester 1	Oqaqwa Campus	01749576	QC736101	Bachelor of Education in Senior Phase and Further Education and Training Teaching with specialisation in Accounting and Business Studies	Deny
2022 Semester 1	Bloemfontein Campus	01487491	BC130031	Bachelor of Arts in Governance and Political Transformation	Admitted
2022 Semester 1	Bloemfontein Campus	01487490	BC340000	Bachelor of Laws	Deny

For any assistance please contact the Admissions Office on +27 (0)51 401 9111

Declining the study offer: Follow steps 1 to 5; then click on **'Decline All'** to proceed and click on the drop-down arrow to select the reason for declining.

STEP
6

DECLINE

Academic Year

Year: 2026

Decline All: ☒ Yes ☐ No *Decline Reason:

Campus	Location	Academic Plan	Plan Title	Status
Bloemfontein Campus		BD320300	Advanced Diploma in Estate and Trust Administration	Declined

For any assistance please contact the Admissions Office on +27 (0)51 401 9111

By selecting 'YES' your choice will become final. Are you sure?

☒ Yes ☐ No

Step 6 continues on the following page.

STEP 6

Confirmation page for the successful submission of your decision. You can click on **'View Applications'** to view your application status.

Accept/Decline Study Offer

Your selection was successfully processed.

Student/Reference Number

You have no study offers to accept/decline.
Click the View Applications button below to see the status of all your applications.

[View Applications](#)

For any assistance please contact the Admissions Office on +27 (0)51 401 9111

View Applications:

View my applications

My Applications

Student/Reference Number

Application Term	Campus	Application Number	Academic Plan	Qualification	Status
2026 Semester 1	Bloemfontein Campus	03880791	BD320300	Advanced Diploma in Estate and Trust Administration	Applicant Withdrawal
2026 Semester 1	Bloemfontein Campus	03880790	BC350200	Postgraduate Diploma in Labour Law	Defer Decision
2025 Semester 1	Bloemfontein Campus	02991211	BD320300	Advanced Diploma in Estate and Trust Administration	Admitted
2024 Semester 1	Bloemfontein Campus	02389005	BC350000	Postgraduate Diploma in Financial Planning	Deny
2024 Semester 1	Bloemfontein Campus	02388916	BD320300	Advanced Diploma in Estate and Trust Administration	Admitted
2023 Semester 1	Bloemfontein Campus	02002404	BC350200	Postgraduate Diploma in Labour Law	Deny
2023 Semester 1	Bloemfontein Campus	02002368	BD320300	Advanced Diploma in Estate and Trust Administration	Admitted

For any assistance please contact the Admissions Office on +27 (0)51 401 9111

