



GRM – Upload Intention to Submit Service Request

Intention to Submit Upload Important Notes

- All documents are required to be uploaded as part of one service request. Only PDF files can be uploaded.
- If other files are to be uploaded, contact your Faculty Office (Masters Students) or the DDB office (Doctoral Students).
- Thesis/Dissertation and Abstract documents must be named according to a standard convention.
- You must create a new Service Request if the original has been rejected.
- Refer to the following [Student Help Document](#) as a guideline before submitting your Intention to Submit.

File Naming Conventions

- Thesis (Uppercase 'T')
- Abstract-Open (Uppercase 'A' and Uppercase 'O')
- Abstract-Restricted (Uppercase 'A' and Uppercase 'R')

Do not add any additional wording to the label of the document. E.g. *Document 1*

❖ Uploading your Intention to Submit

- Login to the [PeopleSoft Student Administration Self Service](#):

User ID
[Text Input Field]

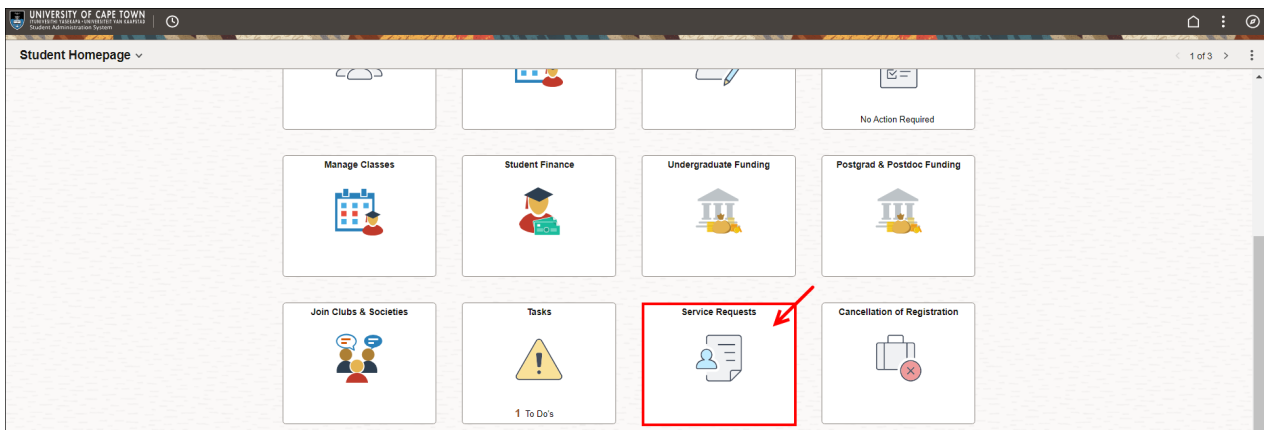
Password
[Text Input Field]

Sign In

Enable Screen Reader Mode

[Forgot Password ?](#)

- Enter your user ID/Student number in upper case in the **User ID** field. E.g., **XXXYYY001**
- Enter your UCT password into the **Password** field.
- Select the **Sign In** button



- Select the **Service Requests** tile on the Student Homepage

Service Requests

My Service Requests

My Service Requests

1-4 of 4 | View All

Request Number	Request Type	Request Subtype	Request Date	Status	Status Date

Create New Request

- Click the **Create New Request** button.

Service Requests

Academic Institution: University of Cape Town

Select a Request Category

Select a Request Category

1-8 of 8 | View All

Request Category
<input type="radio"/> Registration Curriculum Approvals
<input type="radio"/> Change of Curriculum Applications
<input type="radio"/> Deferred Examination Applications
<input type="radio"/> Leave of Absence (LOA) Applications
<input checked="" type="radio"/> Thesis/Dissertation related matters
<input type="radio"/> International Student Pre-registration Applications
<input type="radio"/> Postgraduate Funding Student Enquiries
<input type="radio"/> PostDoctoral Fellow Enquiries

Cancel Next >

- Select the **tick box** for **Thesis/Dissertation related matters**.
- Click the **Next** button once the tick box has been selected.

Service Requests

Select a Request Type

Select a Request Type

1-3 of 3 | View All

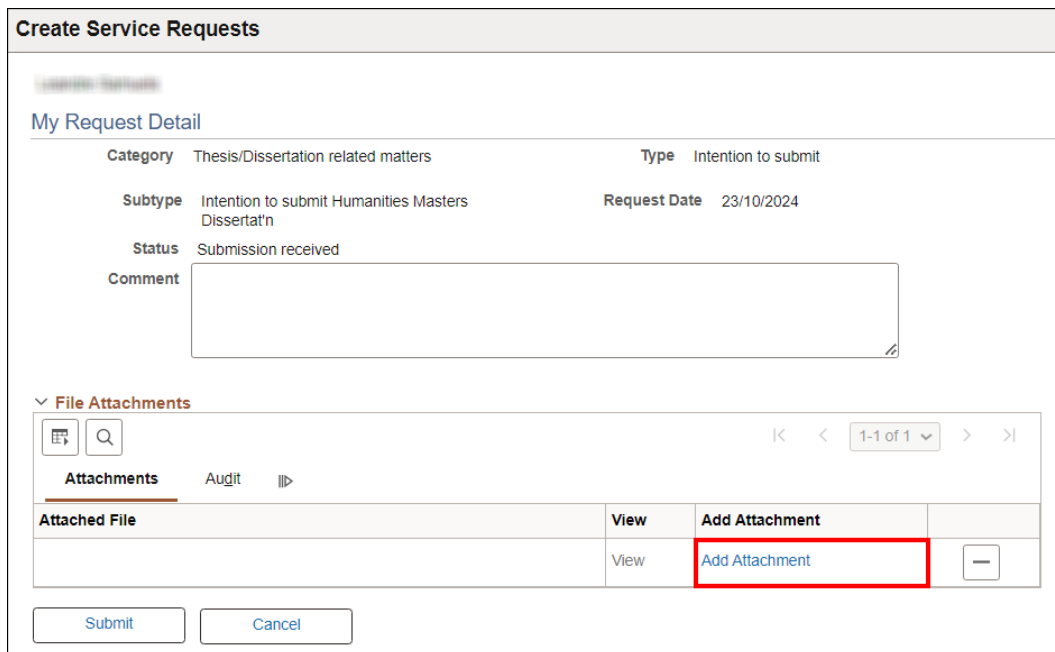
Request Type
<input checked="" type="radio"/> Intention to submit
<input type="radio"/> Upload Thesis/Dissertation for Examination
<input type="radio"/> Library Copy-upload final Thesis/Dissertation for Library

Cancel < Previous Next >

- Select the **tick box** for **Intention to Submit**.
- Click the **Next** button once the tick box has been selected.

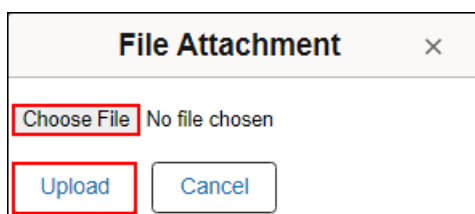


- Select the **tick box** for **Intention to submit ... Dissertation**
- Click the **Next** button once the tick box has been selected.



Attached File	View	Add Attachment	
	View	Add Attachment	-

- Click the **Add Attachment** button to upload your Intention to Submit form.



- Click the **Choose File** button to locate the file/document.
- Click the **Upload** button once the file/document has been selected.

Create Service Requests

My Request Detail

Category Thesis/Dissertation related matters **Type** Intention to submit

Subtype Intention to submit Humanities Masters Dissertat'n **Request Date** 23/10/2024

Status Submission received

Comment I confirm that the correct documents have been uploaded

File Attachments

Attachments Audit ▶

Attached File	Description	View
Intention_to_Submit.pdf	Intention_to_Submit.pdf	View <input type="button" value="-"/>
Abstract-Open.pdf	Abstract-Open.pdf	View <input type="button" value="-"/>

← ↑

- Click on the **+** button and upload your **Intention to Submit form**.
- Click on the **+** button and upload your **OpenUCT suppression form** (if applicable).
- Click on the **+** button and upload your **Thesis/Dissertation** and your **Abstract-Restricted** (if applicable).
- Click the **View** button to review the attached documents.
- Add a comment to the **Comment Section** confirming that you uploaded all the required documents. (E.g. "Attached are the required forms/documents for my Intention to Submit.").
- Click the **Submit** button.

Service Requests					
My Service Requests					
Request Number	Request Type	Request Subtype	Request Date	Status	Status Date
270112	Intention to submit	Intention to submit Humanities Masters Dissertat'n	23/10/2024	Submission received	23/10/2024

- The **Status** column will indicate **Received**, which means that you have successfully created your **Intention to Submit** Service Request and a notification has been sent to the relevant Postgraduate Faculty or Doctoral Degrees Board (DDB) staff member.
- Once your Thesis/Dissertation has been processed, you will receive an email notification from your Faculty or the DDB office.