



Readmission Appeal Application Service Request Upload

This student guide covers 3 parts of the Readmission Appeal process:

- **Part 1:** Submitting your Readmission Appeal Application service request
- **Part 2:** Reviewing your Readmission Appeal Application status
- **Part 3:** Reviewing your Readmission Appeal Application service request comments

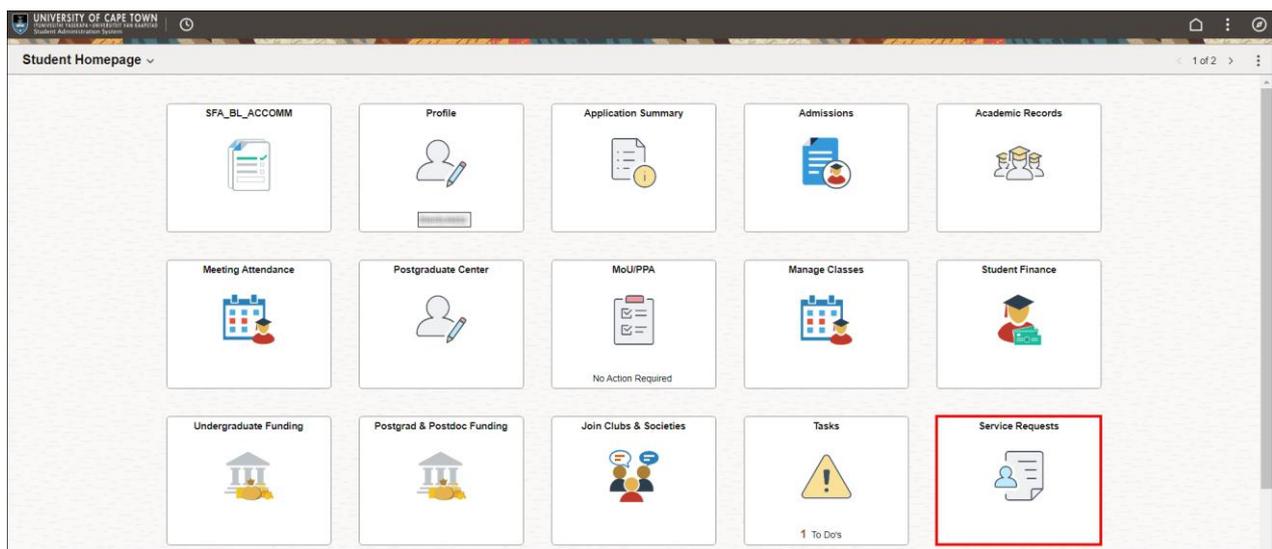
The Readmission Appeal Process:

- Read the Readmission Appeal Information sheet carefully. The information sheet will be emailed to your @myuct.ac.za email address. The information sheet as well as the Undergraduate and Postgraduate Appeal form can be found on the [Student Records website](#).
- Save your Appeal form followed by all supporting documents as a Single PDF document and submit it as a service request via the Peoplesoft portal.

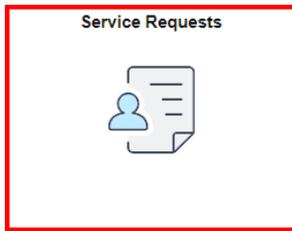
❖ Part 1: Submitting your Readmission Appeal Service request

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

- 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



My Service Requests

My Service Requests

Request Number	Request Type	Request Subtype	Request Date	Status	Status Date

Create New Request

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

Academic Institution University of Cape Town

Select a Request Category

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"/> Readmission Appeal Applications
<input type="radio"/> Thesis/Dissertation related matters
<input type="radio"/> International Student Pre-registration Applications

Cancel Next >

- Select the **tick box** for Readmission Appeal Applications.
- Click the **Next** button once the tick box has been selected.

Select a Request Type

Select a Request Type

Request Type
<input checked="" type="radio"/> Upload Readmission Appeal Application

Cancel < Previous Next >

- Select the **tick box** for Upload Readmission Appeal Applications.
- Click the **Next** button once the tick box has been selected.



Student Systems Support Documentation

My Request Detail

Select a Request Subtype

Select a Request Subtype

Request Subtype
<input checked="" type="radio"/> COM RAC appeal due 7-Jan-2024
<input type="radio"/> Transfer to HUM RAC appeal due 3-Jan-2024
<input type="radio"/> Transfer to SCI RAC appeal due 7-Jan-2024

Cancel < Previous **Next >**

- Select the **tick box** on the Request Subtype you would like to submit.
- Click the **Next** button once the tick box has been selected.

My Request Detail

Category Readmission Appeal Applications Type Upload Readmission Appeal Application

Subtype COM RAC appeal due 7-Jan-2024 Request Date 04/12/2023

Status Submission received

Comment

File Attachments

Attached File	View	Add Attachment
	View	Add Attachment

Submit Cancel

- Click on the **Add Attachment** button to upload your Re-admissions Appeal Application form.

File Attachment

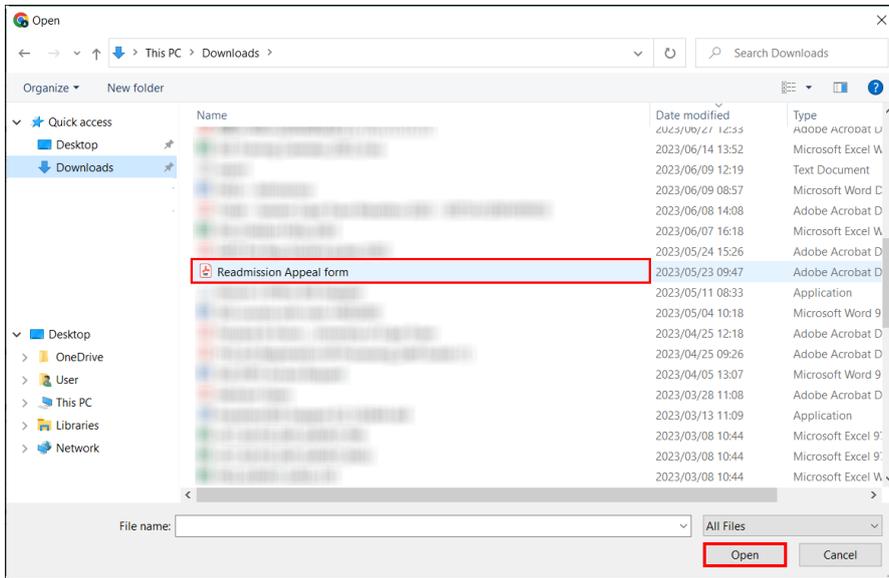
Choose File No file chosen

Upload Cancel

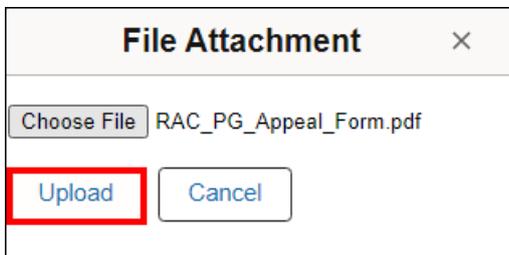
- Click on the **Choose File** button to locate the file.



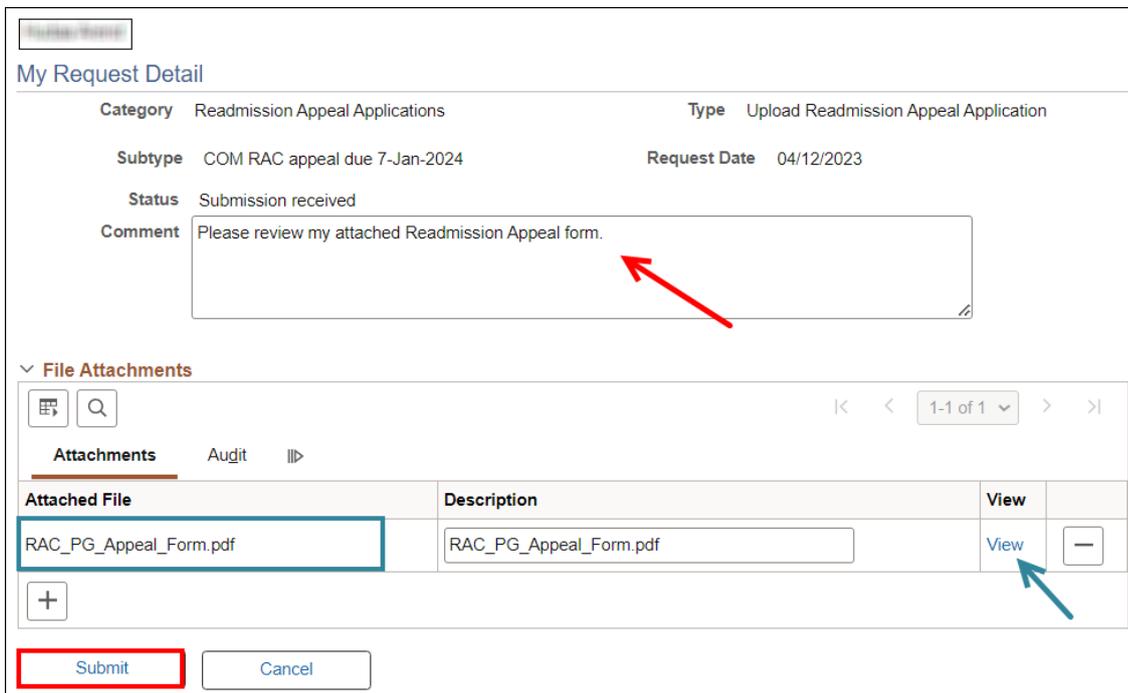
Note The appropriate appeal form can be found on the Student Records website (Undergraduate Appeal Application form, Postgraduate Appeal Application form). Save your Appeal form and any supporting documents as a **Single PDF document**.



- Select your Readmission Appeal Application Form.
- Click the **Open** button.



- Click the **Upload** button.



- Add a **comment** in the **Comment Section** (e.g., “Please review my attached Readmission Appeal form.”).
- Click the **View** button to review your attached document.
- Click on the **Submit** button.



Student Systems Support Documentation

My Service Requests

My Service Requests

1-15 of 15 | View All

Request Number	Request Type	Request Subtype	Request Date	Status	Status Date
215591	Upload Readmission Appeal Application	COM RAC appeal due 7-Jan-2024	04/12/2023	Submission received	04/12/2023

- The **Status** column will indicate **Received**, which means that you have successfully created your **Readmission Appeal Application** service request and a notification has been sent to the relevant administrator to process the request.

❖ Part 2: Reviewing your Readmission Appeal Application Status

- Check your service request **Status** column timeously, as the application status may change to either **Under Consideration** or **Incomplete**.
 - An **Under Consideration** status indicates that your application has been sent to your Faculty's Readmission Appeal Committee for review.
 - An **Incomplete** status indicates that your application is incorrect in some way, and it needs to be corrected as per the instructions sent to you before your application can be referred to your faculty's Readmission Appeal Committee for review.

An Incomplete Readmission Appeal Application status

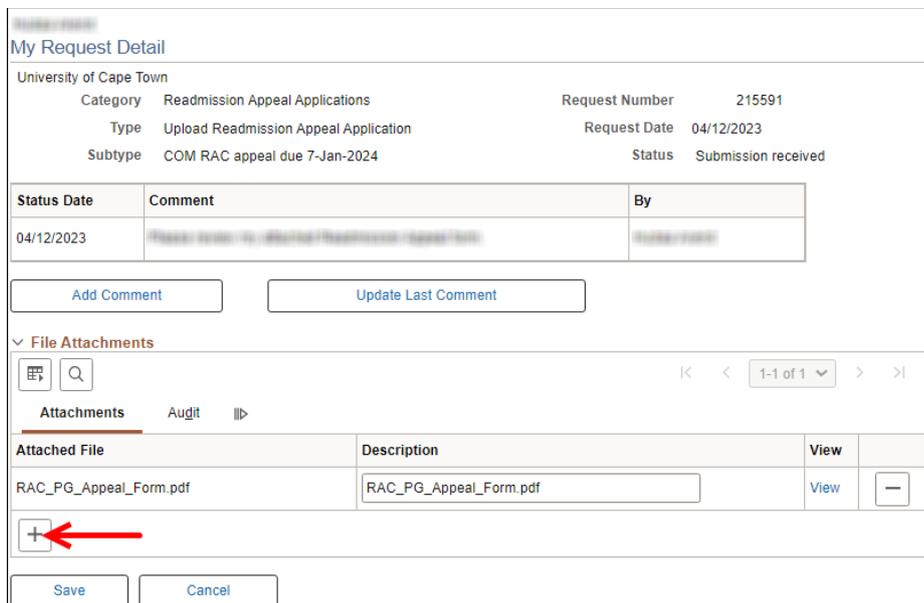
An **Incomplete** status indicates that your application is incorrect in some way, and it needs to be corrected as per the instructions sent to you before your application can be referred to your faculty's Readmission Appeal Committee for review.



Request Number	Request Type	Request Subtype	Request Date	Status	Status Date
215587	Upload Readmission Appeal Application	COM RAC appeal due 7-Jan-2024	01/12/2023	Submission incomplete	01/12/2023

[Create New Request](#)

- Click on the **Upload Readmission Appeal Application** hyperlink to view the administrators comments and upload the corrected documents.



University of Cape Town

Category: Readmission Appeal Applications Request Number: 215591
Type: Upload Readmission Appeal Application Request Date: 04/12/2023
Subtype: COM RAC appeal due 7-Jan-2024 Status: Submission received

Status Date	Comment	By
04/12/2023	Please refer to attached Readmission Appeal Form	Admin Staff

[Add Comment](#) [Update Last Comment](#)

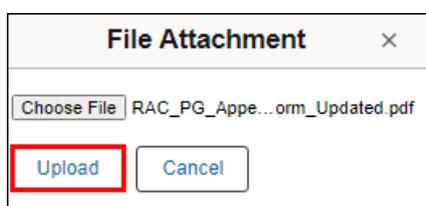
File Attachments

Attached File	Description	View
RAC_PG_Appeal_Form.pdf	RAC_PG_Appeal_Form.pdf	View

[+](#) (indicated by a red arrow)

[Save](#) [Cancel](#)

- Click the **+** button to add a new row and upload your correct documentation.



File Attachment [X]

Choose File: RAC_PG_Appe...orm_Updated.pdf

[Upload](#) [Cancel](#)

- Click the **Upload** button to upload your correct documentation.
- Your corrected documents will then appear below the documents you previously uploaded.



Status Date	Comment	By
04/12/2023	Please review my attached Readmission Appeal form.	[User Name]

1 Add Comment Update Last Comment

Enter Comment Below
Please review my updated forms **2**

File Attachments

Attached File	Description	View
RAC_PG_Appeal_Form.pdf	RAC_PG_Appeal_Form.pdf	View
RAC_PG_Appeal_Form_Updated.pdf	RAC_PG_Appeal_Form_Updated.pdf	View

3 +

Save Cancel

- Click the **Add Comment** button.
- Add a **comment** in the **Comment Section** (e.g., “Please review my updated forms.”).
- Click the **View** button to review your attached documents.
- Click the **Save** button



Note Once your Readmission Appeal Application has been saved with the updated documents uploaded and comment, the status will be updated to Acknowledged, in order for your application to be reviewed by an administrator.

❖ Part 3: Reviewing your Readmission Appeal Service Request Comments

My Service Requests

My Service Requests

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Request Number	Request Type	Request Subtype	Request Date	Status	Status Date
215587	Upload Readmission Appeal Application	COM RAC appeal due 7-Jan-2024	01/12/2023	Submission declined	01/12/2023

Create New Request

- Click on the **Upload Readmission Appeal Application** hyperlink to view the Administrators comments.

My Request Detail

University of Cape Town

Category: Readmission Appeal Applications Request Number: 215587
 Type: Upload Readmission Appeal Application Request Date: 01/12/2023
 Subtype: COM RAC appeal due 7-Jan-2024 Status: Submission declined

Status Date	Comment	By
01/12/2023	Dear Student,	Staff
01/12/2023	See attachment.	
01/12/2023	Please review my appeal.	

Add Comment Update Last Comment

File Attachments

1-1 of 1

Attached File	Description	View
RAC_PG_Appeal_Form_mid-year.pdf	RAC_PG_Appeal_Form_mid-year.pdf	View

Save Cancel

- The comment/s updated by the Faculty Administrator will be displayed in the comment field.