POSTGRADUATE FUNDING ONLINE APPLICATION

Contents

1. TERMINOLOGY

Applicant	Application to further studies
Campus ID	Student number e.g. AAAAAA001
Password	16 characters long password which include a mix of letters, numbers and special characters e.g. %; @ as per the communication received from Admissions
Student Homepage	Landing page to all student information
Welcome page	Inform you about the application funding criteria
Award Details	Display the Postgrad Application criteria
Agreement	Binding contract between applicant and UCT
Student Activity Guide	Required information to be completed to move to the next step
Other Funding	Funding for the year of study
Need Assessment	Complete all the relevant financial information within the household
Declaration	Accepting the terms and conditions of application

Student can access the document via the following links:

- https://vula.uct.ac.za/x/Gdk9ur
- Student Help | Student Systems Support (uct.ac.za)

2. STUDENT LOGIN PEOPLESOFT

- Applicants enter the **User ID** e.g. **AAAAAA001**
- Enter the **16-character Password**

 The Student HOMEPAGE opens

- Click on the **Postgrad & Postdoc Funding tile**

 The following page opens

2.1 Apply for Funding

All the applicant's biographical information is displayed. Applicants to update personal details if applicable.

- Select the **Aid Year** e.g. **2025** by clicking on the lookup button.

- Applicant to verify if the information displayed is correct

 Applicants can update their personal details using the relevant options on their tabs, e.g. *Personal Details, Contact Details, Addresses and Emergency Contacts*.

2.2 Contact Details

Applicants to verify their personal information and update where applicable.

2.2.1 Telephone Numbers

Contact Details		
Telephone Numbers	Personalize | Find | ⤢ | ⊞	First ◀ 1-3 of 3 ▶ Last
	Phone Type	Telephone
1	SA Cellular	
2	Home (Fax)	
3	Home (Phone)	

- Enter your SA Cellular
- Enter your Home (Fax)
- Enter your Home (Phone)

2.2.2 Addresses

Addresses	Personalize | Find | ⤢ | ⊞	First ◀ 1 of 1 ▶ Last
	Address Type	Address
1	Home(Street)	

- Enter your Home (Street) address

2.2.3 Email Addresses

Email Addresses	Personalize | Find | ⤢ | ⊞	First ◀ 1-2 of 2 ▶ Last
	Email Type	Email Address
1	Fee	
2	Personal	

- Enter your Fee email address
- Enter your Personal email address

2.2.4 The Passport Details page is displayed and greyed out

Passport Details			
Country Issuing Passport		Issuance Date	
Passport Number		Expiration Date	
State	City		
Issuing Authority			

2.2.5 The VISA Details page is displayed and greyed out

	Country	Visa/Permit Type	Effective Date	Visa/Permit Number	Expiration Date	Issuing Authority
1			02/08/2024			

Visa Details — Personalize | Find | | | First ◀ 1 of 1 ▶ Last

2.2.6 The Medical Aid Details page is displayed and greyed out

Medical Aid Details

Provider   Start Date

Policy Number   Expiration Date

2.2.7 The Disability Details page is displayed

Disability Details

Disabled

Personalize | Find | | | First ◀ 1-2 of 2 ▶ Last

	Diagnosis Code
1	Motor Impaired
2	Wheelchair Access Required

2.2.8 Emergency Contact Details

Emergency Contact Details

Personalize | Find | | | First ◀ 1-2 of 2 ▶ Last

	Relationship to Employee	Telephone
1	Spouse	0123456789
2	Parent	9876543210

- The emergency contact telephone numbers will be displayed.

2.2.9 Living Conditions in year of application
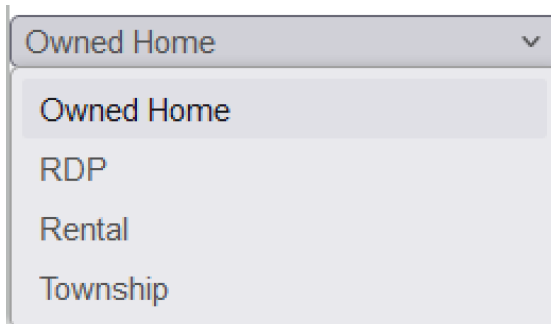
Living Conditions in year of application

Please complete the following for the year for which you are applying for funding.
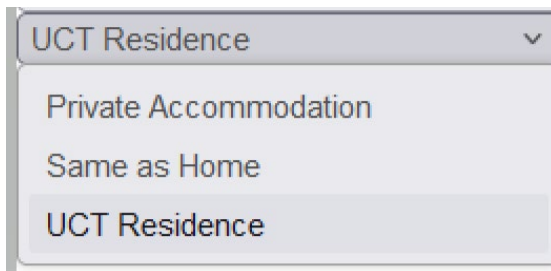
*Home   [Owned Home ⌄]
*While studying at UCT   [Same as Home ⌄]

- Select the ***Home option** e.g. **Owned Home, RDP, Rental or Township**

- Select the ***While studying at UCT** e.g. **Same as Home, Private Accommodation or UCT Residence.**

Agreement Section

- Tick the **Agreement** box "*I confirm that the above information is correct*"
- Click the **Apply** button

 The following page opens

3. Student Activity Guide

3.1. Welcome Page

The Welcome Message will be displayed for the applicants to read before continuing.

Indicate for which career you require the funding for	
☒ Honours	Computer Science
☐ Honours	Information Technology

Welcome Message

Dear Postgraduate Funding Applicant,

Welcome to the newly developed Postgraduate Funding Online Application for UCT Financial need and merit awards, Phase 1. All applicants must only submit one applicatoin form for the UCT Financial need and merit.

This application is only for South African citizens and permanent residents. You cannot proceed with this application if you are an international or refugee funding applicant.

You are encouraged, before applying to familiarise yourself with the eligibility criteria after which you may CLICK the APPLY ONLINE button to proceed.

Please be advised that no application submitted via this platform constitutes an award. All applicants may only submit one application form.

Please be sure to press the final SUBMIT button upon completion of your funding application.

You may monitor the progress of this application via your PeopleSoft Student Self-Service account.

For enquiries, please contact: +27 (0)21 650 3622 or send an email to pgfunding@uct.ac.za

Students can access the document via the following links: https://www.uct.ac.za/sites/default/files/media/documents/uct_ac_za/49/ STANDARD OPERATING MANUAL PG ONLINE APPLICATION_Student.docx or https://vula.uct.ac.za/x/Gdk9ur or http:// www.sss.uct.ac.za/

Thank you
PGFO Team

- Tick the **relevant career** box; **Important Notice** applicants might have *MORE THAN ONE ACADEMIC CHOICE*
    - *Once the career box has been activated the following Award Details page become available*

Welcome Message

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Thank you
PGFO Team

	Description	Open Date	Close Date	Application Status	Award Details	Apply	Notify me when open
1	PG Online Funding Application	01/04/2023	10/11/2023	Open	Award Details	Apply	☐

Personalize | Find | View All | | | First ◀ 1 of 1 ▶ Last

Save

- Applicants click on the **Award Details** button

  Important please ensure that you allow POPUPS

3.2 Award Details – Application Criteria document

 The following PDF document opens

APPLICATION FOR UCT FINANCIAL SUPPORT FOR SOUTH AFRICAN AND PERMANENT RESIDENT STUDENTS REGISTERING FOR HONOURS, MASTER'S AND DOCTORAL DEGREES IN 2025
CLOSING DATE: 10 NOVEMBER 2024

Students who intend registering towards an Honours, Master's or Doctoral qualification at UCT may be eligible to apply for financial support. Such support, depending on eligibility and selection criteria, includes either financial need and/or merit bursaries.

In line with the UCT transformation agenda, in allocating funding for these awards, priority will be given to funding Black South African and permanent resident applicants who qualify for financial need. In the current context "Black" includes African, Coloured and Indian students. "Financial need" refers to students who qualify via the National Means Test for either Financial Aid (where gross annual family income <R350 000) or GAP tuition bursaries (where annual gross family income is between R350 001 and R600 000).

It is critical for prospective students to also source other awards for which they may be eligible, such as from the National Research Foundation (NRF), the department/Research group where the student will be registered, as well as through other external sources such as private/external donors. For details of all awards administered via the Postgraduate Funding Office, see http://www.students.uct.ac.za/students/fees-funding/postgraduate-degree-funding/noticeboard/.

General Eligibility

- Applicants must be South African or permanent residents.
- Applicants must apply for a full-time Honours, Master's or Doctoral program in the relevant department/faculty
  (i.e. *Only applicants who have applied for an academic place via the UCT's Admissions Office will be considered for funding*).
- We encourage all Honours, Master's and Doctoral applicants who apply for financial need or merit awards to apply for an NRF bursary, if they are eligible for NRF funding.
- Merit grade point average (GPA) is 70% and above
- Students will not be eligible for funding support if they are employed more than 20 hours per week during the year of study. (Note – if you are to hold NRF funding concurrently with UCT funding, the NRF requirement is for not more than 12 hours of work per week during the year of study).

Conditions of Financial need or merit award

- Eligible applicants are funded for one year for the Honours degree, two years for the Master's degree (first and second year only) or three years for the Doctoral degree (first, second and third year only), and must be full-time students.
- Certain professional degrees and full coursework Master's degrees, including MBA's and MMED's, are ineligible for funding.
- Students who register for the 4th year of a Bachelor's degree, FAPM, PGCE, LLB or Postgraduate Certificates and Diplomas are ineligible for these awards.
- A second degree at the same level will not be supported.
- Research component of less than 33.3% will not be supported for Masters and Doctoral degrees.

Financial need eligibility criteria

- Information provided on the financial aid application form will be used to determine an applicant's financial need (the "assessed need") by applying the National Means Test (NMT) used by the National Student Financial Aid Scheme (NSFAS) and the criteria used by UCT to determine eligibility.
- Applicants will be defined as either
  - financial aid eligible, where gross annual family income is <R350 000, or
  - eligible for GAP tuition bursary where family income is between R350 001 and R600 000, or
  - not eligible for needs-based financial support but may be considered for a merit bursary.

Value of Financial need awards

- The value of the financial need bursary will be calculated on "assessed need" for the full cost of attendance (FCOA) in 2025 and will take into consideration other scholarships awarded to students.
- Depending on availability of funds, students who are eligible for financial aid may be funded for their FCOA or "assessed need", which is the approved cost of study (including tuition, and applicable accommodation and food allowances).
- Students who do not meet the UCT financial aid need based criteria but meet the criteria for a GAP tuition bursary according to family income, will be eligible for a percentage of their approved course tuition fees.

Value of Merit awards

- Merit awards normally cover your tuition fees in part only. Merit awards are approximately between R20,000 – R30,000 per annum.

Application instructions

- Applicants who apply for financial need must provide all supporting documentation for assessment.
- A webinar on how to complete and submit the form including the awarding process will be available in August, September, and October
- Students who have previously been supported by NSFAS/UCT as undergraduates or full Financial Aid at Honours, still need to complete the form to apply for funding for their Honours, Master's or Doctoral degree.
- The closing date is 10 November 2024

Enquiries: 021 650 3622 Email enquiries: pgfunding@uct.ac.za

The University reserves the right to cancel, withdraw and recover any funds paid to the award-holder if she/he does not comply with the Conditions of Award.

After reading the Application criteria, the applicants click on the APPLY button

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Welcome Message

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Thank you
PGFO Team

Description	Open Date	Close Date	Application Status	Award Details	Apply	Notify me when open
1 PG Online Funding Application	01/04/2023	10/11/2023	Open	Award Details	Apply	☐

Personalize | Find | View All | 🔄 | 📊   First ◀ 1 of 1 ▶ Last

Save

- Click the **Apply** button
- The following **Activity Guide** opens

3.3 Agreement

The applicant must accept the agreement before continuing with the application.

Student Task WorkCenter

Student Task WorkCenter	
Task Details	
Legend	
Task Progress	
0 1 6	
✔ ★ Agreement	
○ ★ Academics	
❶ ★ Funding History	
❶ ★ Needs Assessment	
❶ ★ Attachments	
❶ ★ Declaration	

UCT Post Graduate Financial Aid Application

Agreement

PG ONLINE FUNDING APPLICATION

Dear Applicant,

To proceed to the next step in the application process please read the award agreements then, CLICK THE CHECK BOX BELOW TO ACCEPT:

1. I agree that this application does not guarantee an award.
2. I understand that incomplete applications will be delayed due to late submission of supporting documents.
3. I accept that late applications will be disqualified.
4. I accept that UCT does not guarantee that an applicant will receive funding. Students must make every effort to apply for funding or financial support from as many other sources as possible.
5. I agree and undertake to comply with the University's approved policies, procedures and practices on postgraduate funding.
6. I agree and accept that the University reserves the right to cancel, withdraw and recover any funds paid to me should I not comply with the Conditions of this Award.
7. I accept that if I am successfully awarded the financial aid scholarship, I may only accept awards up to the cost of attendance, should I accept other funding.
8. I accept that the committee will review my GPA as part of the selection criteria
9. I agree to the following eligibility criteria:

   Employment: Applicants cannot be full time employed (working more than 20 hours a week)

   Tenure: Applicants over the degree tenure will not be considered (We support Honours – 1 year, Master's – 2years, Doctoral – 3years)

   Qualifications: Applicants cannot be considered for funding for a 2*nd* degree at the same level or lower

   Degree choice: Applicants who applied for the following will NOT be supported:

   • Undergraduate degrees (including 4*th*/5*thyear* bachelor's degree, LLB, MBChB and BArch, professional degrees etc.)

   • Postgraduate Diplomas and Postgraduate Certificates and HDE

   • Honours in the Economic Analysis of Financial Markets (EAFM) program

   • Master's in MMed or MBA

   • Any other part-time degree or degree with less than 33% research components

10. I agree to provide the Postgraduate Funding Office with an interim (mid-year) academic progress report after the first 6 months of study, reflecting grades achieved. Progress reports are to be verified and signed by the Course Convenor/Supervisor.

11. I agree to provide the Postgraduate Funding Office with a full (end-of-year) academic progress report. Progress reports are to be verified and signed by the Course Convenor/Supervisor.

12. I agree and understand that in checking the box below, I agree to the above and it may be used for reporting purposes.

☐ I accept that I have acquainted myself with the content of the conditions, and I accept the conditions of this agreement and award.

Agreement Date Time

Agreement User

Save

Email: generalfunding@uct.ac.za | Tel: 021 650 2141

• Tick the **Accept** box

Important Notice *Upon acceptance the Agreement Date Time and Agreement User will be date stamped*

Student Task WorkCenter

Student Task WorkCenter	⚙ «

Task Details ⟳ ⚙▼

Legend

Task Progress

0   1   6

- ⊘ ★ Agreement
- ○ ★ Academics
- ● ★ Funding History
- ● ★ Needs Assessment
- ● ★ Attachments
- ● ★ Declaration

UCT Post Graduate Financial Aid Application

Agreement

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12. I agree and understand that in checking the box below, I agree to the above and it may be used for reporting purposes.

☑ I accept that I have acquainted myself with the content of the conditions, and I accept the conditions of this agreement and award.

Agreement Date Time 20/08/2024 1:17:14PM

Agreement User ... . . .

Save

Email: generalfunding@uct.ac.za | Tel: 021 650 2141

- Click on the **Save** button

- Click on the Next▶ button in the far-right corner of the page

UCT Post Graduate Financial Aid Application

Ethnicity

Ethnicity   Non Applicable/Unknown

I understand that the disclosure of ethnicity is confidential
and will only be used for the purpose of reporting.

☑ Agree with ethnicity

Funding Degree

Academic Career   Honours

Year of study for funding

First enrollment date

Structure of degree   [Coursework and Dissertation ▾]

% weighting of degree components

Coursework % [50]   Dissertation/Research % [50]

Component for which funding is required

☑ Coursework   ☑ Dissertation

Degree Status [Full Time ▾]

Academic Program

Description

Academic Plan   SH001CSC05

Description   Computer Science

GPA   0.00

Cumulative GPA   0.000

Normal length of degree (years)

Supervisor Details ⑦

Name of Supervisor   [   ]

Surname of Supervisor   [   ]

Supervisor Email Address   [   ]

Employment

Tick if the below applies

☐ Will you be employed in the proposed year of study?

- Tick the **Ethnicity** box
- Click the **Structure of degree** dropdown arrow and select e.g., **Coursework and Dissertation**
- Enter the **Coursework and Dissertation percentage** e.g. **50%**.
  Important Notice *Based on your selection the percentage might default in automatically to 100%*
- Enter the **Course convenor/Supervisor** details e.g. **Name, Surname and Email Address**
  Important Notice *if a supervisor has not been allocated yet it can be updated*
- Tick the **Upgrade box** if applicable
- Tick the **Employment** box if applicable

Academic History

☑ Are you new to UCT?

Please Note : If currently completing first undergraduate degree, the table should remain empty.

For each entry of a qualification, an Academic Transcript or Mid-Year results will need to be uploaded in the Attachments setup of this application. Please ensure that all transcripts and mid-year results are merged into one document to be uploaded as "Certified Academic Transcript". No certificates should be included in the document.

QUALIFICATIONS OBTAINED TO DATE

	Qualification	Institution	Year		
1				＋	－

- Tick the **Academic History** if applicable (**Important Notice** **if new to UCT**)

- Enter the **Qualifications Obtained to Date** (click on the ＋ if you do have more than one qualification)

Discontinuation of study/research

Tick if the below applies
☐ Have you discontinued any previous qualification before the official end of tenure?

Personalize | Find | 🔄 | 🔢   First ⊙ 1 of 1 ⊙ Last

	Academic Career	Institution	Reason	Date	Were you awarded funding the year of discontinuation?	Name of Award	Value of Award (ZAR)	Are you repaying this award?		
1	▾		▾	📅 ☐				☐	＋	－

Save

Email: pgfunding@uct.ac.za | Tel: 021 650 2141

- Enter the **Discontinuation of study/research** if applicable
- Click the **Save** button

- Click on the Next ▶ button in the far-right corner of the page

3.4 Other Funding Tab

Applicants must complete or enter all the funding that they will receive for the current year of funding application.

- Enter the ***Institution** e.g., **Standard Bank**
- Select the ***Academic Career** e.g., **Honours**
- Enter the ***Year** e.g., **2024**
- Select the ***Funding Source** e.g., **Bank Loan**
- Enter the ***Description** e.g.**, Loan**
- Enter the ***Value of Award (ZAR)** e.g., **R25,000**
- Tick the box **"*Does this award bind you contractually*?"** If applicable to you
- Tick the box **"*Have you, or are you completing these obligations*?"** If applicable to you
- Enter the detail in the ***Please specify*** box
- Tick the box ***"Are you prevented from holding other awards concurrently?"*** If applicable to you
- Enter the detail in the ***"Please specify"*** box
- Tick the box ***"Have you or are you repaying?"*** If applicable to you
- Click the **Save** button

- Click on the **Next▶** button in the far-right corner of the page

3.5 Needs Assessment

Applicants who require financial need-based funding should complete and submit all the relevant documentation for the members in the household.

 Applicants select the appropriate option e.g., *"I'm applying for Merit only"*

- Applicants select the **Merit only** (if this option is applicable to you)
- Click the **Save** button
- Click on the **Next ▶** button in the far-right corner of the page

OR

3.5.1   Needs Information

 Upon selecting *"I'm applying for Need",* the fields below become active

- Applicants select the *"Needs Information e.g. I am employed and self-supporting" (*if applicable to you)

-
- Applicants select *Tertiary Education* from the *Category drop down list
- Applicants select *Household Income* from the *relationship to applicant* drop down list.
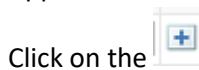
   Click on the to add more family members and complete the required information
- Applicants select *Dependent Information* from the *relationship to applicant* drop down list.
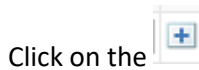
   Click on the to add more family members and complete the required information

3.5.2 Family Income

Please select the statement which is most applicable to you and enter the gross annual income per member of the household:

Examples:

1. I am employed and self-supporting. You must be employed, no longer living with parents, and be able to support your own rental/household expenses.

2. I am financially dependent on parent(s)/guardian/spouse or living in the same house. If you are do not earn an income, you must list yourself as a dependent currently in tertiary education.

3. I am dependent on other income (for example an informal business, donations, sponsors. Excluding bursaries, scholarships, funding).

- Applicants enter the gross annual amount income per member in the household e.g.
  - E.g., **Parent 1** enter the annual **Full Time Employment** total amount
  - E.g**., Parent 2** enter the annual **Part Time Employment** total amount
  - E.g., **Other Member** enter the annual **Part Time Employment** total amount
  - E.g., **Myself** enter the annual **Other Income** total amount

  Click on the to add more family members and complete the required information

 The applicants enter the following information for the household members.

- Click on the **Save** button
- Click on the button in the far-right corner of the page

3.6 Attachments

Applicants must upload the documentation relevant to their funding application e.g. ID, Proof of Employment, Payslips, etc,. The list will auto populate as it is conditional on what you the applicant has completed in the academic and needs assessment pages.
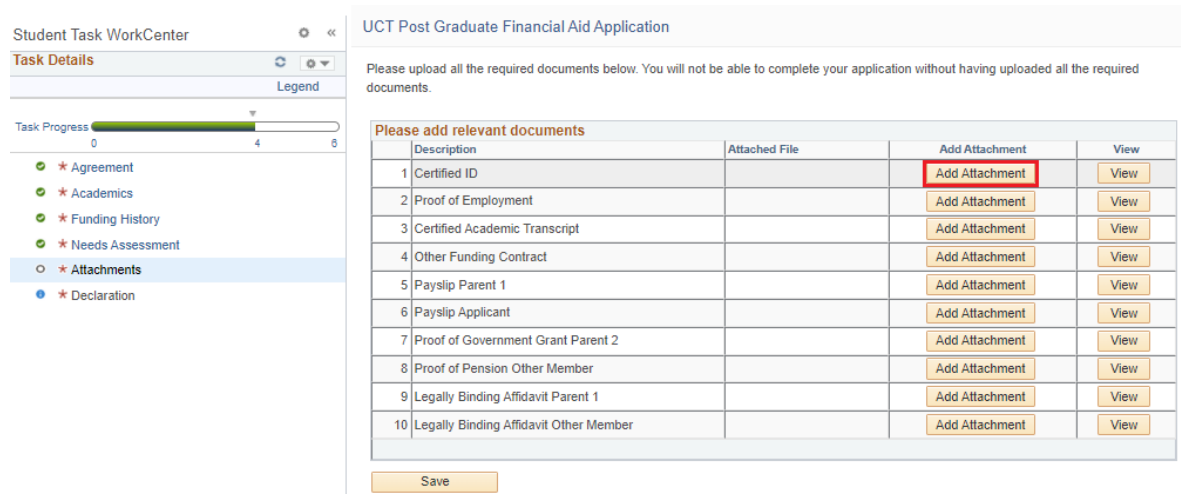
- Click on the **Add Attachment** button
- The following **File Attachment** box appears
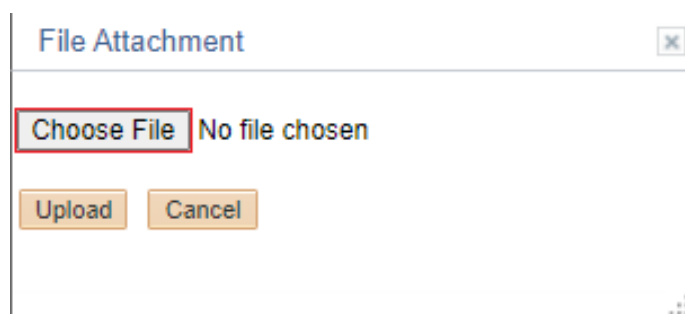
- Click on **Browse** (select your documents e.g., Copy of ID)
- The following **File Upload** box appears
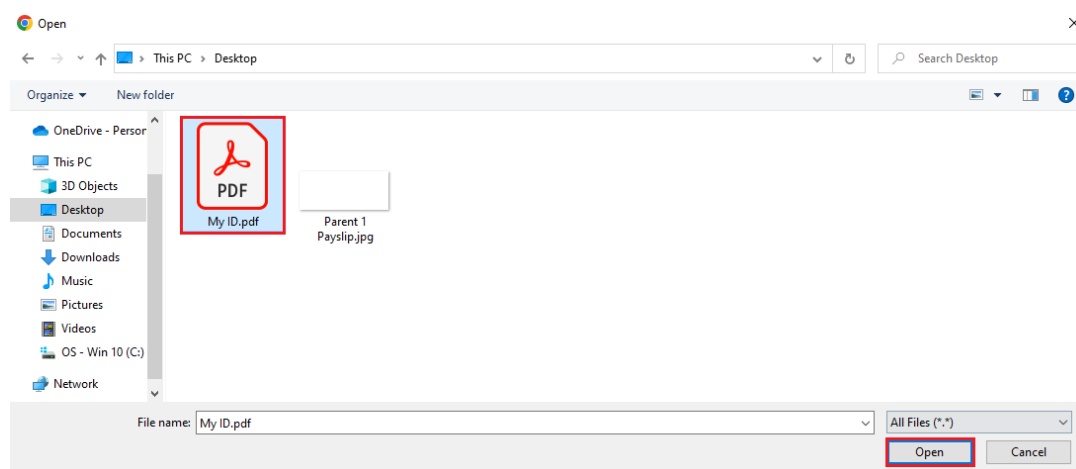
- Select the **relevant document**s e.g., **Copy of ID**
- Click on the **Open** button
- The following **File Attachment** box opens

File Attachment ✕

Choose File | My ID.pdf

Upload   Cancel

- Click the **Upload** button

	Description	Attached File	Add Attachment	View
	Please add relevant documents			
1	Certified ID	My_ID.pdf	Add Attachment	View
2	Proof of Employment		Add Attachment	View
3	Certified Academic Transcript		Add Attachment	View
4	Other Funding Contract		Add Attachment	View
5	Payslip Parent 1		Add Attachment	View
6	Payslip Applicant		Add Attachment	View
7	Proof of Government Grant Parent 2		Add Attachment	View
8	Proof of Pension Other Member		Add Attachment	View
9	Legally Binding Affidavit Parent 1		Add Attachment	View
10	Legally Binding Affidavit Other Member		Add Attachment	View

Save

The name of the Attached File will default in automatically

- Click the **Document** drop down list and select the relevant **Document type** e.g., **Certified copy of ID**
- Click the **Add** button to add more documentation.

Click the **Save** button

CAUTION: Changing the employment information, academic history, other funding contractual obligations, and needs assessment will remove all attachments, requiring you to reupload the necessary documentation.

Message

Attachments will be Removed (21000,3173)

Please note by making this change your required documentation will change. This will cause all attachments already uploaded to be removed. You will need to re-upload these attachments.

OK   Cancel

3.7 Declaration

Upon accepting the declaration and saving, your application will be submitted, and you will be redirected to Student Self Service home page, to view your application.

- Tick the **Accept Declaration** box
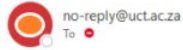

- Click the **Save** button

 Upon saving an automated email is generated to your email address that you did submit the funding application.

3.8 Email Notification

This submission email is only sent to you the first time you submit:

Postgraduate Financial Aid APPLICATION FORM RECEIPT

no-reply@uct.ac.za
To

☺ ↩ Reply ↩ Reply All → Forward ✈ ⋯
Tue 8/20/2024 2:56 PM

Dear Funding Applicant (

Postgraduate Financial Aid APPLICATION FORM RECEIPT

We acknowledge receipt of your application form for financial assistance for South African and permanent resident postgraduate students.

The requirements include the submission of a complete application form, along with the specified supporting documentation. If your PG Financial Aid application is found to be incomplete, we will contact you with a request for the outstanding documents.

If your application is complete, and you are considered eligible, we will inform you of the provisional outcome by the 23rd December 2024.

Please ensure your application is complete before the 10 November 2024 as incomplete applications who are referred to students will have a 48-hour turnaround time after the closing date to ensure the application is complete, thereafter the application will be deemed ineligible.

Please ensure that the preferred email address reflected for you on PeopleSoft Self-Service reflects as your UCT email address as this is the address we will use to inform you of the result of your application.

- For assistance on how to update your preferred email address, please click here.
- For further funding opportunities please click here.
- For further information regarding the Postgraduate Centre & Funding Office (PGFO) please click here.

For enquiries please contact +27 21 650 3622 or send an email to pgfunding@uct.ac.za.

Please note that an application does not guarantee an award.
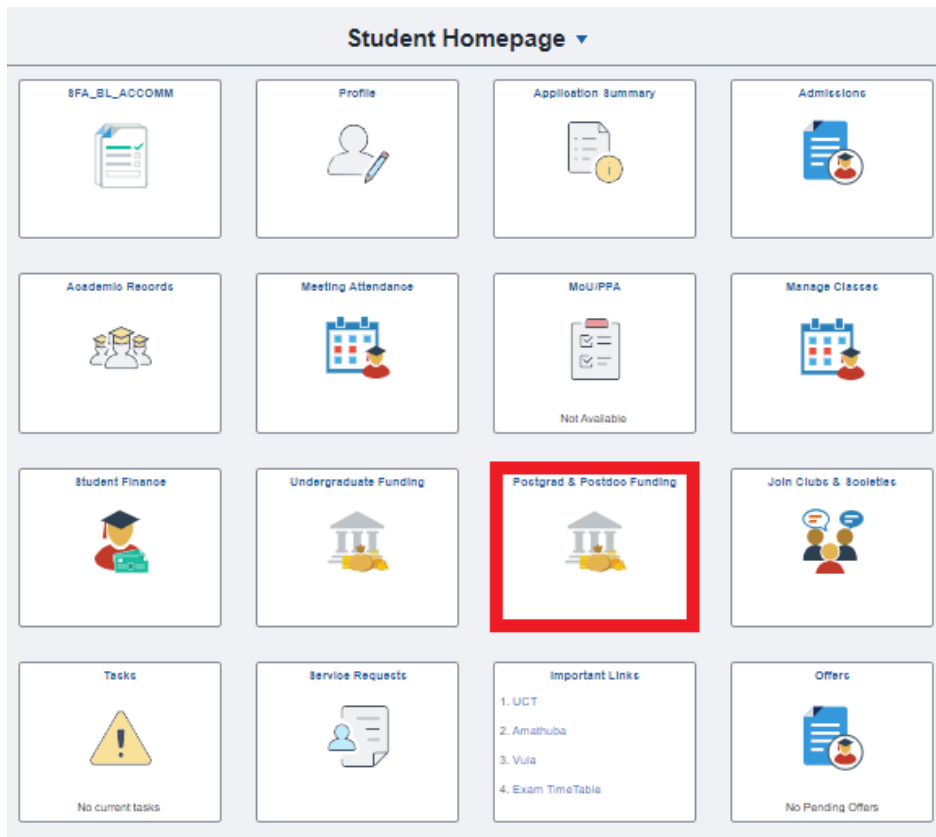
Yours sincerely

Mrs Chantal Swartz

Senior Manager: PG Funding Office

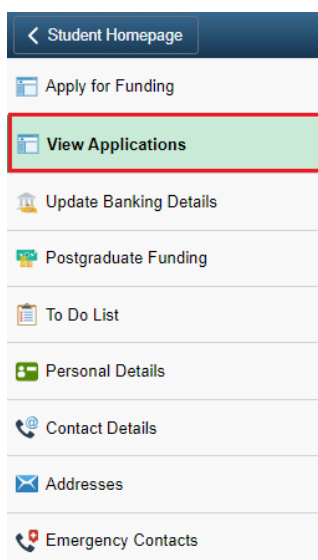Postgraduate Centre and Funding Office (PGFO)

4. Student Homepage

After saving the Declaration students are redirected to the Student Homepage. Applicants can view and monitor their funding application status.

* Click on the **Postgrad & Postdoc Funding tile**

 The following page opens

* Click on the **View Applications** tab

- The applicant can view his/her status

Important Notice *if any documentation is outstanding after the Postgraduate Funding Office staff reviewed the application the **TO DO LIST** button becomes Active*
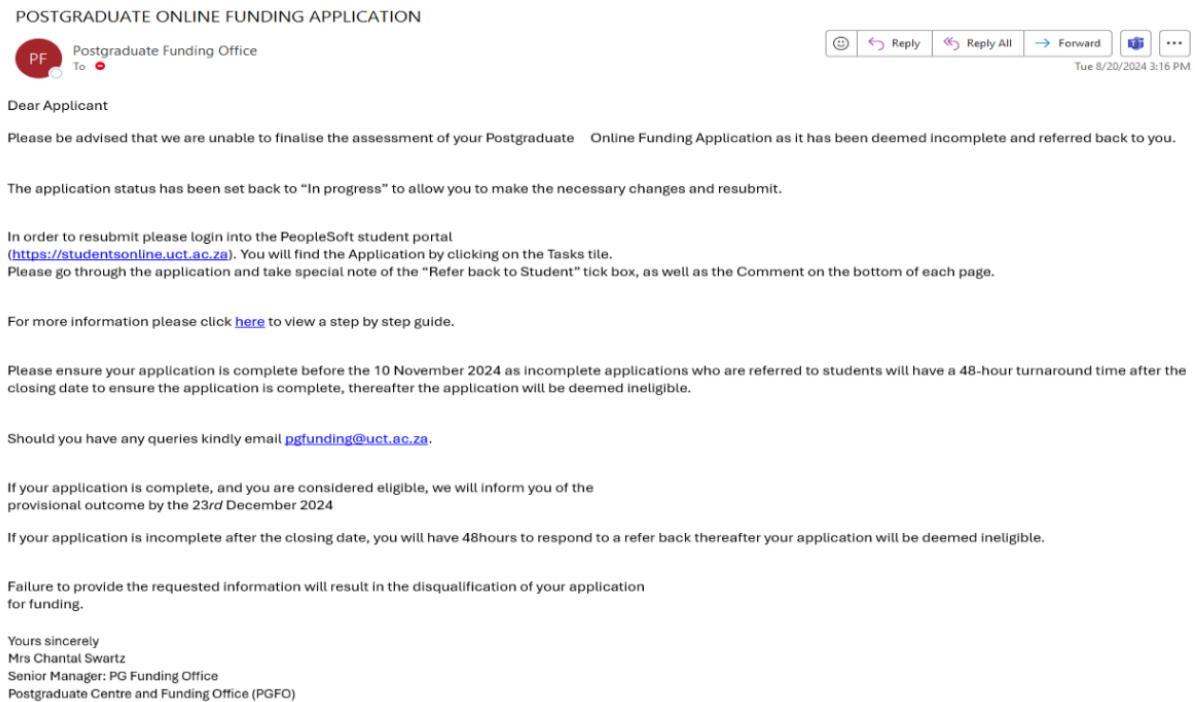
Previous Applications

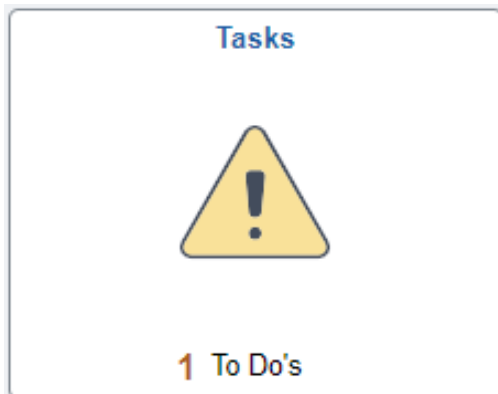|	Aid Year	Award	Career	Academic Plan	Application Status	To Do List	Cancel Application
1	2024	PG Online Funding Application	Honours	Computer Science	Submitted	To Do List	Cancel Application

4.1 TO DO LIST

4.1.1 Refer back to student

If all the relevant documentation were not uploaded according to the requirements PGFO will refer the application back to the student.

An automated email will be generated to you should your application be incomplete or have an incorrect document attached:

Applicants must navigate to the Student Homepage.

- Click on the **Tasks** tile

 The following To Do List page opens

- Click on the **PG Online Funding Application** link

 The Activity Guide page opens

- Navigate through the relevant **Tasks** e.g. **Attachments**
  The "*Refer back to the Student*" will be marked
- PGFO will add a message in the **Comment** box below to instruct what is required from you

UCT Post Graduate Financial Aid Application

☑ Refer back to Student

Please upload all the required documents below. You will not be able to complete your application without having uploaded all the required documents.

Please add relevant documents

	Description	Attached File	Add Attachment	View
1	Certified Academic Transcript	Transcript.pdf	Add Attachment	View
2	Certified ID	My_ID.pdf	Add Attachment	View
3	Legally Binding Affidavit Parent 1	Affidavit_Parent_1.jpg	Add Attachment	View
4	Legally Binding Affidavit Other Member	Affidavit_Other_Member.jpg	Add Attachment	View
5	Other Funding Contract	Funding_Contract.pdf	Add Attachment	View
6	Payslip Parent 1	Parent_1_Payslip.jpg	Add Attachment	View
7	Payslip Applicant	My_Payslip.jpg	Add Attachment	View
8	Proof of Employment	Proof_of_Employment.pdf	Add Attachment	View
9	Proof of Government Grant Parent 2	Parent_2_SASSA_Grant.pdf	Add Attachment	View
10	Proof of Pension Other Member	Other_Member_Pension.jpg	Add Attachment	View

Save

Email: pgfunding@uct.ac.za | Tel: 021 650 2141

PGFO Comments

Dear Applicant

Thank you for your application.

Parent 1's payslip is from last year, it must be within the last 3 months, please reupload a recent copy.

Kind regards
CM (24/7/2023)

- Click on the **Declaration** once you've checked all the pages and complete where applicable
- Click the **Save** button

  You will receive again the email Notification and can view the status of your funding application

  CAUTION: Changing the employment information, academic history, other funding contractual obligations, and needs assessment will remove all attachments, requiring you to reupload the necessary documentation.

Message

Attachments will be Removed (21000,3173)

Please note by making this change your required documentation will change. This will cause all attachments already uploaded to be removed. You will need to re-upload these attachments.

OK   Cancel

OR

4.1.2 Incomplete funding application

If the applicant did not complete the Funding Online Application the following steps can be followed.
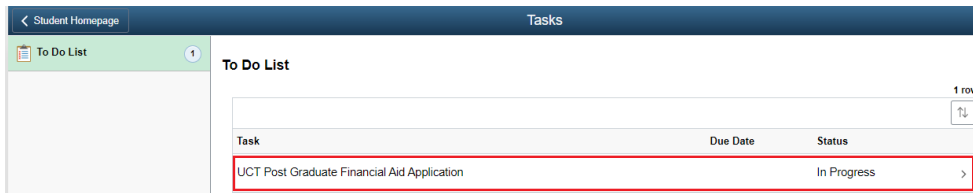
- Applicants must navigate to the Student Homepage.
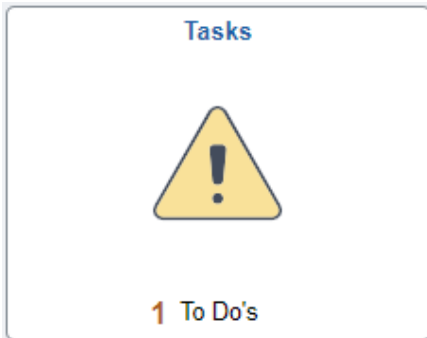
- Click on the **Tasks** tile

 The following To Do List page opens

- Click on the **PG Online Funding Application** link

 The pages open at you last activity. E.g., Activity Guide page

UCT Post Graduate Financial Aid Application

☐ Refer back to Student

Please upload all the required documents below. You will not be able to complete your application without having uploaded all the required documents.

Please add relevant documents

	Description	Attached File	Add Attachment	View
1	Certified Academic Transcript	Transcript.pdf	Add Attachment	View
2	Certified ID	My_ID.pdf	Add Attachment	View
3	Legally Binding Affidavit Parent 1	Affidavit_Parent_1.jpg	Add Attachment	View
4	Legally Binding Affidavit Other Member	Affidavit_Other_Member.jpg	Add Attachment	View
5	Other Funding Contract	Funding_Contract.pdf	Add Attachment	View
6	Payslip Parent 1	Parent_1_Payslip.jpg	Add Attachment	View
7	Payslip Applicant	My_Payslip.jpg	Add Attachment	View
8	Proof of Employment	Proof_of_Employment.pdf	Add Attachment	View
9	Proof of Government Grant Parent 2	Parent_2_SASSA_Grant.pdf	Add Attachment	View
10	Proof of Pension Other Member	Other_Member_Pension.jpg	Add Attachment	View

Save

Email: pgfunding@uct.ac.za | Tel: 021 650 2141

PGFO Comments

Dear Applicant

Thank you for your application.

Parent 1's payslip is from last year, it must be within the last 3 months, please reupload a recent copy.

Kind regards
CM (24/7/2023)

You can continue and repeat all the steps as per this document.

CAUTION: Changing the employment information, academic history, other funding contractual obligations, and needs assessment will remove all attachments, requiring you to reupload the necessary documentation.

Message

Attachments will be Removed (21000,3173)

Please note by making this change your required documentation will change. This will cause all attachments already uploaded to be removed. You will need to re-upload these attachments.

OK   Cancel