

# POSTGRADUATE FUNDING ONLINE APPLICATION

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## 1. TERMINOLOGY

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



User ID

Password

**Sign In**

Enable Screen Reader Mode

[Forgot Password ?](#)

[Set Trace Flags](#)

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



The Student HOMEPAGE opens

**Student Homepage** ▾

<b>BFA_BL_ACCOMM</b> 	<b>Profile</b> 	<b>Application Summary</b> 	<b>Admissions</b> 
<b>Academic Records</b> 	<b>Meeting Attendance</b> 	<b>MoU/PPA</b>  Not Available	<b>Manage Classes</b> 
<b>Student Finance</b> 	<b>Undergraduate Funding</b> 	<b>Postgrad &amp; Postdoc Funding</b> 	<b>Join Clubs &amp; Societies</b> 
<b>Tasks</b>  No current tasks	<b>Service Requests</b> 	<b>Important Links</b> 1. UCT 2. Amathuba 3. Vula 4. Exam Time Table	<b>Offers</b>  No Pending Offers

- 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.

### PG/PDRF Funding

<div style="background-color: #f0e68c; padding: 5px; margin-bottom: 5px;"> <b>Apply for Funding</b> </div> <div style="padding: 5px; margin-bottom: 5px;">  View Applications             </div> <div style="padding: 5px; margin-bottom: 5px;">  Update Banking Details             </div> <div style="padding: 5px; margin-bottom: 5px;">  Postgraduate Funding             </div> <div style="padding: 5px; margin-bottom: 5px;">  To Do List             </div> <div style="padding: 5px; margin-bottom: 5px;">  Personal Details             </div> <div style="padding: 5px; margin-bottom: 5px;">  Contact Details             </div> <div style="padding: 5px; margin-bottom: 5px;">  Addresses             </div> <div style="padding: 5px; margin-bottom: 5px;">  Emergency Contacts             </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; margin: 0;">Select the year for which you wish to apply</p> <p style="text-align: center; margin: 0;">Aid Year <input style="border: 2px solid red;" type="text" value="2025"/> </p> </div> <p style="font-size: small; margin: 0;">The below information will be used for reporting and to draw up the funding agreements. Please check and ensure that all the information is correct.</p> <p style="font-size: small; margin: 0;">Personal Details, Contact Details and Emergency Contact Details can be changed using the links to the left. Other information will need to be changed through the appropriate office.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p style="margin: 0;"><b>Personal Details</b> </p> <p style="margin: 5px 0;">Prefix Mrs</p> <p style="margin: 5px 0;">First Name <input type="text"/></p> <p style="margin: 5px 0;">Middle Name <input type="text"/></p> <p style="margin: 5px 0;">Last Name <input type="text"/></p> <p style="margin: 5px 0;">Maiden Name <input type="text"/></p> <p style="margin: 5px 0;">Birthdate <input type="text"/></p> <p style="margin: 5px 0;">Age <input type="text"/></p> <p style="margin: 5px 0;">Ethnicity <input type="text"/></p> <p style="margin: 5px 0;">Gender Female</p> <p style="margin: 5px 0;">Marital Status Unknown</p> <p style="margin: 5px 0;">Home Language English</p> <p style="margin: 5px 0;">Country of Origin South Africa</p> <p style="margin: 5px 0;"><input checked="" type="checkbox"/> Country a SKA Member</p> <p style="margin: 5px 0;">National ID <input type="text"/></p> <p style="margin: 5px 0;">Citizenship Status SA Citizen</p> </div>
---	--

- 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		
	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		
	Address Type	Address
1	Home(Street)	

- Enter your Home (Street) address

### 2.2.3 Email Addresses

Email Addresses		
	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**

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

**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	
	Diagnosis Code
1	Motor Impaired
2	Wheelchair Access Required

**2.2.8 Emergency Contact Details**

Emergency Contact Details		
	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**

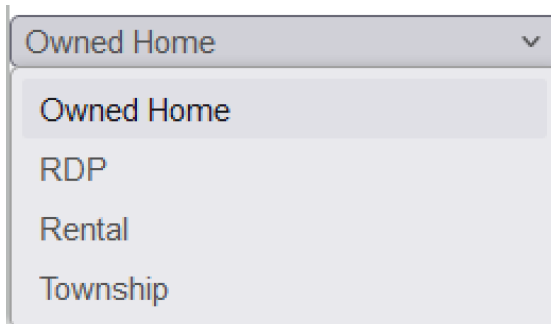
**Living Conditions in year of application**

Please complete the following for the year for which you are applying for funding.

\*Home

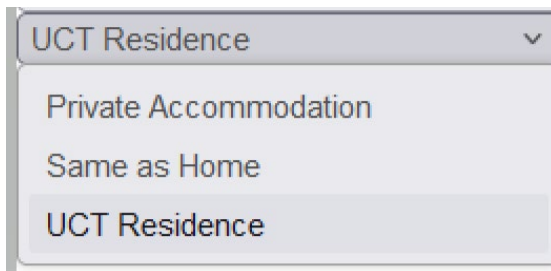
\*While studying at UCT

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



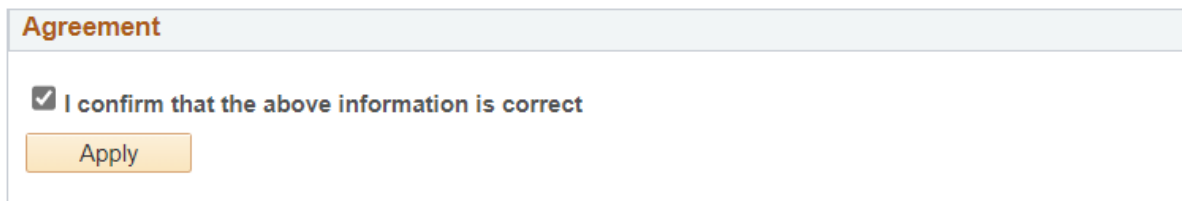
A dropdown menu with 'Owned Home' selected. The menu is open, showing the following options: Owned Home, RDP, Rental, and Township.

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



A dropdown menu with 'UCT Residence' selected. The menu is open, showing the following options: Private Accommodation, Same as Home, and UCT Residence.

### Agreement Section



**Agreement**

I confirm that the above information is correct

Apply

- 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	
<input checked="" type="checkbox"/>	Honours Computer Science
<input type="checkbox"/>	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 application 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](tel:+270216503622) or send an email to [pgfunding@uct.ac.za](mailto: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](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*

## PG ONLINE APPLICATION

### Welcome Message

Dear Postgraduate Funding Applicant,

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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](tel:+27216503622) or send an email to [pgfunding@uct.ac.za](mailto: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](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

Personalize   Find   View All   First 1 of 1 Last						
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	<b>Award Details</b>	Apply	<input type="checkbox"/>

Save

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



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](mailto: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

**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 application 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.

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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](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

Personalize   Find   View All   [Print]   [Refresh]						
First 1 of 1 Last						
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	<a href="#">Award Details</a>	<a href="#">Apply</a>	<input type="checkbox"/>

[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
UCT Post Graduate Financial Aid Application

**Task Details**

Legend

Task Progress

0 1 6

- \* Agreement
- \* Academics
- \* Funding History
- \* Needs Assessment
- \* Attachments
- \* Declaration

**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 **2nd degree** at the same level or lower
  - Degree choice:** Applicants who applied for the following will NOT be supported:
    - Undergraduate degrees (including **4th/5th year** 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

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 UCT Post Graduate Financial Aid Application

Task Details Legend

Task Progress 0 1 6

- ★ Agreement
- ★ Academics
- ★ Funding History
- ★ Needs Assessment
- ★ Attachments
- ★ Declaration

**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.
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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 **2nd degree** at the same level or lower

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

  - Undergraduate degrees (including **4th/5th year** 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 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

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**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** ?

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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

- 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 |

	Academic Career	Institution	Reason	Were you awarded Date funding the year of discontinuation?	Name of Award	Value of Award (ZAR)	Are you repaying this award?		
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

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

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

**Non UCT Funding**


Please complete the below information for all funding secured or applied for the funding application year.

Please note for each entry of other funding where the funding is contractually binding you will be required to upload a copy of the funding contract in the Attachments step of this application.

*Institution	*Academic Career	*Year	*Funding Source	*Description	*Value of Award (ZAR)	Does this award bind you contractually?	Have you, or are you completing these obligations?	Please specify	Are you prevented from holding other awards concurrently?	Have you or are you repaying?
Standard Bank	Honours	2024	Bank Loan	Loan	25000.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1 year community work	<input checked="" type="checkbox"/>	For Tuition Fees

Save

Email: pgfunding@uct.ac.za | Tel: 021 850 2141

- 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  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.


The screenshot shows the 'Student Task WorkCenter' interface for a 'UCT Post Graduate Financial Aid Application'. On the left, a 'Task Details' sidebar lists various steps: Agreement, Academics, Funding History, Needs Assessment (highlighted), Attachments, and Declaration. A 'Task Progress' bar shows 3 out of 6 steps completed. The main content area is titled 'Merit Only conditions' and 'Need (and Merit if applicable) conditions'. It provides information about funding awards and household income requirements. Below this, it asks the applicant to select an option based on the information above. Two radio buttons are present: 'I'm applying for Merit only' (which is selected and highlighted with a red box) and 'I'm applying for Need (and Merit if applicable)'. There is also a checkbox for 'Have you been placed under Administrative Order by the court?' and a 'Save' button. The contact email 'pgfunding@uct.ac.za' and phone number '021 650 2141' are listed at the bottom.



Applicants select the appropriate option e.g., ***“I’m applying for Merit only”***

This screenshot is identical to the one above, but in this version, the 'I'm applying for Merit only' radio button is selected (indicated by a blue dot) and highlighted with a red box. The 'Save' button is visible below the radio buttons.

- Applicants select the **Merit only** (if this option is applicable to you)
- Click the **Save** button

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

OR

3.5.1 Needs Information

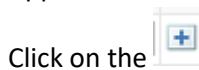



Upon selecting **“I’m applying for Need”**, the fields below become active

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

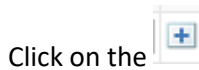



- Applicants select **Tertiary Education** from the **\*Category drop down list**
- Applicants select **Household Income** from the **\*relationship to applicant** drop down list.



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.

**Needs Information**

Please enter the information as required and take note of supporting documentation required in the Attachments step of the application. All documentation will need to be uploaded before the application can be completed.

Please select the statement which is most applicable to you:

I am employed and self supporting.

I am financially dependent on parent(s)/guardian/spouse or living in the same house.

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

Please note : As a source of income, "Other Income" refers to any other monthly income excluding investments. "Informal Income" refers to any irregular income such as gifts, donations, investments, sponsors, Ad Hoc payments etc.

Household income

Please add any members of your household who earns an income below:

Relationship to Applicant	Source of Income	Gross income per Year
1   Myself	Part-Time Employment	R60,000.00
2   Myself	Informal Income	R9,000.00

Dependent Information

Please list all dependents (dependent must be living in the same household and must not be earning an income):

Relationship to Applicant	Currently In
1	

Save

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.

**Needs Information**

Please enter the information as required and take note of supporting documentation required in the Attachments step of the application. All documentation will need to be uploaded before the application can be completed.

Please select the statement which is most applicable to you:

I am employed and self supporting.

I am financially dependent on parent(s)/guardian/spouse or living in the same house

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

Please note : As a source of income, "Other Income" refers to any other monthly income excluding investments. "Informal Income" refers to any irregular income such as gifts, donations, investments, sponsors, Ad Hoc payments etc.

Household income

Please add any members of your household who earns an income below:

Relationship to Applicant	Source of Income	Gross Income per Year
1   Parent 1	Full-Time Employment	R120,000.00
2   Parent 1	Other Income	R48,000.00
3   Parent 2	Government Grant	R6,000.00
4   Other Member	Informal Income	R3,000.00
5   Other Member	Pension	R24,980.00

Dependent Information

Please list all dependents (dependent must be living in the same household and must not be earning an income):

Relationship to Applicant	Currently In
1   Myself	Tertiary Education
2   Other Member	Pre-School
3   Other Member	School (Gr1 - 12)
4   Other Member	School (Gr1 - 12)

Save

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

**Needs Information**

Please enter the information as required and take note of supporting documentation required in the Attachments step of the application. All documentation will need to be uploaded before the application can be completed.

Please select the statement which is most applicable to you:

I am employed and self supporting.  
 I am financially dependent on parent(s)/guardian/spouse or living in the same house.  
 I am dependent on other income (for example an informal business, donations, sponsors. Excluding bursaries, scholarships, funding)

Please note : As a source of Income, "Other Income" refers to any other monthly income excluding investments. "Informal Income" refers to any irregular income such as gifts, donations, investments, sponsors, Ad Hoc payments etc.

**Household income**

Please add any members of your household who earns an income below:

Relationship to Applicant	Source of Income	Gross income per Year
1   Myself	Other Income	70000


**Dependent Information**

Please list all dependents (dependent must be living in the same household and must not be earning an income):

Relationship to Applicant	Currently In
1	


Save

- 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

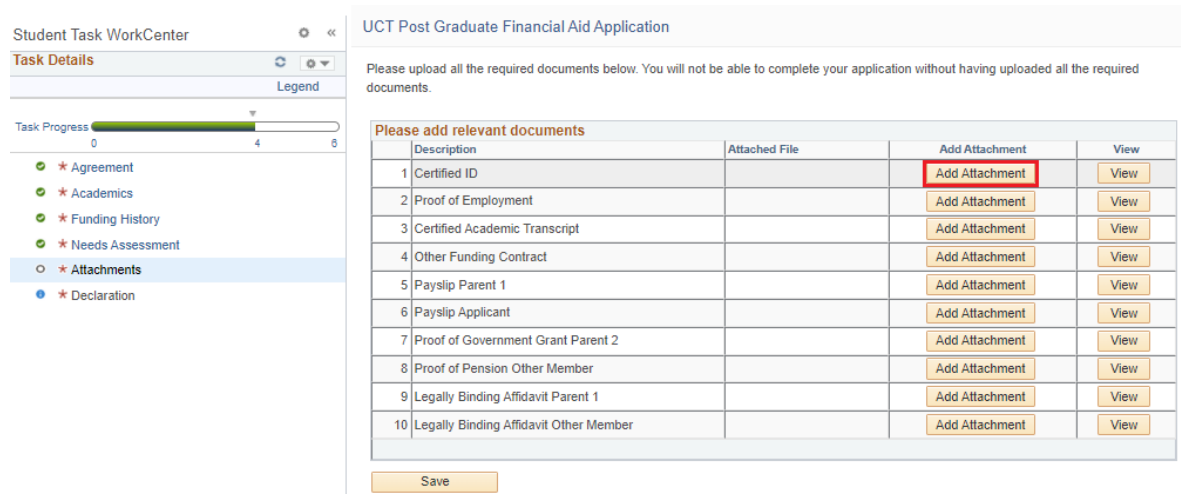


The applicants enter the following information for the household members.

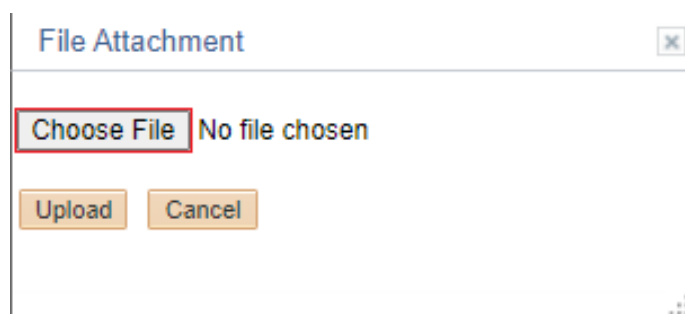
- Click on the **Save** button
- Click on the  button in the far-right corner of the page

### 3.6 Attachments

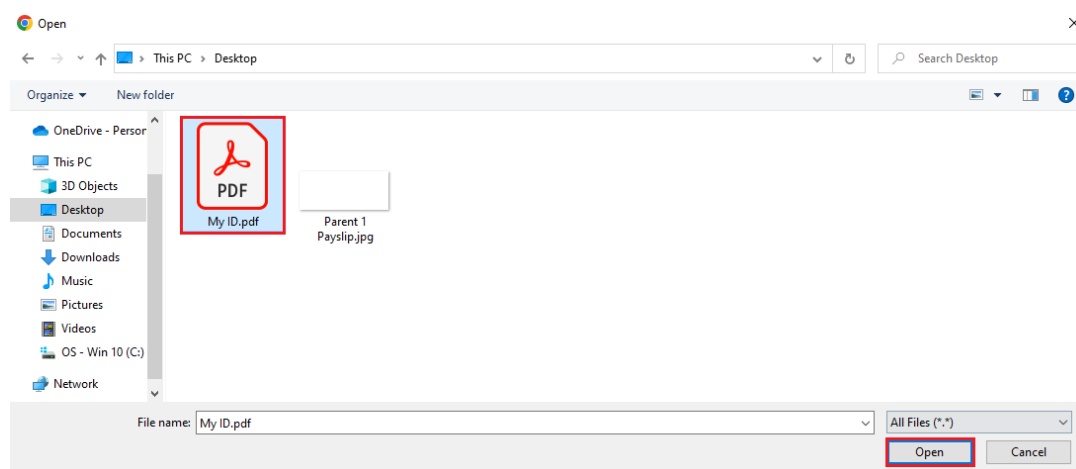
Applicants must upload the documentation relevant to their funding application e.g. ID, Proof of Employment, Payslips, etc.. The list will auto populate as it is conditional on what you the applicant has completed in the academic and needs assessment pages.



- 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 documents** 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

Please add relevant documents

Description	Attached File	Add Attachment	View
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.

**Student Task WorkCenter**

Student Task WorkCenter UCT Post Graduate Financial Aid Application

**Task Details**

Legend

Task Progress 0 5 6

- \* Agreement
- \* Academics
- \* Funding History
- \* Needs Assessment
- \* Attachments
- \* Declaration

**Declaration**

Upon accepting the declaration and saving, your application will be submitted, and you will be redirected to the Student Self Service home page, please navigate to the View Applications page within the Postgrad and Postdoc Funding tile to view the status of the funding application.

DECLARATION BY APPLICANT:

**UCT will take legal action if information has been willfully forged or falsely given**

*By submitting this application, I, the applicant, hereby declare that the information provided and stated in this application, including the information is true to the best of my knowledge and belief. I have submitted this information knowing that, if I willfully stated in it anything which I know to be false or which I do not believe to be true, I would be liable for prosecution and may be declared ineligible for all financial assistance, and any financial assistance already granted may be withdrawn and any sums paid to me or on my behalf may be recovered from me and disciplinary action may be taken against me, either in the university courts or in the civil courts. I further undertake to inform the Postgraduate Funding Office of any change in my circumstances. I acknowledge that should I fail to do so and continue to receive funding which I would not be entitled to by reason of my changed circumstances, the University may have recourse against me in any of the ways set out above. In the interest of good governance and accountability for public funds, I agree that the University may request my individual profile from the TransUnion Credit Bureau to verify my/or my families employment details.*

Accept Declaration

Save

Email: [generalfunding@uct.ac.za](mailto:generalfunding@uct.ac.za) | Tel: 021 650 2141

- Tick the **Accept Declaration** box

**Student Task WorkCenter**

Student Task WorkCenter UCT Post Graduate Financial Aid Application

**Task Details**

Legend

Task Progress 0 5 6

- \* Agreement
- \* Academics
- \* Funding History
- \* Needs Assessment
- \* Attachments
- \* Declaration

**Declaration**

Upon accepting the declaration and saving, your application will be submitted, and you will be redirected to the Student Self Service home page, please navigate to the View Applications page within the Postgrad and Postdoc Funding tile to view the status of the funding application.

DECLARATION BY APPLICANT:

**UCT will take legal action if information has been willfully forged or falsely given**

*By submitting this application, I, the applicant, hereby declare that the information provided and stated in this application, including the information is true to the best of my knowledge and belief. I have submitted this information knowing that, if I willfully stated in it anything which I know to be false or which I do not believe to be true, I would be liable for prosecution and may be declared ineligible for all financial assistance, and any financial assistance already granted may be withdrawn and any sums paid to me or on my behalf may be recovered from me and disciplinary action may be taken against me, either in the university courts or in the civil courts. I further undertake to inform the Postgraduate Funding Office of any change in my circumstances. I acknowledge that should I fail to do so and continue to receive funding which I would not be entitled to by reason of my changed circumstances, the University may have recourse against me in any of the ways set out above. In the interest of good governance and accountability for public funds, I agree that the University may request my individual profile from the TransUnion Credit Bureau to verify my/or my families employment details.*

Accept Declaration

Save

Email: [generalfunding@uct.ac.za](mailto:generalfunding@uct.ac.za) | Tel: 021 650 2141

- Click the **Save** button



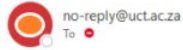
Upon saving an automated email is generated to your email address that you did submit the funding application.



### 3.8 Email Notification

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

Postgraduate Financial Aid APPLICATION FORM RECEIPT



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 23<sup>rd</sup> 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](mailto:pgfunding@uct.ac.za).

Please note that an application does not guarantee an award.

Yours sincerely

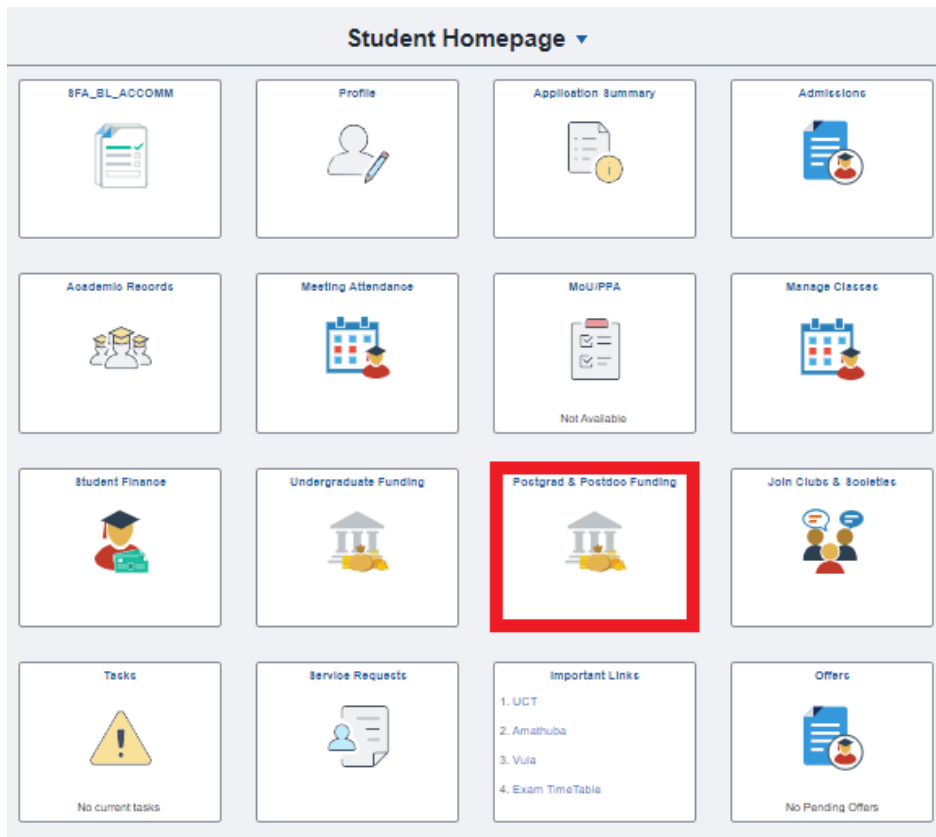
Mrs Chantal Swartz

Senior Manager: PG Funding Office

Postgraduate Centre and Funding Office (PGFO)

## 4. Student Homepage

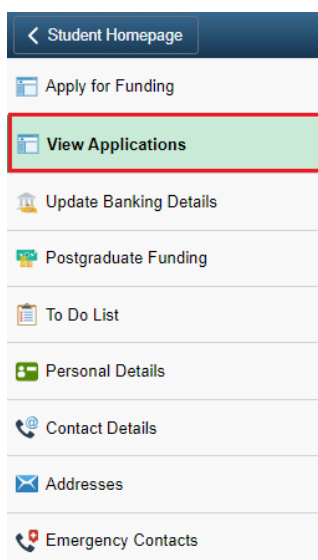
After saving the Declaration students are redirected to the Student Homepage. Applicants can view and monitor their funding application status.



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



The following page opens



- Click on the **View Applications** tab

## PG ONLINE APPLICATION

- 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*

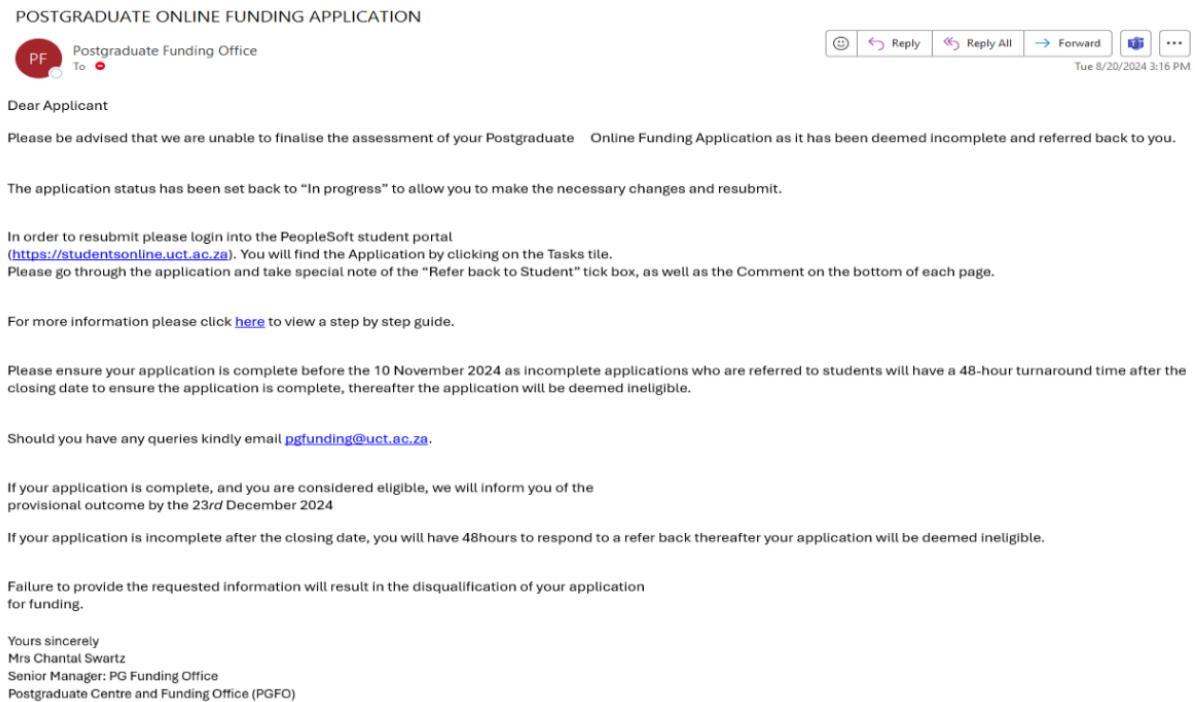
Previous Applications							
	Aid Year	Award	Career	Academic Plan	Application Status	To Do List	Cancel Application
1	2024	PG Online Funding Application	Honours	Computer Science	Submitted	To Do List	Cancel Application

## 4.1 TO DO LIST

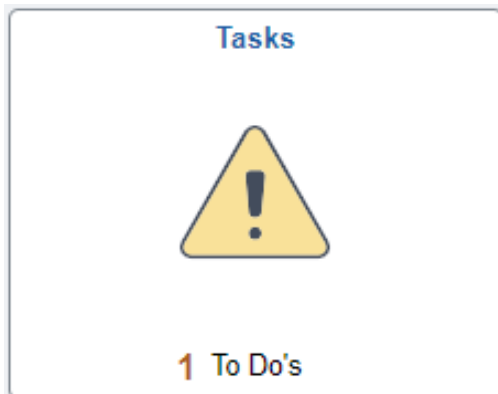
### 4.1.1 Refer back to student

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*

## PG ONLINE APPLICATION

Student Homepage | Tasks

To Do List 1

To Do List

Task	Due Date	Status
UCT Post Graduate Financial Aid Application		In Progress

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



*The Activity Guide page opens*

Tasks | Student Task WorkCenter

UCT Post Graduate Financial Aid Application

Task Details

Task Progress

- Agreement
- Academics
- Funding History
- Needs Assessment
- Attachments
- Declaration

Agreement

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:**

- I agree that this application does not guarantee an award.
- I understand that incomplete applications will be delayed due to late submission of supporting documents.
- I accept that late applications will be disqualified.
- 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.
- I agree and undertake to comply with the University's approved policies, procedures and practices on postgraduate funding.
- 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.
- I accept that if I am successfully awarded financial aid that my package will be adjusted pro-rata to the Cost of Attendance, should I accept other funding.
- 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.
- 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.
- 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 21/07/2023 3:00:46PM

Agreement User

Save

- 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	<input type="button" value="Add Attachment"/>	<input type="button" value="View"/>
2	Certified ID	My_ID.pdf	<input type="button" value="Add Attachment"/>	<input type="button" value="View"/>
3	Legally Binding Affidavit Parent 1	Affidavit_Parent_1.jpg	<input type="button" value="Add Attachment"/>	<input type="button" value="View"/>
4	Legally Binding Affidavit Other Member	Affidavit_Other_Member.jpg	<input type="button" value="Add Attachment"/>	<input type="button" value="View"/>
5	Other Funding Contract	Funding_Contract.pdf	<input type="button" value="Add Attachment"/>	<input type="button" value="View"/>
6	Payslip Parent 1	Parent_1_Payslip.jpg	<input checked="" type="button" value="Add Attachment"/>	<input type="button" value="View"/>
7	Payslip Applicant	My_Payslip.jpg	<input type="button" value="Add Attachment"/>	<input type="button" value="View"/>
8	Proof of Employment	Proof_of_Employment.pdf	<input type="button" value="Add Attachment"/>	<input type="button" value="View"/>
9	Proof of Government Grant Parent 2	Parent_2_SASSA_Grant.pdf	<input type="button" value="Add Attachment"/>	<input type="button" value="View"/>
10	Proof of Pension Other Member	Other_Member_Pension.jpg	<input type="button" value="Add Attachment"/>	<input type="button" value="View"/>

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)

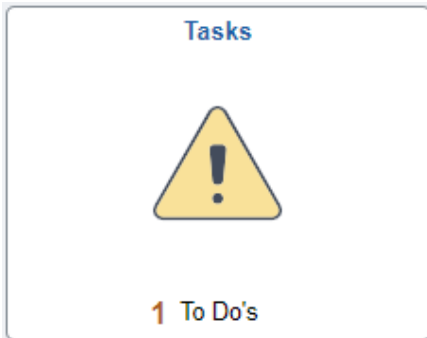
Please note by making this change your required documentation will change. This will cause all attachments already uploaded to be removed. You will need to re-upload these attachments.

OR

#### 4.1.2 Incomplete funding application

If the applicant did not complete the Funding Online Application the following steps can be followed.

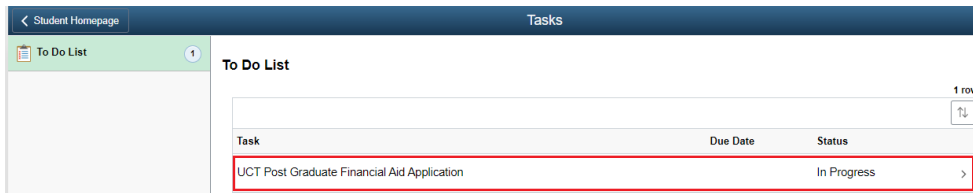
- Applicants must navigate to the Student Homepage.



- 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*

# PG ONLINE APPLICATION

## 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	<a href="#">Add Attachment</a>	<a href="#">View</a>
2	Certified ID	My_ID.pdf	<a href="#">Add Attachment</a>	<a href="#">View</a>
3	Legally Binding Affidavit Parent 1	Affidavit_Parent_1.jpg	<a href="#">Add Attachment</a>	<a href="#">View</a>
4	Legally Binding Affidavit Other Member	Affidavit_Other_Member.jpg	<a href="#">Add Attachment</a>	<a href="#">View</a>
5	Other Funding Contract	Funding_Contract.pdf	<a href="#">Add Attachment</a>	<a href="#">View</a>
6	Payslip Parent 1	Parent_1_Payslip.jpg	<a href="#">Add Attachment</a>	<a href="#">View</a>
7	Payslip Applicant	My_Payslip.jpg	<a href="#">Add Attachment</a>	<a href="#">View</a>
8	Proof of Employment	Proof_of_Employment.pdf	<a href="#">Add Attachment</a>	<a href="#">View</a>
9	Proof of Government Grant Parent 2	Parent_2_SASSA_Grant.pdf	<a href="#">Add Attachment</a>	<a href="#">View</a>
10	Proof of Pension Other Member	Other_Member_Pension.jpg	<a href="#">Add Attachment</a>	<a href="#">View</a>

[Save](#)

Email: [pgfunding@uct.ac.za](mailto: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](#)