



## Uploading Supporting Documents via PeopleSoft Self-Service

- Login to the **PeopleSoft Student Administration Self Service** portal:  
[studentsonline.uct.ac.za](http://studentsonline.uct.ac.za)

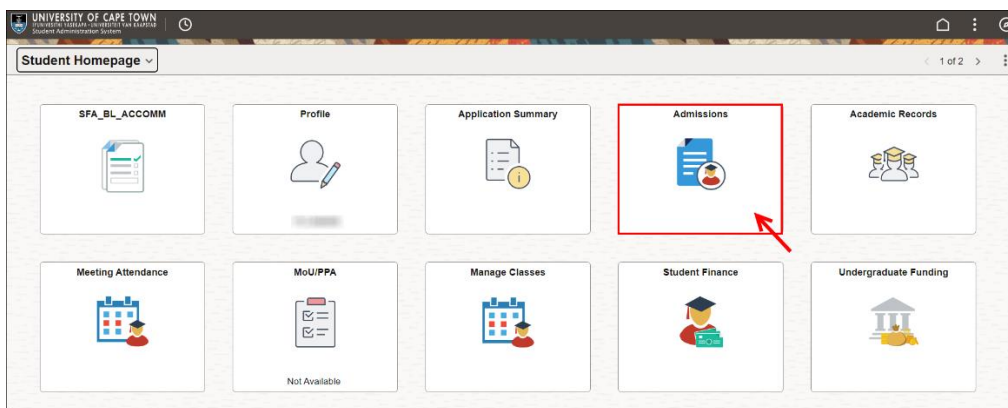
User ID

Password

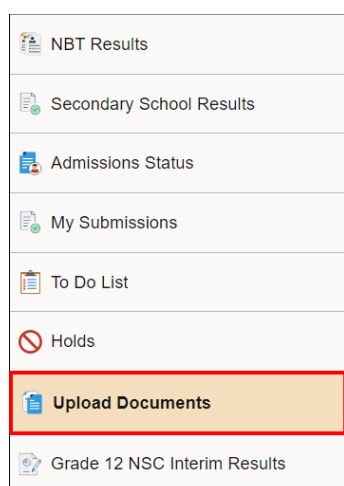
**Sign In**

Enable Screen Reader Mode  
[Forgot Password ?](#)

- Enter your student number in UPPER CASE in the **User ID** field e.g., **XXXYYY001**
- Enter your UCT password in the **Password** field
- Click on the **Sign In** button
- The **Student Homepage** appears



- Click on the **Admissions** tile



- Select the **Upload Documents** tab from the menu on the left



**Upload Documents**

You are invited to update your application by uploading documents here.

The only documents you are able to upload here are listed when you add the attachment. Should you wish to submit a document that is not listed here, please submit to us via email.  
Permitted File Types: .doc, .docx, .htm, .jpeg, .jpg, .odt, .pdf, .rtf, .tif, .xls, .xlsx.

**Application Year**

Year  
2024

**Upload your documents**

**+**

Document	File

Submit

- Click the **Plus Symbol ( + )** button to upload your supporting documents.

Cancel **Upload Document** Confirm

\*Document Type

- School Leaving
- Secondary School Records 1
- Secondary School Records 2
- Secondary School Records 3
- Transcripts 1**
- Transcripts 2

- Select the Document Type from the drop-down list.

Cancel **Upload Document** Confirm

\*Document Type  
Transcripts 1

File

Add Attachment

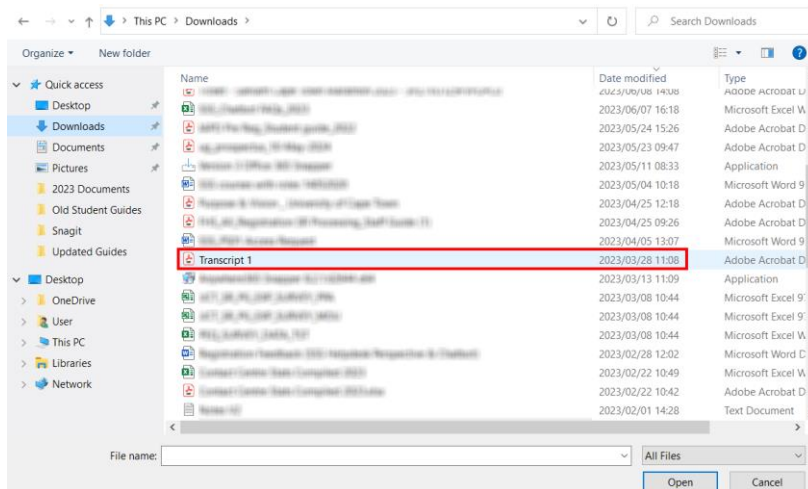
- Click the Add Attachment button to upload your supporting documents.

**File Attachment** ×

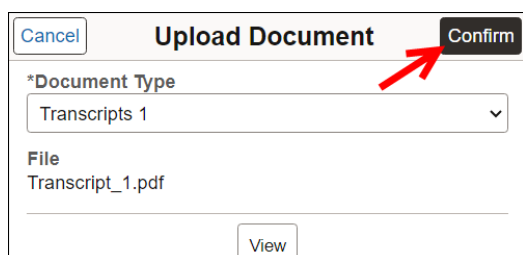
Choose From

My Device

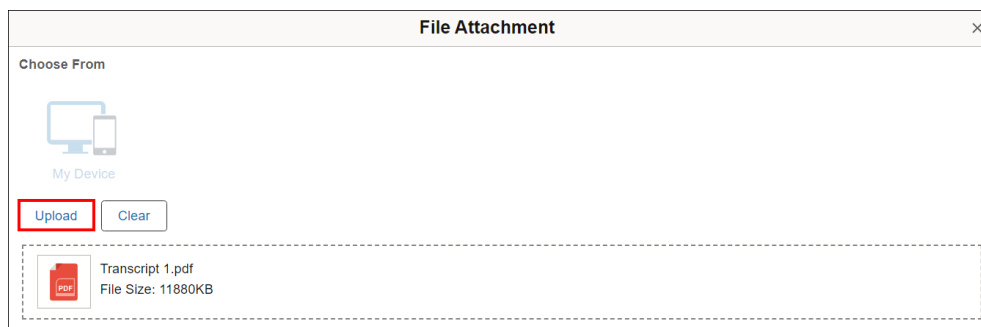
- Click on the **My Device** button



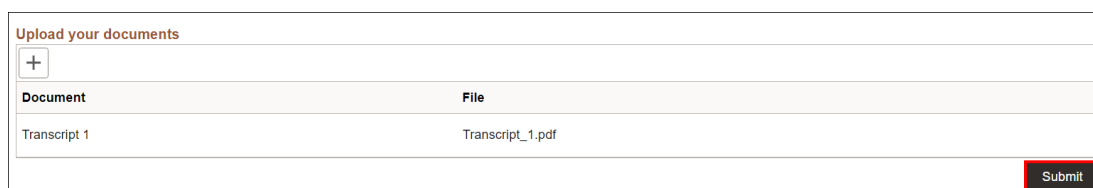
- Select the supporting document you wish to upload.



- Click on the **Confirm** button.



- Click the **Upload** button.



- Click the **Submit** button

**Note**

A popup message will appear informing you that your documents were successfully uploaded.