

Accept/Decline an Offer via Peoplesoft Self-Service

Login to the PeopleSoft Student Administration Self Service:

User ID		
Password		
	Sign In	
	Enable Screen Reader Mode	

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

Note You will need use the applicant number and password you received in your Application Acknowledgement email to sign in and not the log-in credentials you created when creating your application account.

Online Application ~ 🗲				< 2 of 2 >	:
Student Homepage					
Online Application	Undergraduate	Postgraduate	Semester Study Abroa	d GSB Exchange Programme	
		€ PG			

- Once signed into the Peoplesoft portal, you will need to click on the Online Application drop-down arrow
- You will then need to select the **Student Homepage** tab.



Select the Offers tile on the Student Homepage



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* Accept/Decline an offer for Admission

- The Accept/Decline Offer page opens.
- Select the Admissions tab on the top of the page.

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Accept / Decli	ne Offer			
	Ad	nission	Housing	
You are invited to	accept or decline your offer of admission bel	ow. You may accept one, or both offers, should two	offers have been made to you. Accepting an offer does not commit you to pay any fees.	
Once you elect to	accept, or decline an offer on this self-servic	e facility, you will not have the option to amend your	r decision here. You may do so by consulting the Admissions Office.	
Agreement				
By accepting any	of the offers below, I acknowledge that:			
1. A conditional of	ffer, for one or both choices, needs to be con	irmed once conditions attached thereto are met, an	nd may be revoked, should they not be met.	
2. A firm offer me 3. If I am a minor	ans that I have been unconditionally admitted at the time of being made an offer of admissi as coulder, I will be contined to sign a Dankson	to the programme. on, I must return the Declaration to the Admissions	Office as soon as I accept my offer.	
4. If I am 18 year	s or older, I will be required to sign a Declaral	ton upon registering as a student.		
1. My application 2. Once offers fo will be revoked	for that programme, or programmes, will be r both programmes have been declined, I will 1.	 ancelled. My application for admission to any progr no longer be considered for admission to any progr 	ramme for which I had declined admission may only be reinstated by a written appeal to the Admissions Office. ramme, nor for an award of an entrance scholarship, financial aid or student accommodation. In addition, my access to this self-service fa	aility
Offers				
Year	Application	Program	Description	
2024	11103001000	HEREIT	setter ing crasselle & diss	• >
				_

• Click the arrow (>) on the offer you would like to Accept/Decline.

	Offer	×
Career	Undergraduate	
Application	10102702200	
Program	CB204	
Description	BCom/BBusSc EDU	
Academic Plan	Specialisation	
CB204DOC03	ADP General	
Accept De	ecline	

Click the Accept/Decline button to accept/decline the offer.

Offer Acceptance Confirmation
Are you sure you want to accept the offer for BCom/BBusSc EDU?

No

Yes

• An Offer Acceptance Confirmation pop-up message, select the **Yes** button to confirm that you Accept/Decline the offer.

W Note You may view the offer you accepted/declined by clicking on the **Admissions** tile on the Student Homepage.





• You will then be directed to the UCT Admissions page.



• Select the Admission Status tab from the menu on the left.

Admissions Status

Applications					
Year	Application	Code	Program	Last Updated	Status
2023	01080011	00015	Mills in Somburitor (Budies	19/07/2022	We have received your acceptance of our firm offer.
2023	0100012	038177	Mile is Property Builder	19/07/2022	We have received your acceptance of our firm offer.

• You may view your Accepted/Declined offer under the Status column.

* Accept/Decline an offer for Student Housing

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- Select the **Housing** tab on the top of the page.
- Click Accept/Decline.
- Select Yes/No on the Accept Accommodation Offer pop-up message.