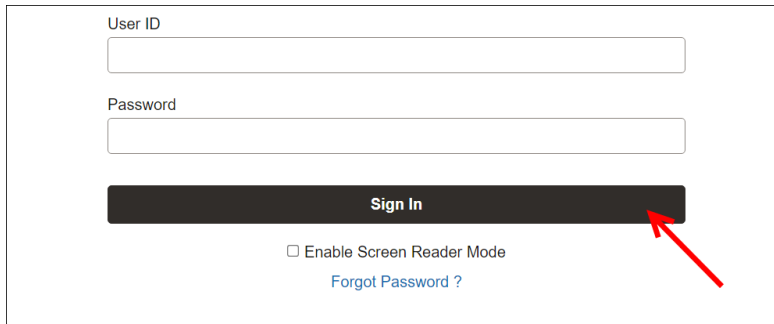


Downloading a copy of your Acknowledgement or Acceptance Letter via PeopleSoft Self-Service

- Login to the **PeopleSoft Student Administration Self Service** portal:
studentsonline.uct.ac.za



User ID

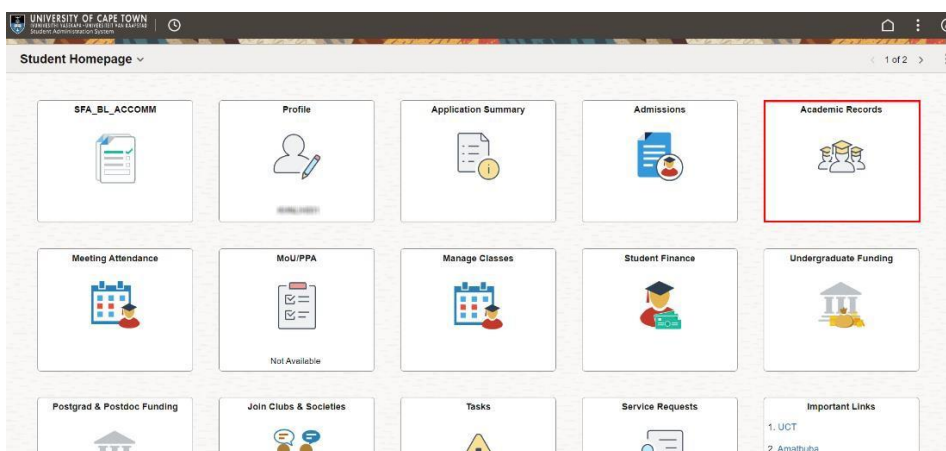
Password

Sign In

☐ Enable Screen Reader Mode

[Forgot Password ?](#)

- Enter your student number in UPPER CASE in the **User ID** field e.g., **XXXXYY001**
- Enter your UCT password in the **Password** field
- Click on the **Sign In** button
- The **Student Homepage** appears



- Click on the **Academic Records** tile

Course History
View Grades
View Academic Record
Communication List
Progress Report
Change of Curriculum
Proof of Registration
Request End of Year Results
Mid Term Course Grade Average

- Select the **Communication List** tab from the menu on the left.

Communication List

Communication Selection

Category	Number	Last Sent	View
Admissions	1	18/07/2023 12:00:00AM	>
General	2	02/08/2023 12:00:00AM	>

- Select **Admissions/General** as your category under **Communication Selection**

General Communications

Method	Description	Date Printed	Details
E-Mail	Reminder to apply to NSFAS	02/08/2023	>
E-Mail	Appl Ack Email Body - PG	30/06/2023	>

- Click on the Communication Record you wish to download e.g.: **Appl Ack Email Body - PG**


Cancel

Appl Ack Email Body - PG

Done

Letter	Description	Details
B25	Appl Ack Email Body - PG	>

- Select the communication record you wish to download e.g.: **Appl Ack Email Body - PG**



31 July 2025

Sent to: [Name]

Dear [Name],

APPLICATION FOR ADMISSION IN 2026

Thank you for applying to the University of Cape Town! As one of Africa's leading universities, we take pride in our students' contributions to research, teaching, learning, and social impact.

This email outlines the next steps in your application process:

You have agreed to our [Privacy Notice](#), please keep this link for reference. Review the [Application Fee information](#) to find out how to make your payment and learn more about our [Fee Structure](#).

- The communication record will open in a new window

▶ Note

Please ensure you allow pop-ups in your browser, as the communication record will open in a PDF format