

## GRM – Upload Intention to Submit Service Request

### Intention to Submit Upload Important Notes

- All documents are required to be uploaded as part of one service request. Only PDF files can be uploaded.
- If other files are to be uploaded, contact your Faculty Office (Masters Students) or the DDB office (Doctoral Students).
- Thesis/Dissertation and Abstract documents must be named according to a standard convention.
- You must create a new Service Request if the original has been rejected.
- Refer to the following [Student Help Document](#) as a guideline before submitting your Intention to Submit.

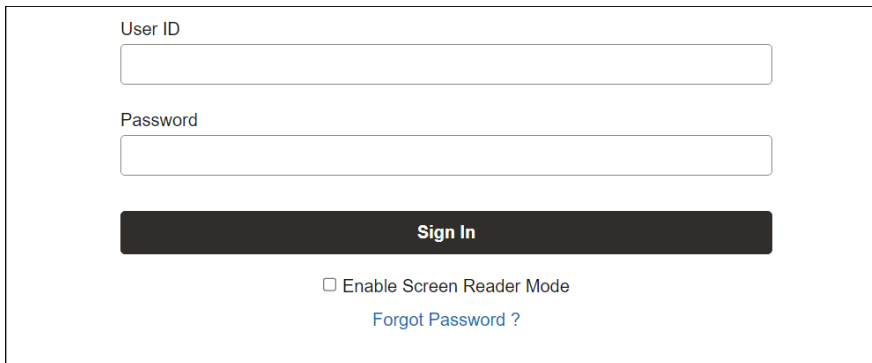
### File Naming Conventions

- Thesis (Uppercase 'T')
- Abstract-Open (Uppercase 'A' and Uppercase 'O')
- Abstract-Restricted (Uppercase 'A' and Uppercase 'R')

Do not add any additional wording to the label of the document. E.g. *Document 1*

### ❖ Uploading your Intention to Submit

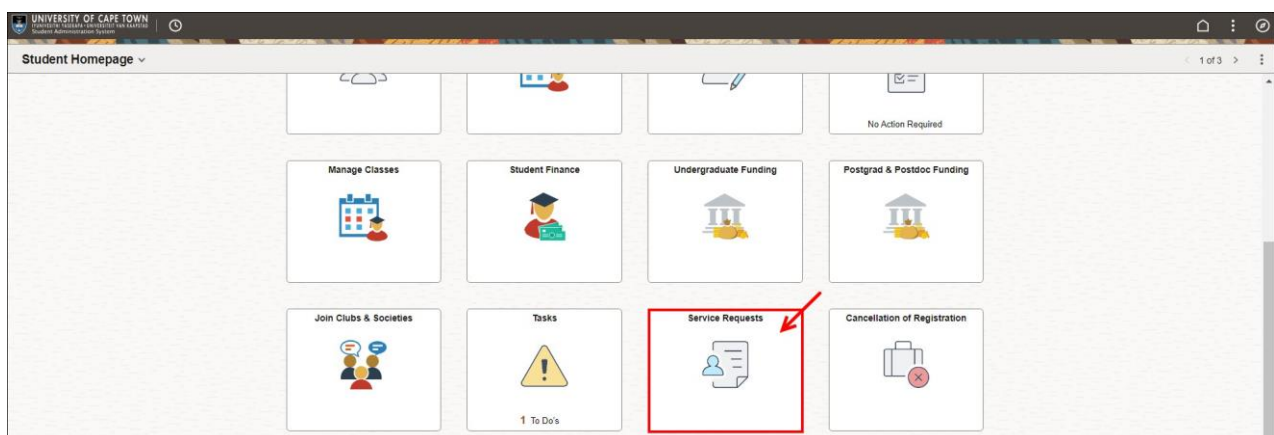
- Login to the [PeopleSoft Student Administration Self Service](#):



The login form contains the following elements:

- A text input field labeled "User ID".
- A text input field labeled "Password".
- A dark grey button labeled "Sign In".
- A checkbox labeled "Enable Screen Reader Mode".
- A blue link labeled "Forgot Password ?".

- 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



- Select the **Service Requests** tile on the Student Homepage

**Service Requests**

My Service Requests

My Service Requests

1-4 of 4 View All

Request Number	Request Type	Request Subtype	Request Date	Status	Status Date

Create New Request

- Click the **Create New Request** button.

**Service Requests**

Academic Institution University of Cape Town

Select a Request Category

Select a Request Category

1-8 of 8 View All

Request Category
<input type="radio"/> Registration Curriculum Approvals
<input type="radio"/> Change of Curriculum Applications
<input type="radio"/> Deferred Examination Applications
<input type="radio"/> Leave of Absence (LOA) Applications
<input checked="" type="radio"/> Thesis/Dissertation related matters
<input type="radio"/> International Student Pre-registration Applications
<input type="radio"/> Postgraduate Funding Student Enquiries
<input type="radio"/> PostDoctoral Fellow Enquiries

Cancel Next >

- Select the **tick box** for **Thesis/Dissertation related matters**.
- Click the **Next** button once the tick box has been selected.

**Service Requests**

Select a Request Type

Select a Request Type

1-3 of 3 View All

Request Type
<input checked="" type="radio"/> Intention to submit
<input type="radio"/> Upload Thesis/Dissertation for Examination
<input type="radio"/> Library Copy-upload final Thesis/Dissertation for Library

Cancel < Previous Next >

- Select the **tick box** for **Intention to Submit**.
- Click the **Next** button once the tick box has been selected.



**Note** If the Next button does not appear, reduce your browser zoom to +/- 80%

### Service Requests

1

2

3

Select a Request Subtype

Select a Request Subtype

Q

1-1 of 1

<

>

View All

Request Subtype
<div><div></div><div>Intention to submit Humanities Masters Dissertat'n</div></div>

Cancel

< Previous

Next >

- Select the **tick box** for **Intention to submit ... Dissertation**
- Click the **Next** button once the tick box has been selected.

## Create Service Requests

[Uploadable Documents](#)

### My Request Detail

<b>Category</b>	Thesis/Dissertation related matters	<b>Type</b>	Intention to submit
<b>Subtype</b>	Intention to submit Humanities Masters Dissertat'n	<b>Request Date</b>	23/10/2024
<b>Status</b>	Submission received		
<b>Comment</b>	<div style="border: 1px solid #ccc; height: 40px;"></div>		

**File Attachments**

<<
>>
1-1 of 1

Attachments	Audit	
Attached File	View	Add Attachment
	View	<div>Add Attachment</div> <div>-</div>

- Click the **Add Attachment** button to upload your Intention to Submit form.

- Click the **Choose File** button to locate the file/document.
- Click the **Upload** button once the file/document has been selected.

## Create Service Requests

### My Request Detail

Category

Thesis/Dissertation related matters

Type

Intention to submit

Subtype

Intention to submit Humanities Masters Dissertat'n

Request Date

23/10/2024

Status

Submission received

Comment

I confirm that the correct documents have been uploaded

File Attachments

Attachments

Audit

1-2 of 2

Attached File	Description	View
Intention_to_Submit.pdf	Intention_to_Submit.pdf	View
Abstract-Open.pdf	Abstract-Open.pdf	View

+

Submit

Cancel

- Click on the **+** button and upload your **Intention to Submit form**.
- Click on the **+** button and upload your **OpenUCT suppression form** (if applicable).
- Click on the **+** button and upload your **Thesis/Dissertation** and your **Abstract-Restricted** (if applicable).
- Click the **View** button to review the attached documents.
- Add a comment to the **Comment Section** confirming that you uploaded all the required documents. (E.g. "Attached are the required forms/documents for my Intention to Submit.").
- Click the **Submit** button.

Service Requests					
My Service Requests					
1-8 of 8   View All					
Request Number	Request Type	Request Subtype	Request Date	Status	Status Date
270112	Intention to submit	Intention to submit Humanities Masters Dissertat'n	23/10/2024	Submission received	23/10/2024

- The **Status** column will indicate **Received**, which means that you have successfully created your **Intention to Submit** Service Request and a notification has been sent to the relevant Postgraduate Faculty or Doctoral Degrees Board (DDB) staff member.
- Once your Thesis/Dissertation has been processed, you will receive an email notification from your Faculty or the DDB office.