

POSTGRADUATE FUNDING ONLINE APPLICATION

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1. TERMINOLOGY

Applicant	Application to further studies
Campus ID	Student number e.g. AAAAAA001
Password	14-digit number as per the communication received from Admission
Student Homepage	Landing page to all student information
Welcome page	Inform you about the application funding criteria
Award Details	Display the Postgrad Application criteria
Agreement	Binding contract between applicant and UCT
Student Activity Guide	Required information to be completed to move to the next step
Other Funding	Funding for the year of study
Need Assessment	Complete all the relevant financial information within the household
Declaration	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 \(uct.ac.za\)](#)
- [Link](#)

2. STUDENT LOGIN PEOPLESOFT



UNIVERSITY OF CAPE TOWN
IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD

User ID

Password

Sign In

☐ Enable Screen Reader Mode

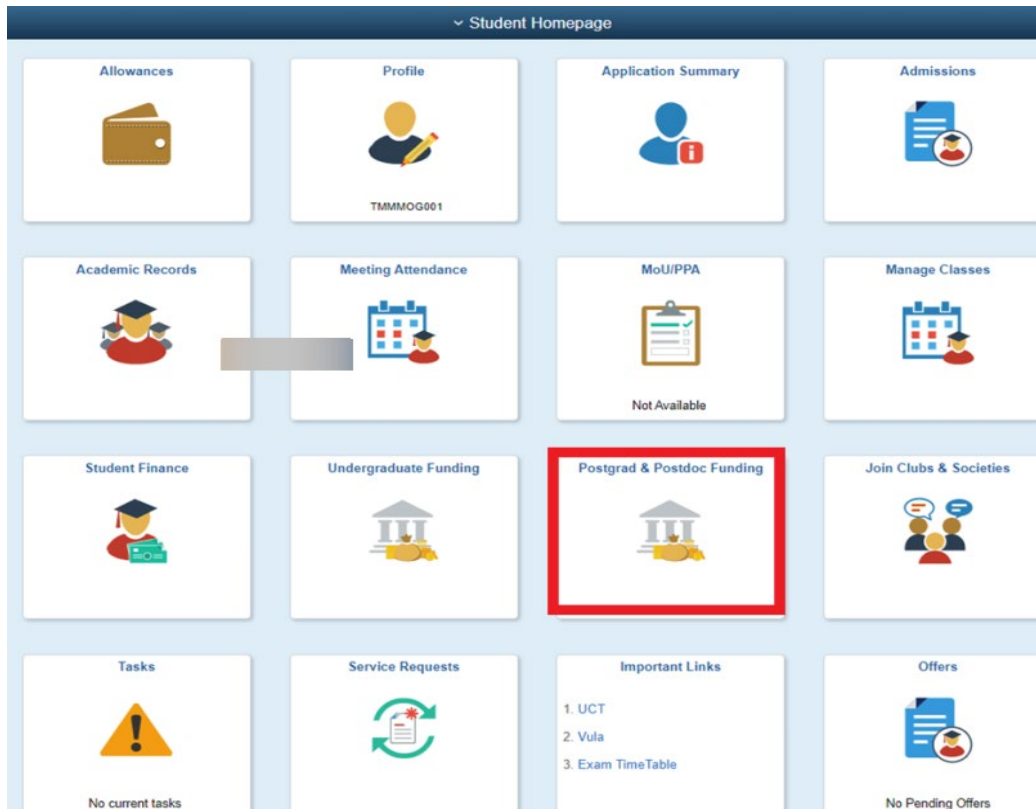
[Forgot Password ?](#)

[Set Trace Flags](#)

- Applicants enter the **User ID** e.g. **AAAAAA001**
- Enter the **14-character Password**



The Student HOMEPAGE opens



- 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.

[Student Homepage](#)

PG/PDRF Funding

Apply for Funding

View Applications

Update Banking Details

Postgraduate Funding

To Do List

Personal Details

Contact Details

Addresses

Emergency Contacts

Select the year for which you wish to apply

Aid Year 2023

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.

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.

Personal Details

Prefix Miss

First Name

Middle Name

Last Name

Maiden Name

Birthdate 22/01/1997

Age 25

Ethnicity Non Applicable/Unknown

Gender Female

Marital Status Not Applicable

Home Language Setswana

Country of Origin South Africa

☒ Country a SKA Member

Country Grouping

National ID

Citizenship Status SA Citizen

- The **Aid Year** e.g. **2023** will default automatically
- Applicant to verify if the information displayed are correct

Applicants can update their personal details using the relevant options on their tabs

Pgffunding@uct.ac.za

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2.2 Contact Details

Applicants to verify this personal information and update where applicable.

Contact Details

Telephone Numbers Personalize | Find | First 1-4 of 4 Last

	Phone Type	Telephone
1	Fee (Phone)	
2	SA Cellular	
3	Home (Fax)	
4	Home (Phone)	

Addresses Personalize | Find | First 1-2 of 2 Last

	Address Type	Address
1	Home(Street)	
2	Home(Postal)	

Email Addresses Personalize | Find | First 1-3 of 3 Last

	Email Type	Email Address
1	Fee	psoft.test@uct.ac.za
2	Personal	@uct.ac.za
3	Work	psoft.test@uct.ac.za

Passport Details

Country Issuing Passport	Issuance Date
Passport Number	Expiration Date
State	City
Issuing Authority	

Visa Details Personalize | Find | First 1 of 1 Last

	Country	Visa/Permit Type	Effective Date	Visa/Permit Number	Expiration Date	Issuing Authority
1			02/08/2022			

Medical Aid Details

Provider	Start Date
Online Number	Expiry Date

- Select the ***Home** option e.g. **Rental**
- Select the ***While studying at UCT** e.g. **Same as Home**

Disability Details

Disabled Personalize | Find | First 1 of 1 Last

	Diagnosis Code
1	

Emergency Contact Details Personalize | Find | First 1 of 1 Last

	Relationship to Employee	Telephone
1	Other	

Living Conditions in year of application

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

*Home	Rental
*While studying at UCT	Same as Home

Agreement

☒ I confirm that the above information is correct



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"/>	Masters	Advanced Analytics	Admitted
-------------------------------------	---------	--------------------	----------

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 the Postgraduate Funding Office on telephone: [+27 \(0\)21 650 2141](tel:+270216502141) alternatively you may email: generalfunding@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 options became available

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.

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Thank you
PGFO Team

Description	Open Date	Close Date	Application Status	Award Details	Apply	Notify me when open
1 PG Online Funding Application	01/07/2022	31/10/2022	Open	Award Details	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 2023 CLOSING DATE: 31 OCTOBER 2022

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.

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 2023 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 – R35,000 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 31 October 2022

Enquiries: 021 650 2141 Email enquiries: generalfunding@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

Indicate for which career you require the funding for							
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Masters	Advanced Analytics	Admitted			

Welcome Message							
<p>Dear Postgraduate Funding Applicant,</p> <p>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.</p> <p>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.</p> <p>You are encouraged, before applying to familiarise yourself with the eligibility criteria after which you may CLICK the APPLY ONLINE button to proceed.</p> <p>Please be advised that no application submitted via this platform constitutes an award. All applicants may only submit one application form.</p> <p>Please be sure to press the final SUBMIT button upon completion of your funding application.</p> <p>You may monitor the progress of this application via your PeopleSoft Student Self-Service account.</p> <p>For enquiries please contact the Postgraduate Funding Office on telephone: +27 (0)21 650 2141 alternatively you may email: generalfunding@uct.ac.za</p> <p>Thank you PGFO Team</p>							

Personalize Find View All							
		Open Date	Close Date	Application Status	Award Details	Apply	Notify me when open
1	PG Online Funding Application	01/07/2022	31/10/2022	Open	Award Details	Apply	<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.

PG/PDRF Funding **Student Task WorkCenter**

Student Task WorkCenter PG Online Funding Application

Task Details **Agreement**

Legend

Task Progress 0 6

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

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 financial aid that my package will be adjusted pro-rata to the Cost of Attendance, should I accept other funding.
8. 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.
9. 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.
10. 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

Save

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

PG Online Funding Application

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 financial aid that my package will be adjusted pro-rata to the Cost of Attendance, should I accept other funding.
8. 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.
9. 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.
10. 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.

Save

Agreement Date Time 02/08/2022 1:25:19PM
Agreement User

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

- Click on the **Save** button

Next

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

PG Online Funding Application	
Ethnicity	
Ethnicity	Non Applicable/Unknown
I understand that the disclosure of ethnicity is confidential and will only be used for the purposes of selection.	
<input checked="" type="checkbox"/> Agree with ethnicity	
Funding Degree	
Academic Career	Masters
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	
<input checked="" type="checkbox"/> Coursework <input type="checkbox"/> Dissertation	
Degree Status	Full Time
Academic Program	SM004
Description	MSc (90 crsewrk/90 diss)
Academic Plan	SM004STA08
Description	Advanced Analytics
GPA	0.00
Cumulative GPA	0.000
Normal length of degree (years)	1
Supervisor Details	
Name of Supervisor	
Surname of Supervisor	
Supervisor Email Address	
Upgrade date	
<input type="checkbox"/> Have you upgraded from a Master's to a Doctoral degree?	
Employment	
<input type="checkbox"/> 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 upload ALL other tertiary institution(s) academic transcript(s) or mid-year results.

Note : If currently completing first undergraduate degree, the table should remain empty.

QUALIFICATIONS OBTAINED TO DATE

	Qualification	Institution	Year		
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input data-bbox="1337 427 1358 450" type="button" value="+"/>	<input data-bbox="1374 427 1394 450" 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)

Academic History**Discontinuation of study/research**

Have you discontinued any previous qualification before the official end of tenure?

							Personalize	Find		First	1 of 1	La
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="text"/>	<input type="text"/>	<input type="text"/>						

Email: general@uct.ac.za | Tel: 021 650 2141**Save**

- 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.

PG Online Funding Application

Non UCT Funding

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

*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 from holding other awards concurrently?	Please specify Have you or are you repaying?
1 Standard Bank	Masters	2023	Bank Loan	Loan	25000.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1 year community work	No

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

[Save](#)

- Enter the ***Institution** e.g., Standard Bank
- Select the ***Academic Career** e.g., Masters
- Enter the ***Year** e.g., 2023
- 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 [Next ▶](#) 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 following documents are required:

- ID documents
 - Applicant, Parent 1, Parent 2, Guardian, Siblings
- Payslips
 - Applicant, Parent 1, Parent 2, Guardian, Spouse



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

- 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

PG Online Funding Application

Student Task WorkCenter

Task Details

Legend

Task Progress 0 3 6

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

PG Online Funding Application

Merit Only conditions

Merit awards are partial funding (R20000 - R30000). A GPA of 70% and above is required for your last degree graded.

Need (and Merit if applicable) conditions

Financial Aid (Full Cost). Combined gross household income should not exceed R350 000 per annum or GAP funding (Tuition bursary). Combined gross household income should be between R350 001.00 and R600 000 per annum.

Please select an option below based on the information above

☐ I'm applying for Merit only

☒ I'm applying for Need (and Merit if applicable)

☐ Have you been placed under Administrative Order by the court?

Needs Information

Please enter the information as required and take note of the following documentation which will need to be attached in a following step which is required to complete your application.

Please select the statement which is most applicable to you:

☒ I am employed and no longer living with my parent(s)/guardian or self-supporting

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

☐ I am an orphan

Family Members


Please list all members in the household, their relation to you and their category (i.e. pre-primary, school, tertiary, adult)

At least 2 entries on the Family Members grid is required. If you are an applicant with no other family members, then add a new row and enter the Name and Surname as Other, Age as 20, Relation as Other Member, Category as Adult and Employment as Unemployed.

	*Name and Surname	*Age	*Relation	*Category	*Employment	
1		25	Applicant	Tertiary Education	Unemployed	
2	Parent 1	45	Parent 1	Adult	Full Time	
3	Parent 2	50	Parent 2	Adult	Part Time	
4	Other member	30	Other Member	Adult	Part Time	

- Applicants select the ***“Needs Information e.g. I am employed and no longer living with my parent(s)/guardian or self-supporting”*** (if applicable to you)



- The ****Name and Surname*** defaults in automatically for the applicant
- Applicants select ***Tertiary Education*** from the ****Category*** drop down list
- Applicants select ***Unemployed*** from the ****Employment*** drop down list
- Click on the  to add more family members and complete the required information

3.5.2 Family Income

Enter the gross annual amount per household member.

Family Income

Please complete the following. If you have two members of the same category in your household, please enter the sum of their amounts.

	Description	Full Time Employment	Part Time Employment	State Allowance	Maintenance	Pension	Other Income Not Investments	Monies Received not yet entered
1	Applicant	0	0	0	0	0	0	0
2	Spouse	0	0	0	0	0	0	0
3	Parent 1	250000	0	0	0	0	0	0
4	Parent 2	0	70000	0	0	0	0	0
5	Guardian	0	0	0	0	0	0	0
6	Other Member	0	25000	0	0	0	0	0

- 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

3.5.3 Family Capital

The property value, investments, vehicles and bond balance must be entered into the relevant fields as per the household members.

Family Capital

Please complete the following. If you have two members of the same category in your household, please enter the sum of their amounts.

	Description	Market Value of Property	Investments Capital Amount	Vehicles Capital Amount	Bond Balance
1	Applicant	0	0	0	0
2	Guardian	0	0	0	0
3	Other Member	0	0	0	0
4	Parent 1	300000	0	150000	133000
5	Parent 2	0	75000	0	0
6	Spouse	0	0	0	0

Please note in the attachments section of the application you will need to upload proof of income mentioned above and identify Documents for each member


Save

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



The applicants enter the following information for the household members.

- E.g., **Parent 1** entered **R300 000** into the **Market Value of Property** field if applicable
- E.g., **Parent 1** entered **R150 000** into the **Vehicles Capital Amount** field if applicable
- E.g., **Parent 1** entered **R133 000** into the **Bond Balance** field if applicable
- E.g., **Parent 2** entered **R75 000** into the **Investments Capital Amount** field if applicable
- E.g., **Parent 1** entered **R133 000** into the **Bond Balance** field if applicable
- 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, Transcript, Payslips, etc.,.

PG Online Funding Application

Please add relevant documents				
	Add Attachment	Attached File	Document	View
1	Add Attachment			View Delete

Save

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

- Click on the **Add Attachment** button
- The following **File Attachment** box appears

File Attachment

Help

Browse... No file selected.

Upload Cancel

- Click on **Browse** (select your documents e.g., Copy of ID)
- The following **File Upload** box appears

File Upload

← → ↑ This PC > Desktop Search Desktop

Organize New folder

Quick access Desktop Downloads

Name	Status	Date modified
[Blurred content]		

File name: All Files (*.*)

Open Cancel

- Select the **relevant documents** e.g., **Copy of ID**
- Click on the **Open** button
- The following **File Attachment** box opens

File Attachment

Help

Browse... docx

Upload Cancel

- Click the **Upload** button

PG Online Funding Application

Please add relevant documents

	Attached File	Document	View	
1	Certified_	Certified copy of ID	View	Delete

Add

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.



you can delete a document that was uploaded incorrectly using the

Delete button

- Click the **Save** button

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

Tasks

Student Task WorkCenter

Task Details

Legend

Task Progress 0 5 6

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

PG Online Funding Application

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 have been wilfully 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 about my parents / spouse / legal guardian is true to the best of my knowledge and belief. I have submitted this information knowing that, if I wilfully 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 financial assistance 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 parents, spouse, or guardian's employment details.

☐ Accept Declaration

Save

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

- Tick the **Accept Declaration** box

Student Task WorkCenter

Tasks

Student Task WorkCenter

Task Details

Legend

Task Progress 0 5 6

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

PG Online Funding Application

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.

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☒ Accept Declaration

Save

Email: 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


An automated email will be generated once the applicant submitted the declaration.

Postgraduate Financial Aid Application Submitted

no-reply@uct.ac.za

To 

2022-08-02

Reply Reply All Forward  ...

Tue 2022/08/02 10:19

Dear Funding Applicant (1928540)

Postgraduate Financial Aid Application Submitted

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 as per the dates below:

Doctoral students outcome expected 5 - 9 December 2022

Honours students outcome expected 12 - 16 December 2022

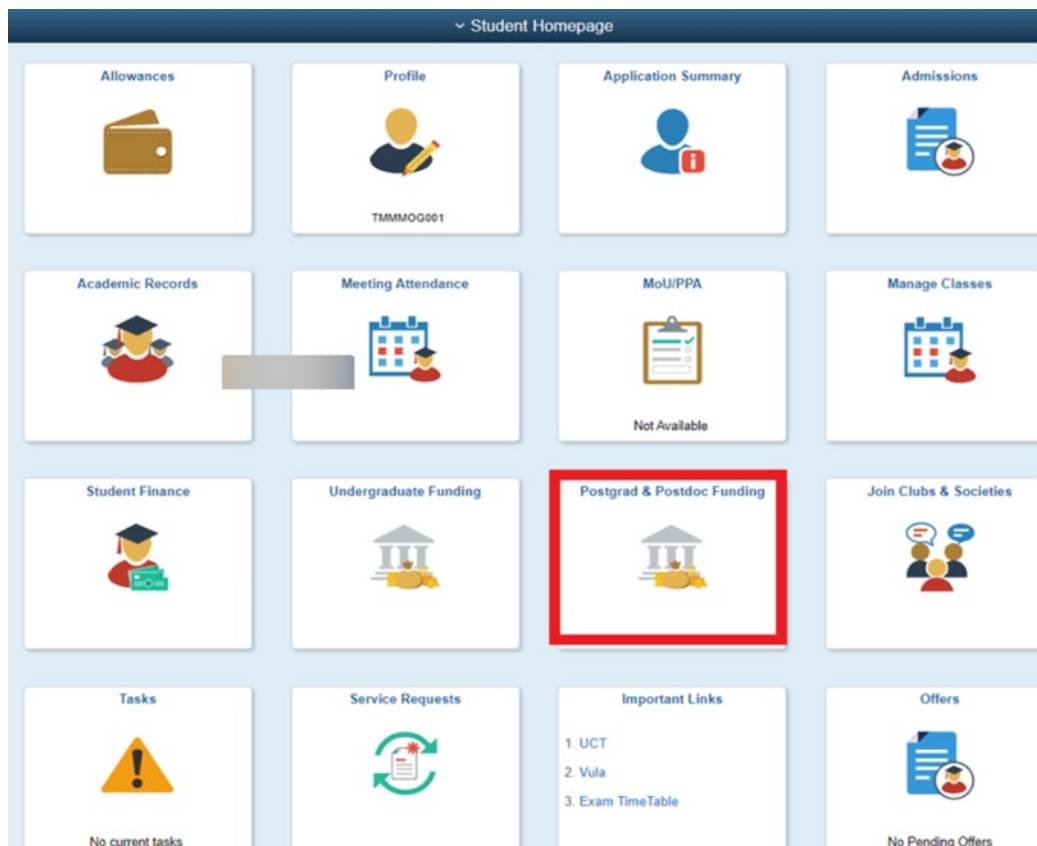
Masters students outcome expected 19 - 23 December 2022

If your application is incomplete at the time of assessment, your outcome will be delayed until the next round of assessments.

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.

4. Student Homepage

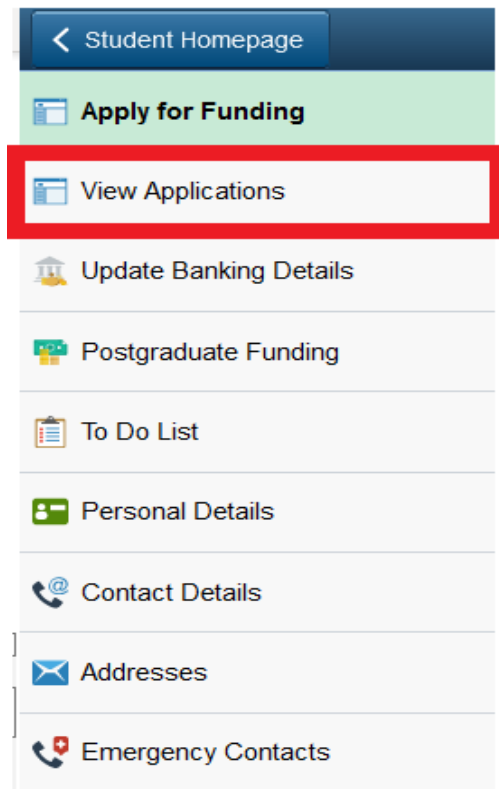
After saving the Declaration students are redirected to the Student Homepage. Applicants can view and monitor their funding application status.



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



The following page opens



- Click on the **View Applications** tab
- 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*

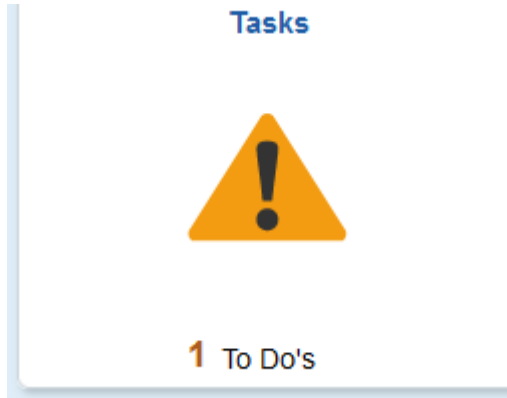
Previous Applications							
Aid Year	Award	Career	Academic Plan	Application Status	To Do List	Cancel Application	
1 2022	PG Online Funding Application	Masters	Advanced Analytics	Submitted	To Do List	Cancel Application	

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.

Applicants must navigate to the Student Homepage.



- Click on the **Tasks** tile



The following To Do List page opens

Tasks		
To Do List		
Task	Due Date	Status
PG Online Funding Application		In Progress

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



The Activity Guide page opens

Tasks

Student Task WorkCenter

PG Online Funding Application

Task Details

Task Progress

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 have been wilfully 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 about my parents / spouse / legal guardian is true to the best of my knowledge and belief. I have submitted this information knowing that, if I wilfully 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 financial assistance 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/our my parents, spouse, or guardian's employment details.

Accept Declaration

Save

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

- 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

PG Online Funding Application

☒ Refer back to Student

Please add relevant documents

	Attached File	Document	View	
1	Online_application_updates.docx		View	Delete
2	Online_application_updates.docx	Father's Pension	View	Delete

Add

Save

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

PGFO Comments

Please upload your mothers pension slip

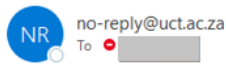
- Click on the **Declaration** once you’ve checked all the pages and complete where applicable
- Click the **Save** button



You will receive again the email Notification and can view the status of your funding application

PG ONLINE APPLICATION

Postgraduate Financial Aid Application Submitted



2022-08-02



Dear Funding Applicant (1928540)

Postgraduate Financial Aid Application Submitted

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.

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Honours students outcome expected 12 - 16 December 2022

Masters students outcome expected 19 - 23 December 2022

If your application is incomplete at the time of assessment, your outcome will be delayed until the next round of assessments.

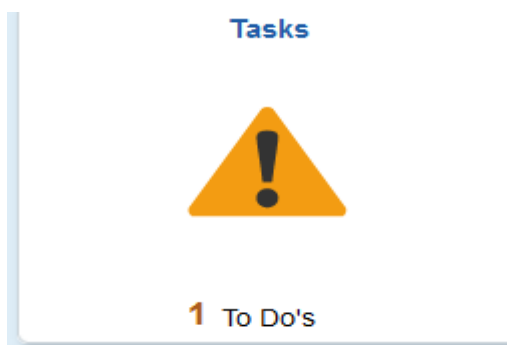
Please ensure that the preferred email address reflected for you on PeopleSoft Self-Service reflects as your UCT email address as this is the address we will use to inform you of the result of your application.

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.



PG ONLINE APPLICATION

- Click on the **Tasks** tile



The following To Do List page opens

Student Homepage		Tasks	
To Do List		To Do List	
		1 row	
Task	Due Date	Status	
PG Online Funding Application		In Progress	>

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



The pages open at you last activity. E.g., Activity Guide page

< Tasks		Student Task WorkCenter	
Student Task WorkCenter		PG Online Funding Application	
Task Details		Please add relevant documents	
Legend		Attached File	Document
Task Progress 0 5 6		1 Certified_transcripts.docx	Certified copy of ID
★ Agreement			View
★ Academics			View
★ Other Funding			Delete
★ Needs Assessment			Add
★ Attachments			
★ Declaration			
		Save	
		Email: generalfunding@uct.ac.za Tel: 021 650 2141	



You can continue and repeat all the steps as per this document.