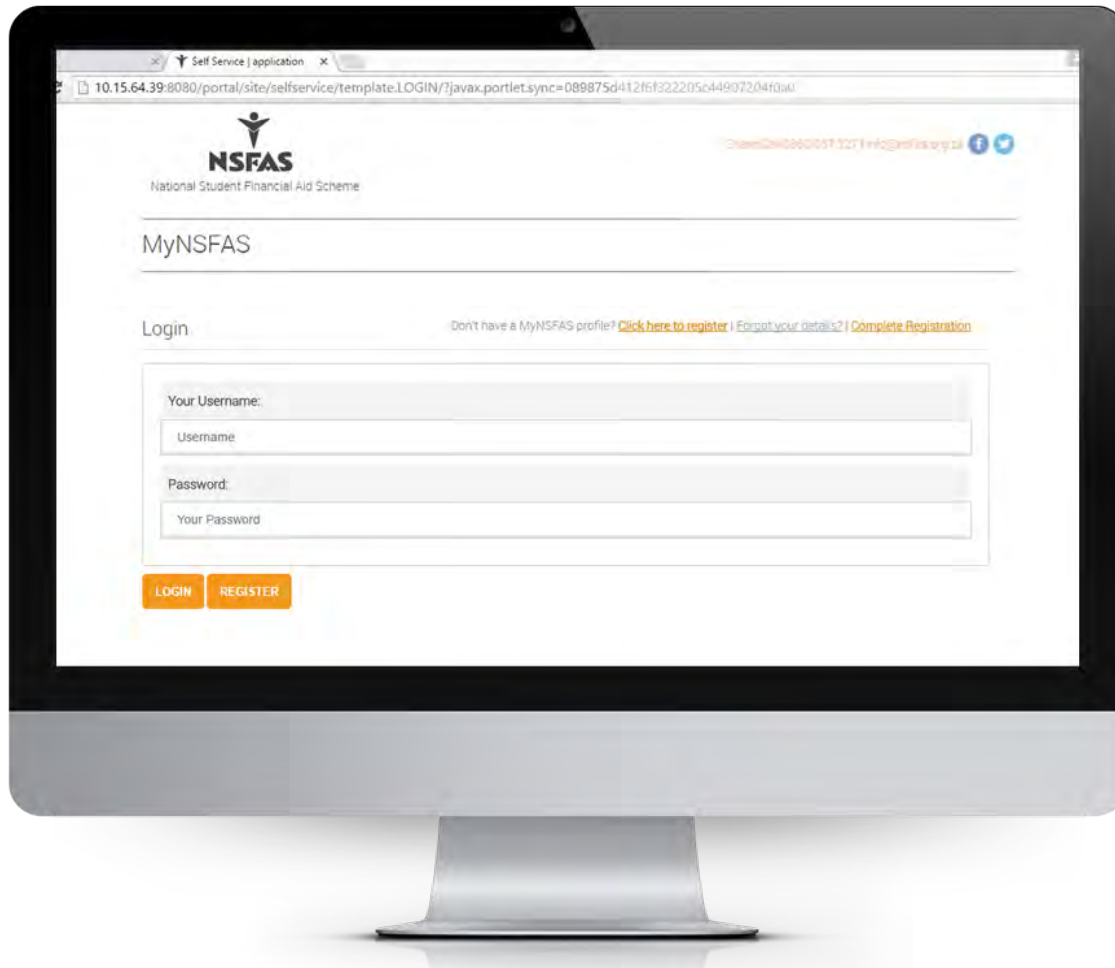




**NSFAS**

National Student Financial Aid Scheme

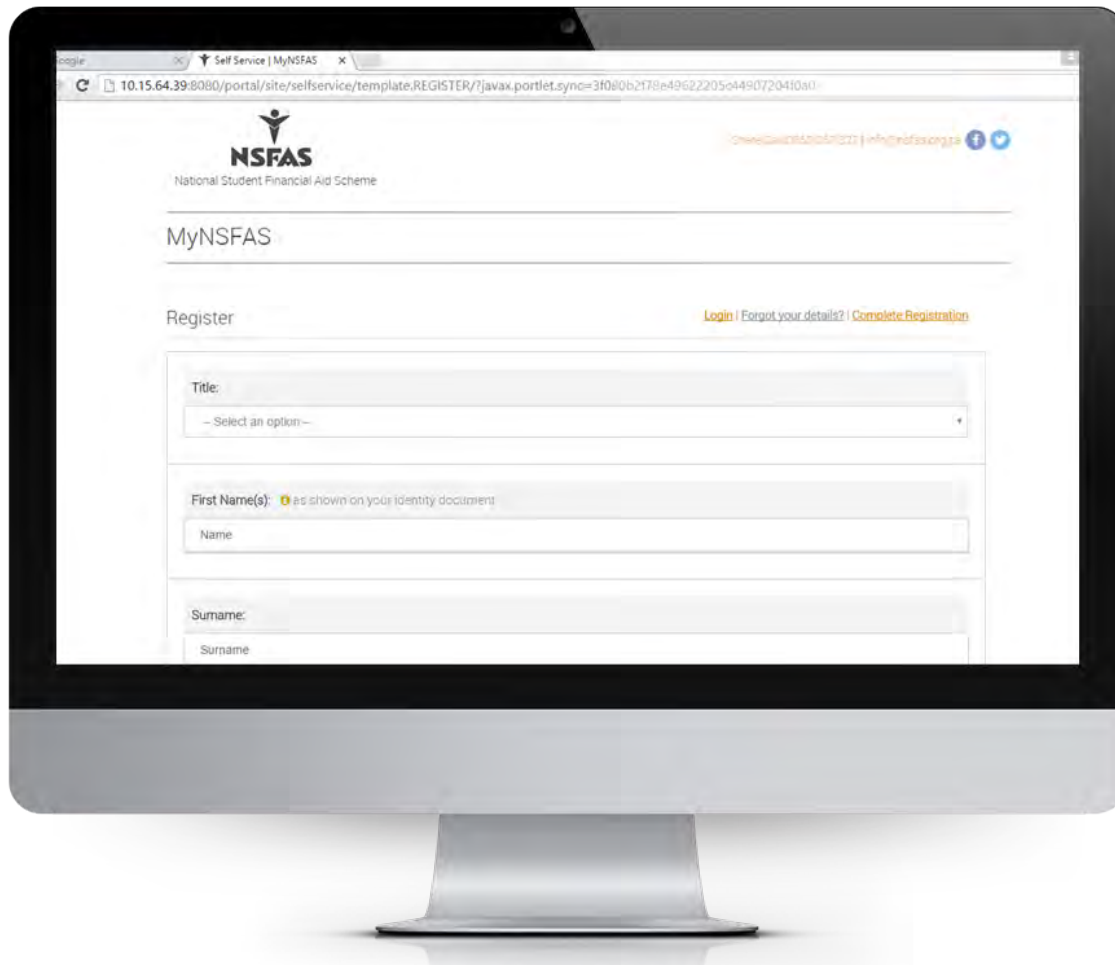
# **Online Applications**



## 1 Login / Register

If a student has already registered then they may login with their username and password.

If not registered they may fill in a username and password and select login. Or alternatively they may click the [“click here to register link”](#)

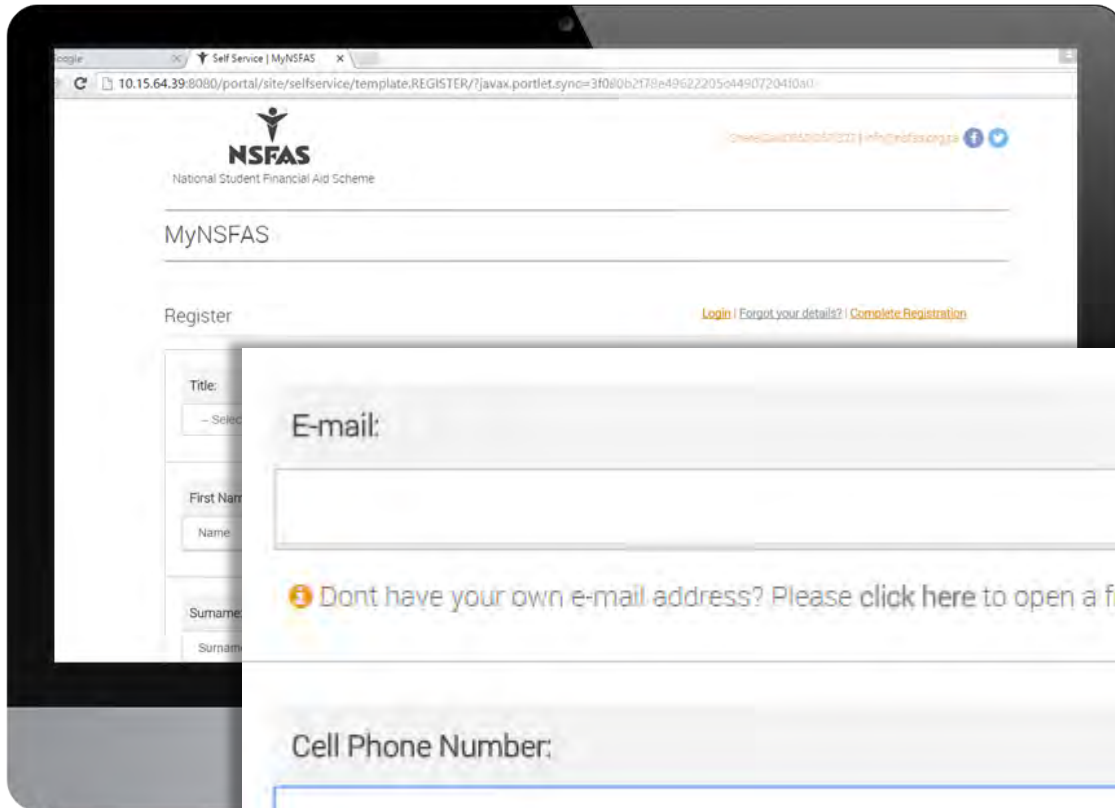


## 2 Register

The register form consists of the following:

- Title
- First Name(s)
- Surname
- ID Number
- Race
- Do you have a disability?
- E-mail
- Cell Phone Number
- Home Address
- Province
- City
- Postal Code
- Postal Address (if different to home address)
- Username
- Password
- Security Word

I allow NSFAS to verify and validate the information I have provided with third parties



## 2 Register

If users don't have an email address, then they are prompted to create one.

Users also need to have a valid cell phone number in order to receive OTP's.

**E-mail:**

**Cell Phone Number:**

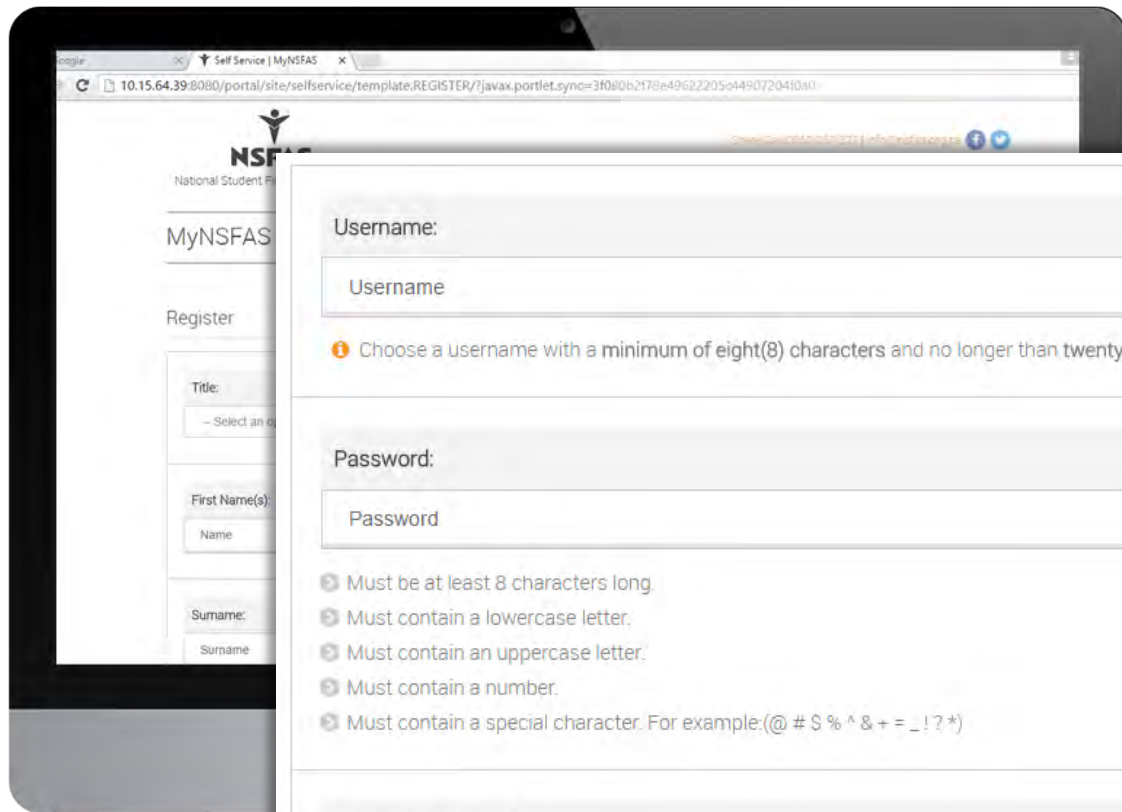
The image shows a tablet displaying the MyNSFAS registration page. A 'HOME ADDRESS' pop-up window is overlaid on the page. The pop-up contains the following fields:

- HOME ADDRESS**
- Address Line 1: 5 Bellevliet Rd
- Address Line 2: Observatory
- Province: WESTERN CAPE
- City: Cape Town
- Postal Code: 7925
- Is your Postal Address the same as Home Address?  
 Yes  No

## 2 Register

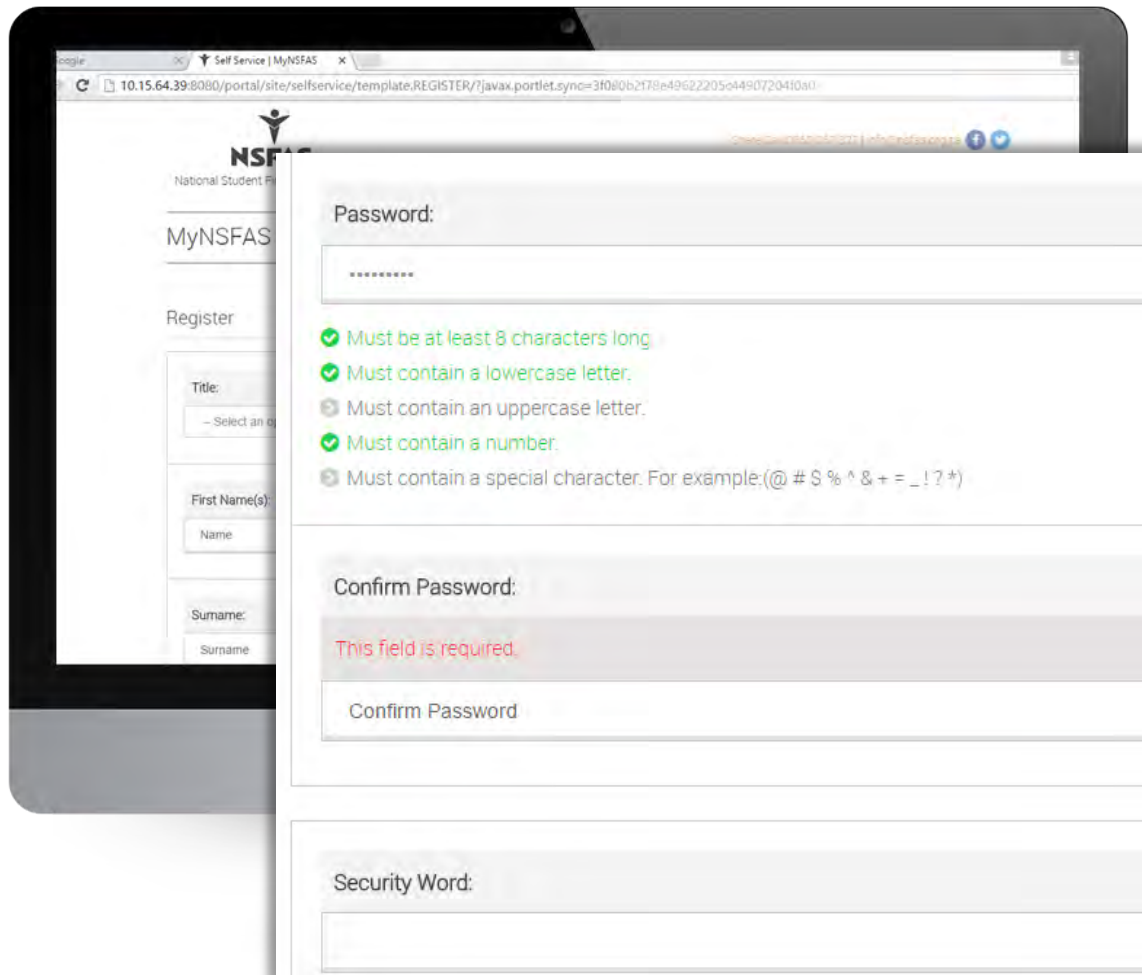
The system will automatically recognize City and Postal Codes based on the Province selected.

If the postal address is different to the home address, then users are prompted to enter the postal address, otherwise the system will automatically save the postal address as per residential address.



## 2 Register

The user must choose a username with a **minimum of eight(8) characters** and no longer than **twenty(20) characters**.



## 2 Register

### Passwords must include:

Must be at least 8 characters long.

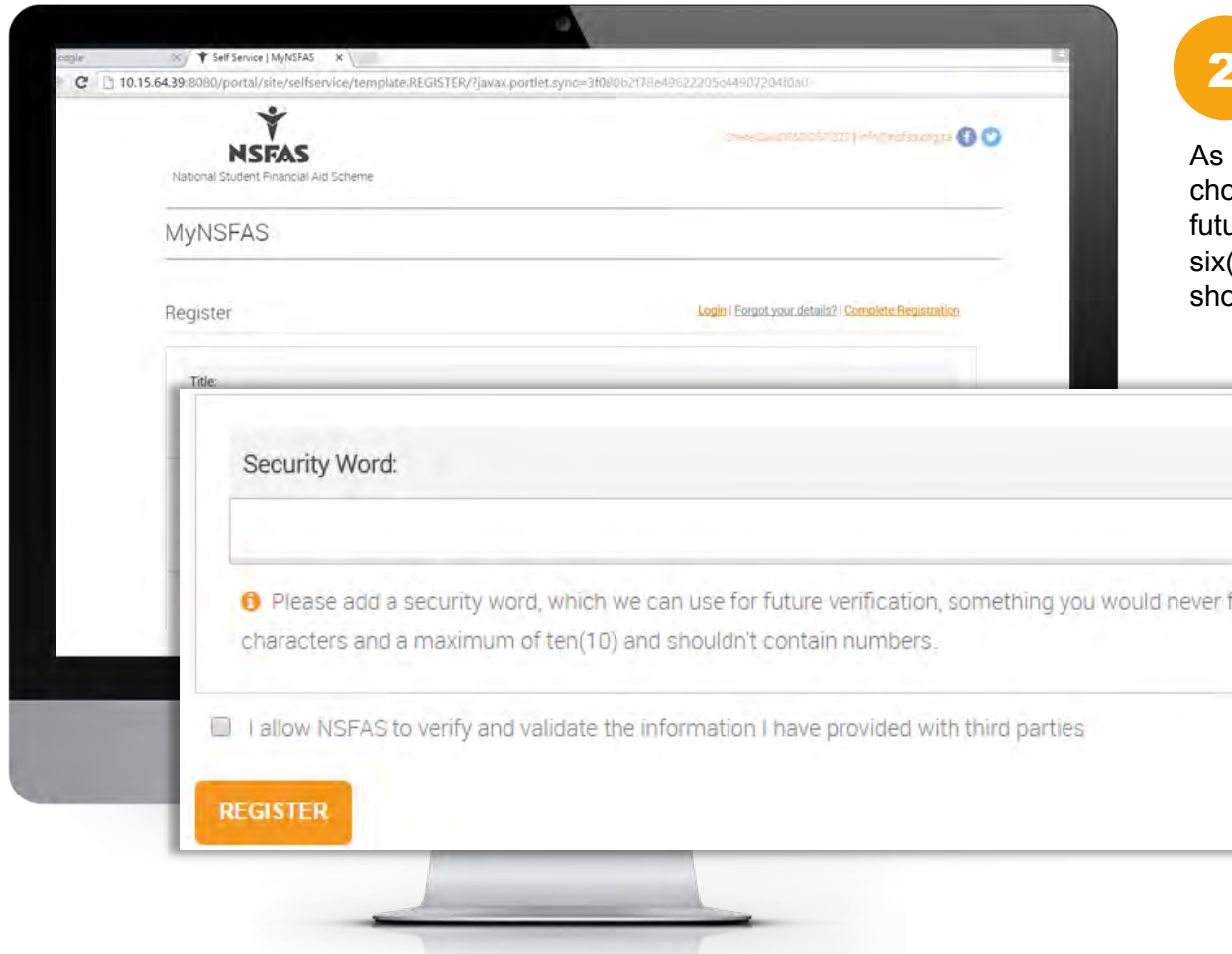
Must contain a lowercase letter.

Must contain an uppercase letter.

Must contain a number.

Must contain a special character. For example: (@ # \$ % ^ & + = \_ ! ? \*)

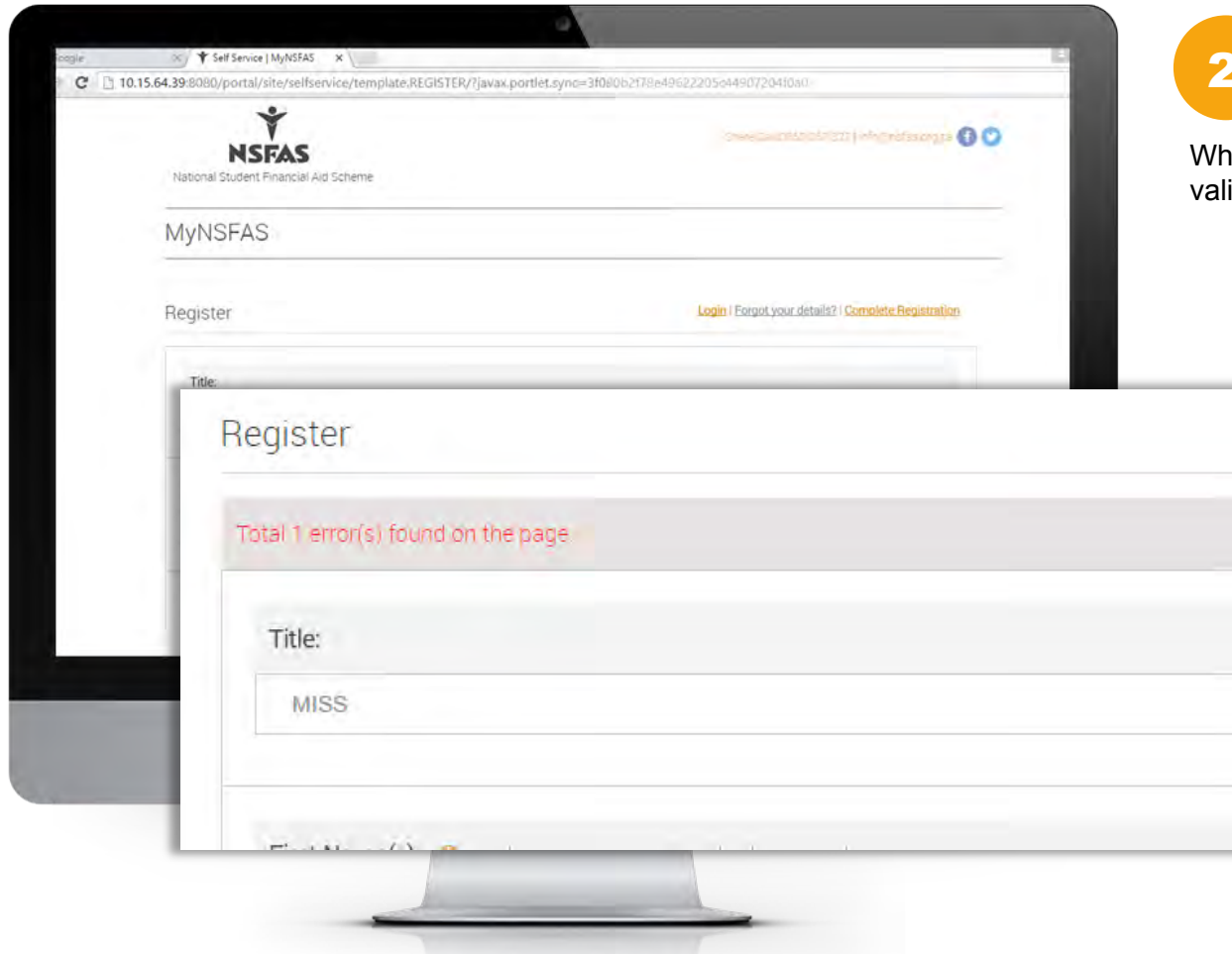
Password format is automatically validated as the user types in the input field.



## 2 Register

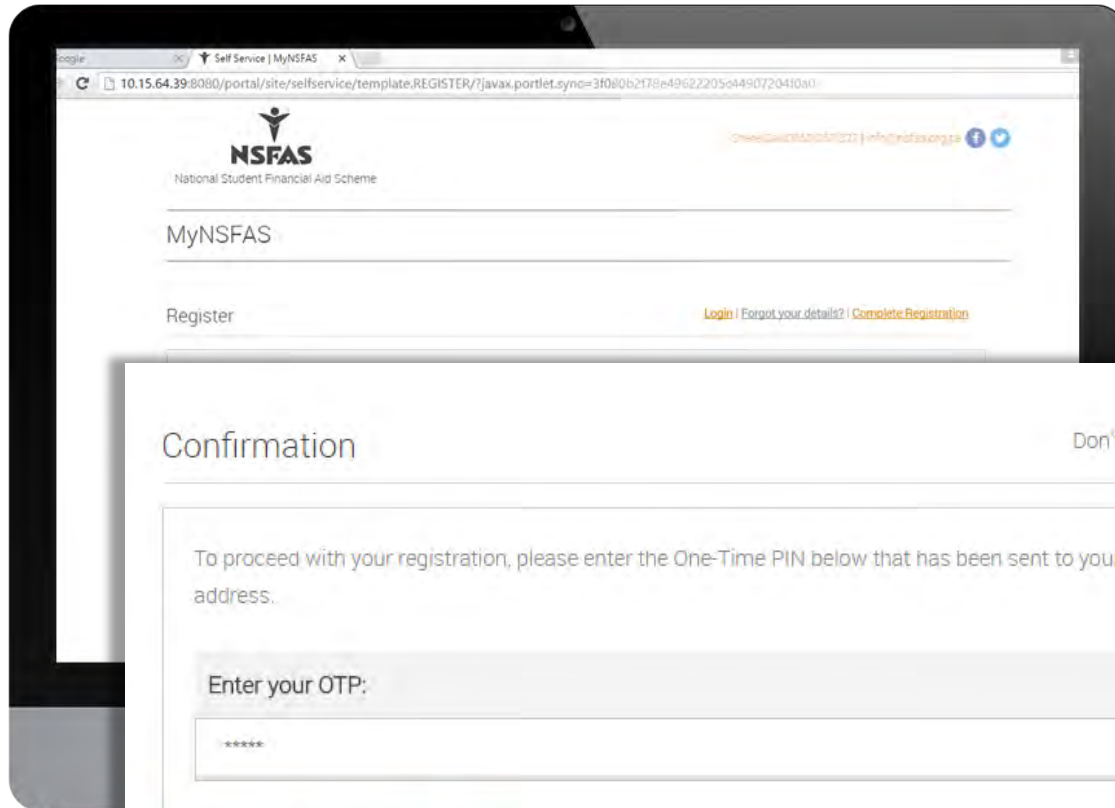
As an added security measure, users must choose a “Security Word” which can be used for future verification. It needs to be a minimum of six(6) characters and a maximum of ten(10) and shouldn't contain numbers.





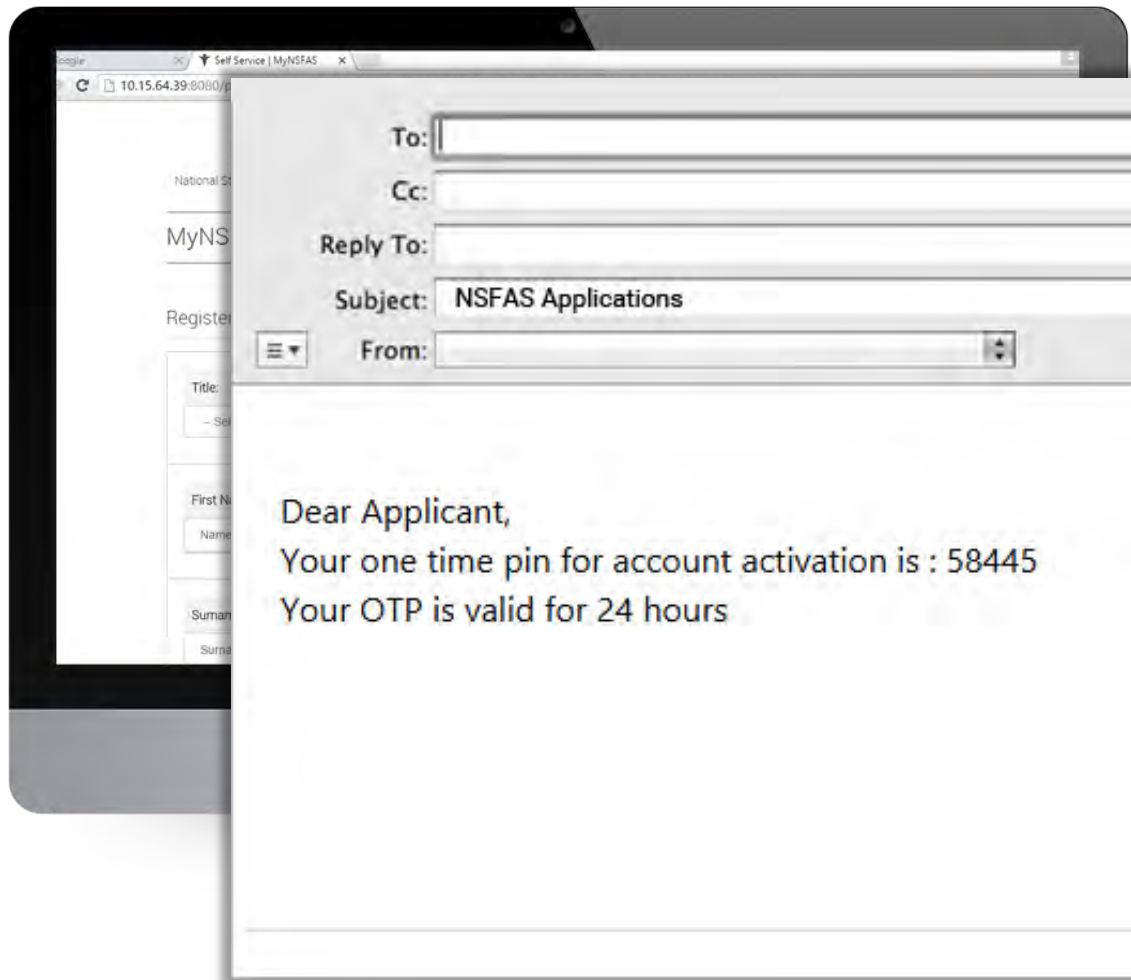
## 2 Register

When a user clicks register, the system checks for validation errors.



### 3 Confirmation

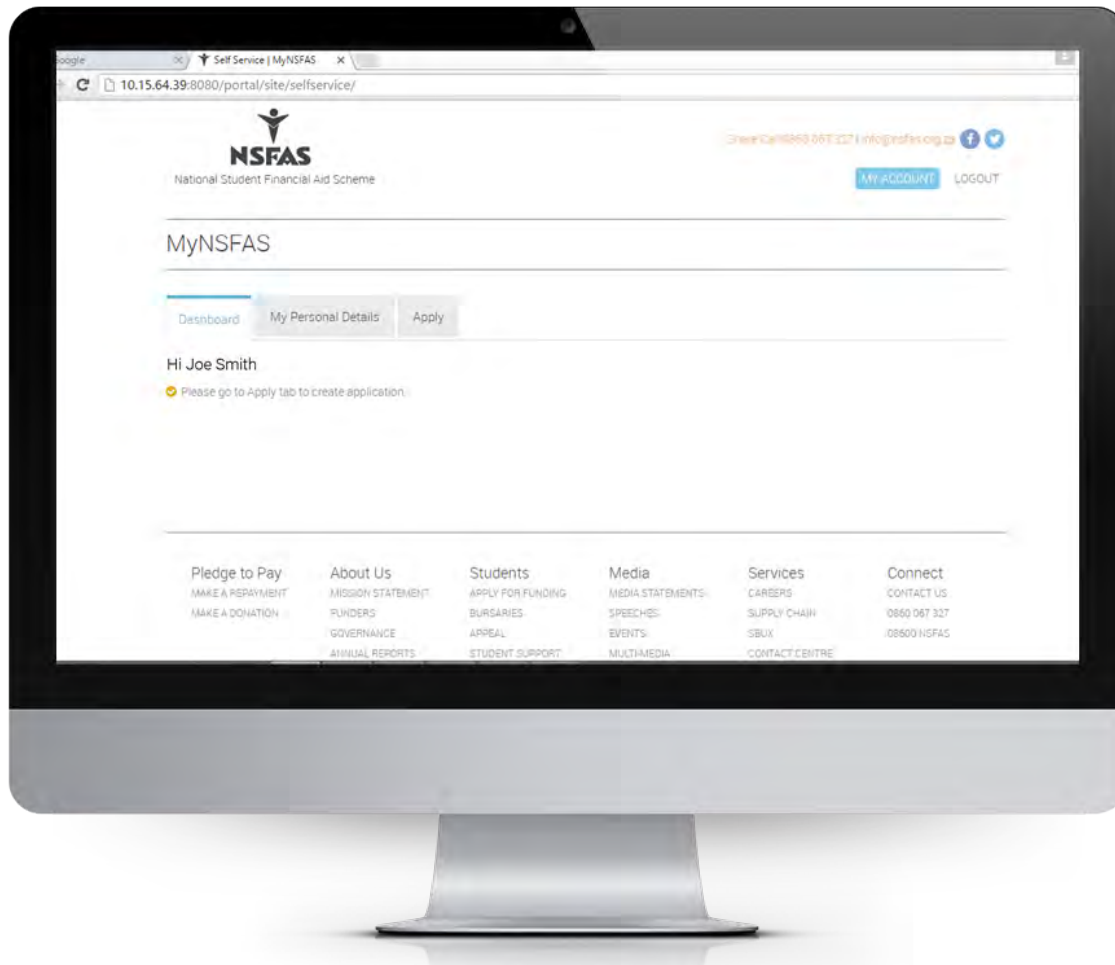
Once the registration form has been completed, the user receives a OTP for confirmation. This includes both SMS and email.



3

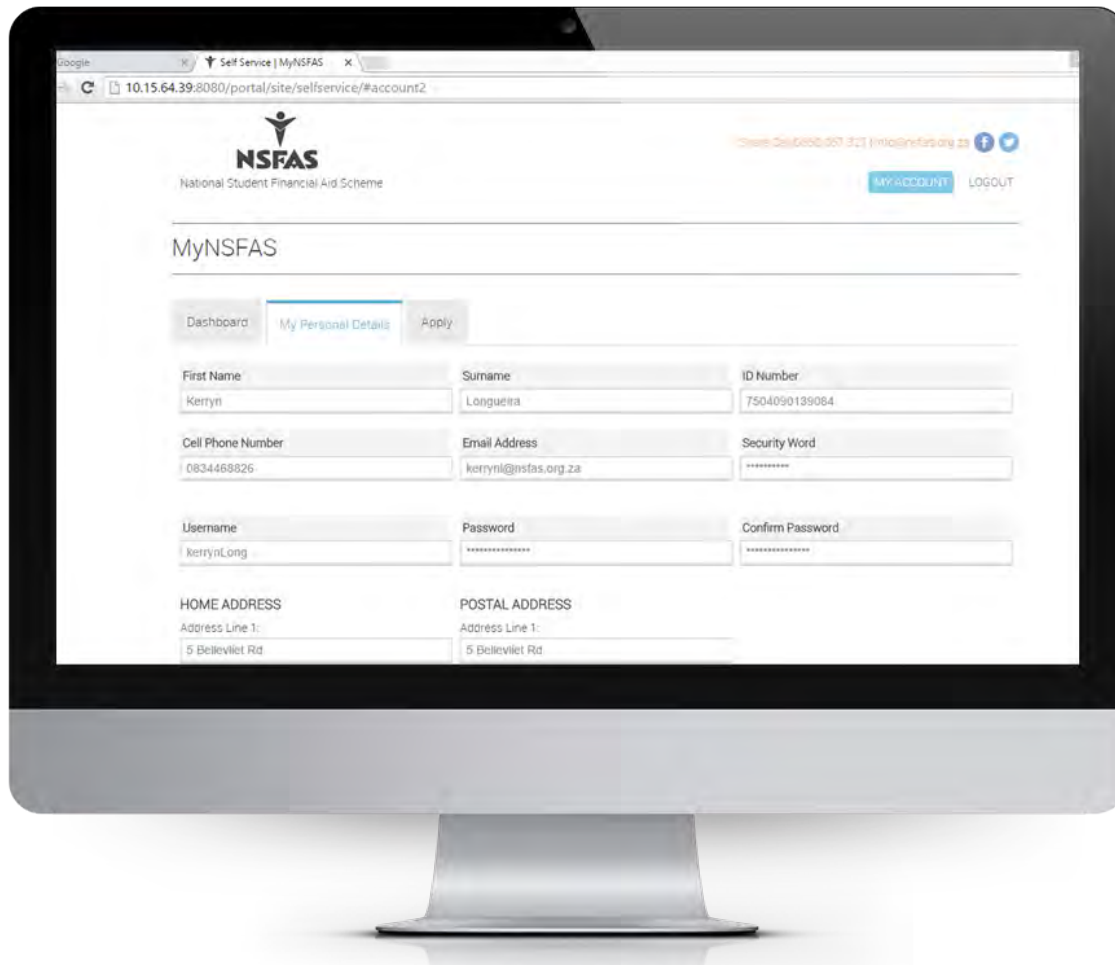
## Confirmation

Users receive an OTP, which is valid for 24 hours.



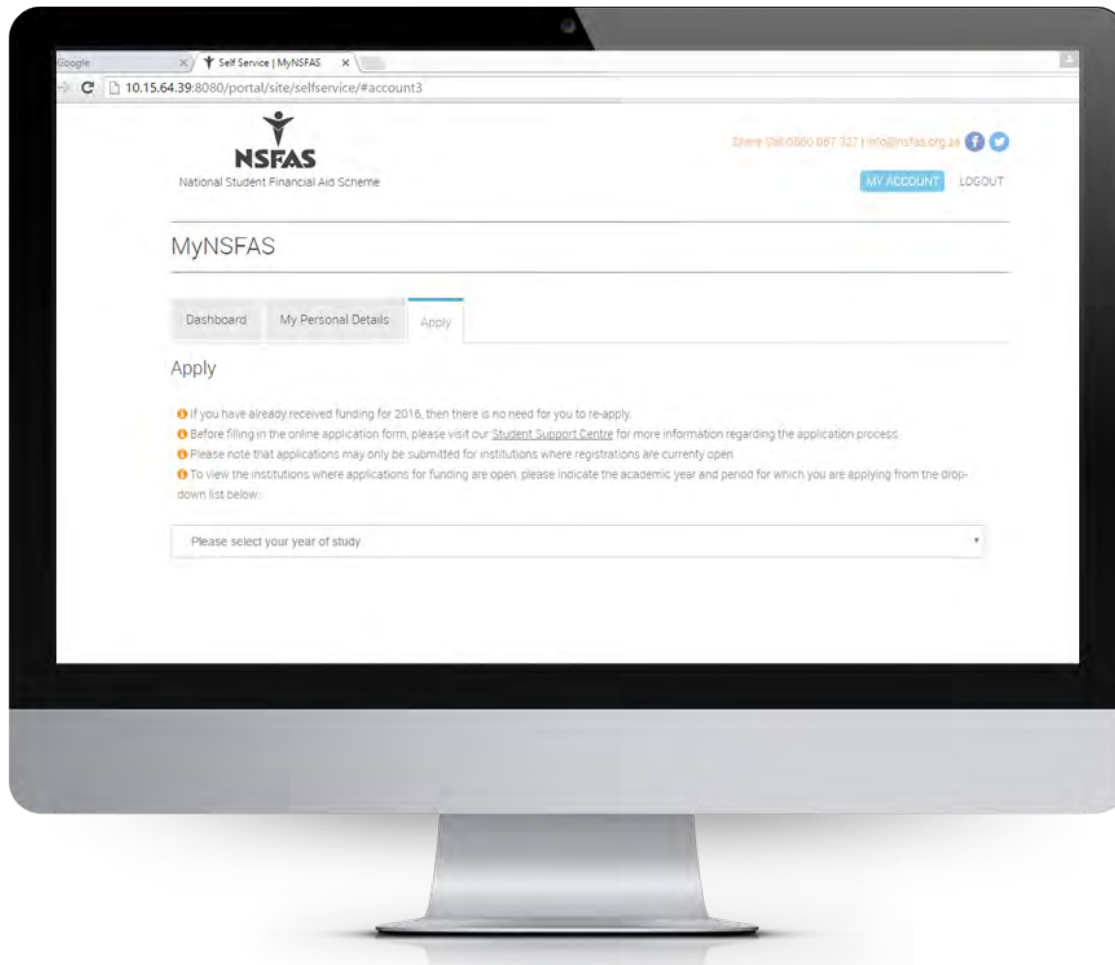
## 4 Dashboard

Once the registration and confirmation process is complete, the user is directed to the MyNSFAS Dashboard page. From here the user is prompted to click on the Apply tab to complete the online application.



## 5 Personal Details

The user's personal details that were captured during the registration process are displayed on this tab. A user may also update any information if needed.



## 6 Apply

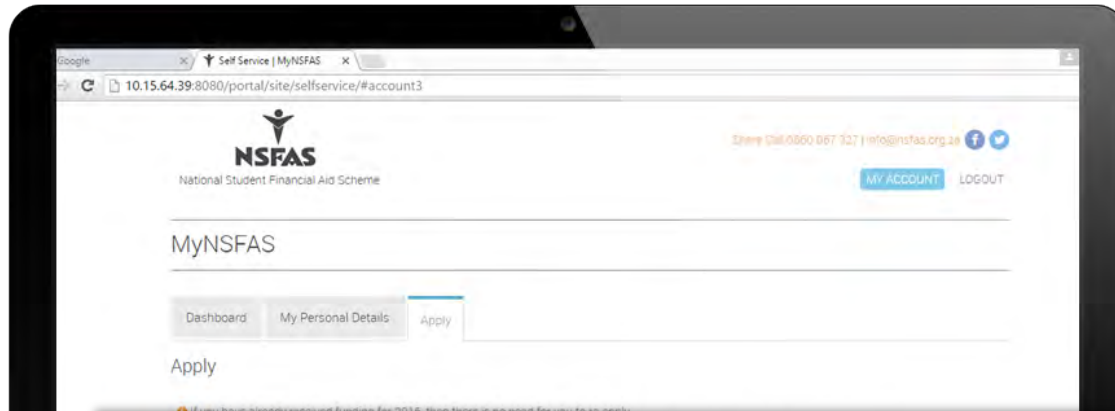
The following is displayed on the Apply tab:

If you have already received funding for 2016, then there is no need for you to re-apply.

Before filling in the online application form, please visit our [Student Support Centre](#) for more information regarding the application process.

Please note that applications may only be submitted for institutions where registrations are currently open.

To view the institutions where applications for funding are open, please indicate the academic year and period for which you are applying from the drop-down list below:



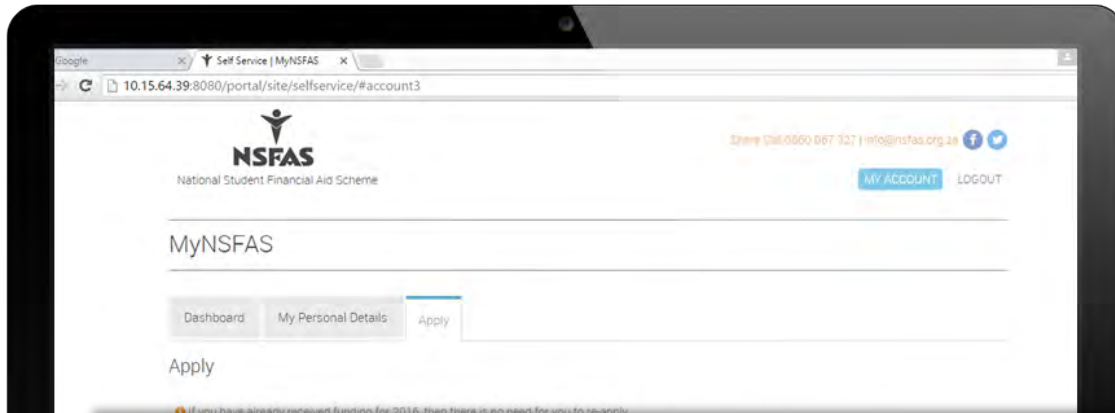
## 6 Apply

A user must select the year of study

### Apply

- ❗ If you have already received funding for 2016, then there is no need for you to re-apply.
- ❗ Before filling in the online application form, please visit our [Student Support Centre](#) for more information regarding the application process.
- ❗ Please note that applications may only be submitted for institutions where registrations are currently open.
- ❗ To view the institutions where applications for funding are open, please indicate the academic year and period for which you are applying from the drop-down list below:

Please select your year of study	▼
Please select your year of study	
2016	
2017	



## 6 Apply

Based on the year of study, a list of relevant institutions and qualifications is generated. The user can select up to five choices for study.

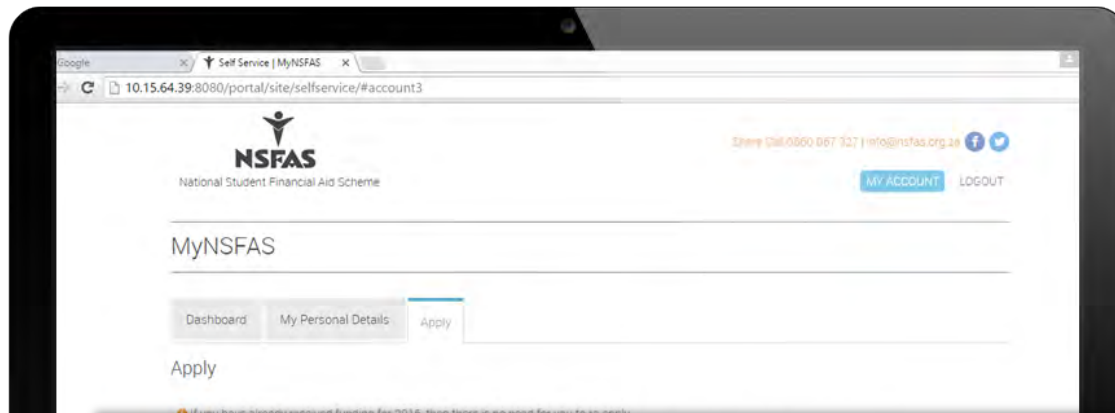
2016

Applications for funding will only be open for institutions that are still accepting financial aid applications.

1st Choice	- Faculty/Department -	- Planned Qualification -
2nd Choice	- Faculty/Department -	- Planned Qualification -
3rd Choice	- Faculty/Department -	- Planned Qualification -
4th Choice	- Faculty/Department -	- Planned Qualification -
5th Choice	- Faculty/Department -	- Planned Qualification -

**SAVE SELECTION**

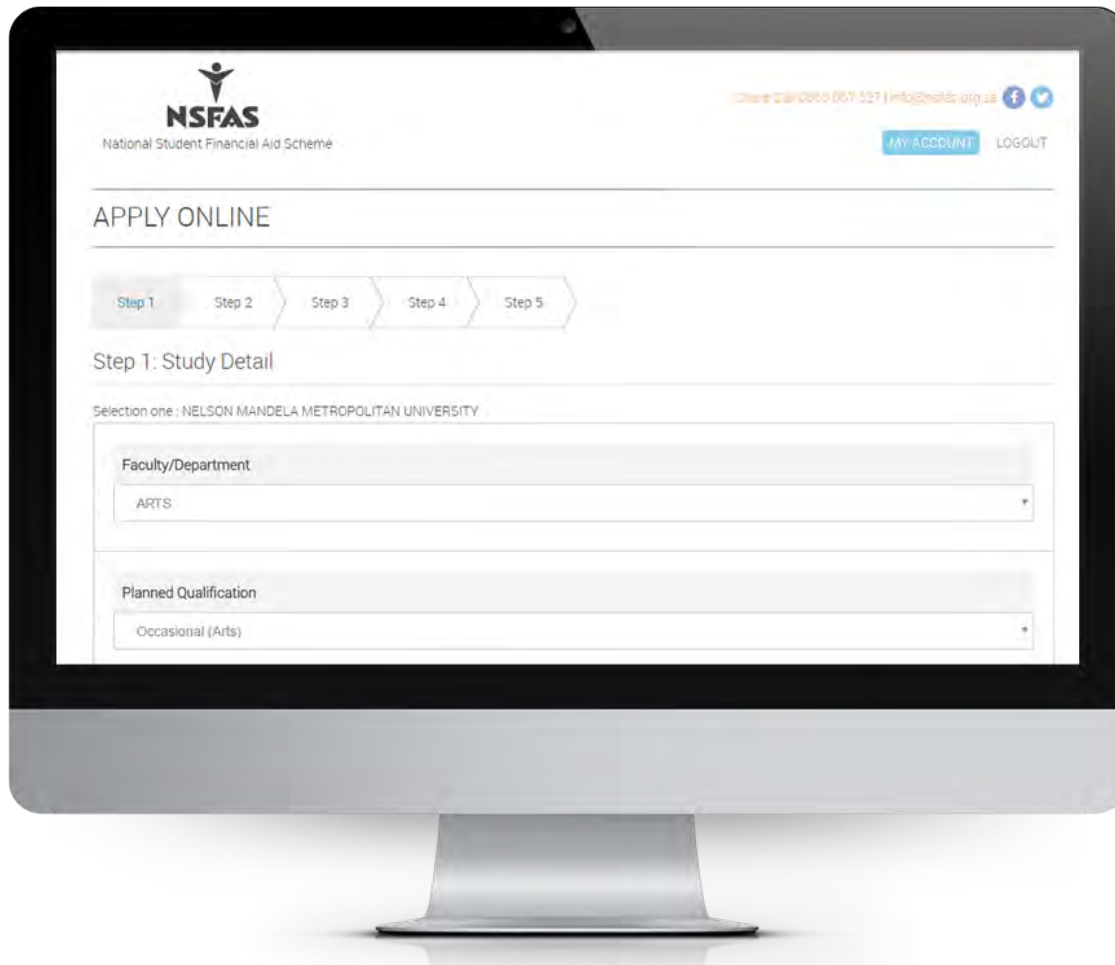




## 6 Apply

The selections are saved and the user may continue to the application form.

A detailed screenshot of the 'Apply' page content. At the top, there is a navigation bar with three tabs: 'Dashboard', 'My Personal Details', and 'Apply', with 'Apply' highlighted. Below the navigation, the heading 'Apply' is displayed. A green checkmark icon is followed by the text: 'Your selection has been saved. Please [click here](#) to create application.' Below this, there are three informational messages, each starting with an 'i' icon: 'If you have already received funding for 2016, then there is no need for you to re-apply.', 'Before filling in the online application form, please visit our [Student Support Centre](#) for more information regarding the application process.', and 'Please note that applications may only be submitted for institutions where registrations are currently open.' The final message states: 'To view the institutions where applications for funding are open, please indicate the academic year and period for which you are applying from the drop-down list below:'. At the bottom of the page, there is a prominent orange button with the text 'CLICK HERE TO APPLY ONLINE'.



6

## Apply

Step 1: Study Details

The following is captured for Step 1:

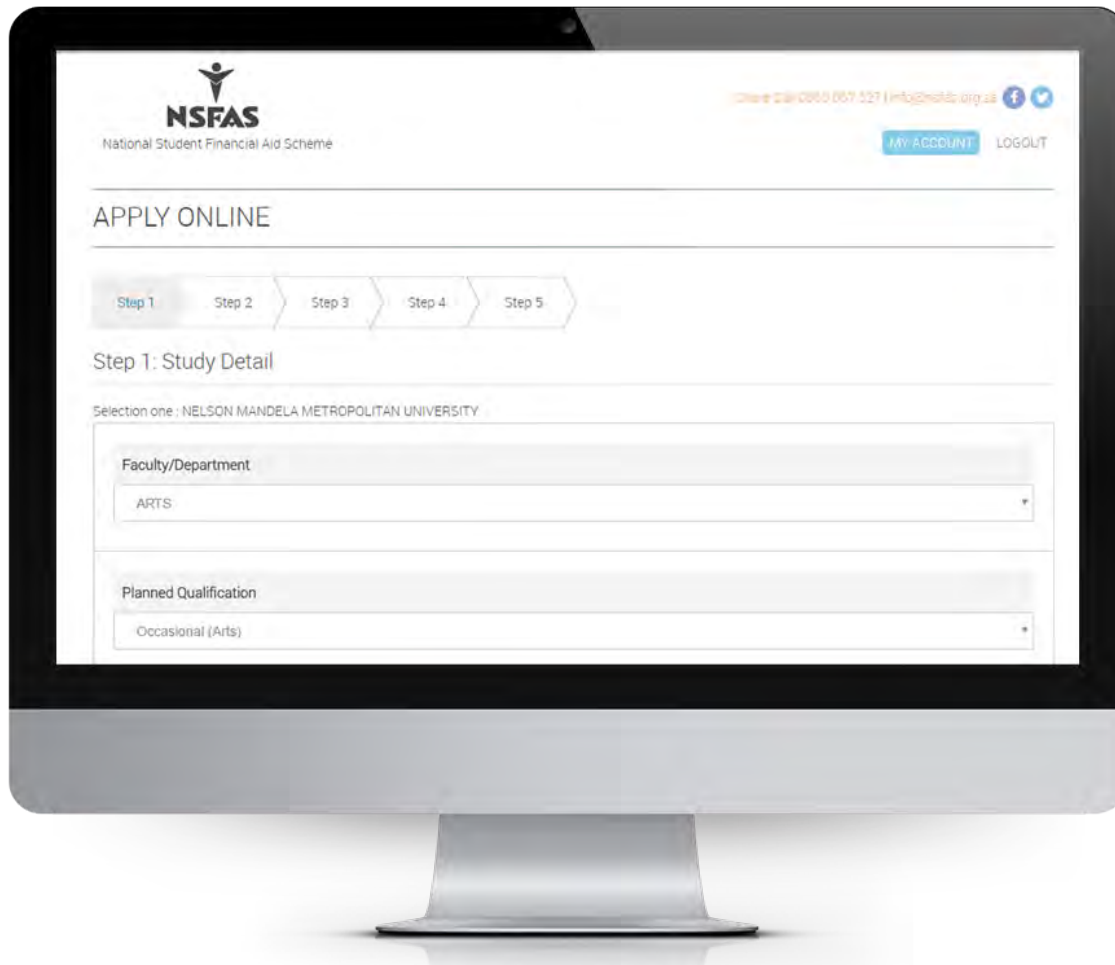
Faculty/Department

Planned Qualification

What accommodation type will you make use of?

Do you need funding for meals (only if meals are not provided by the residency)?

Would you require funding for travel to University or TVET College?



6

## Apply

Step 2: Highest Completed Academic Level Achieved

The following date is captured for Step 2:

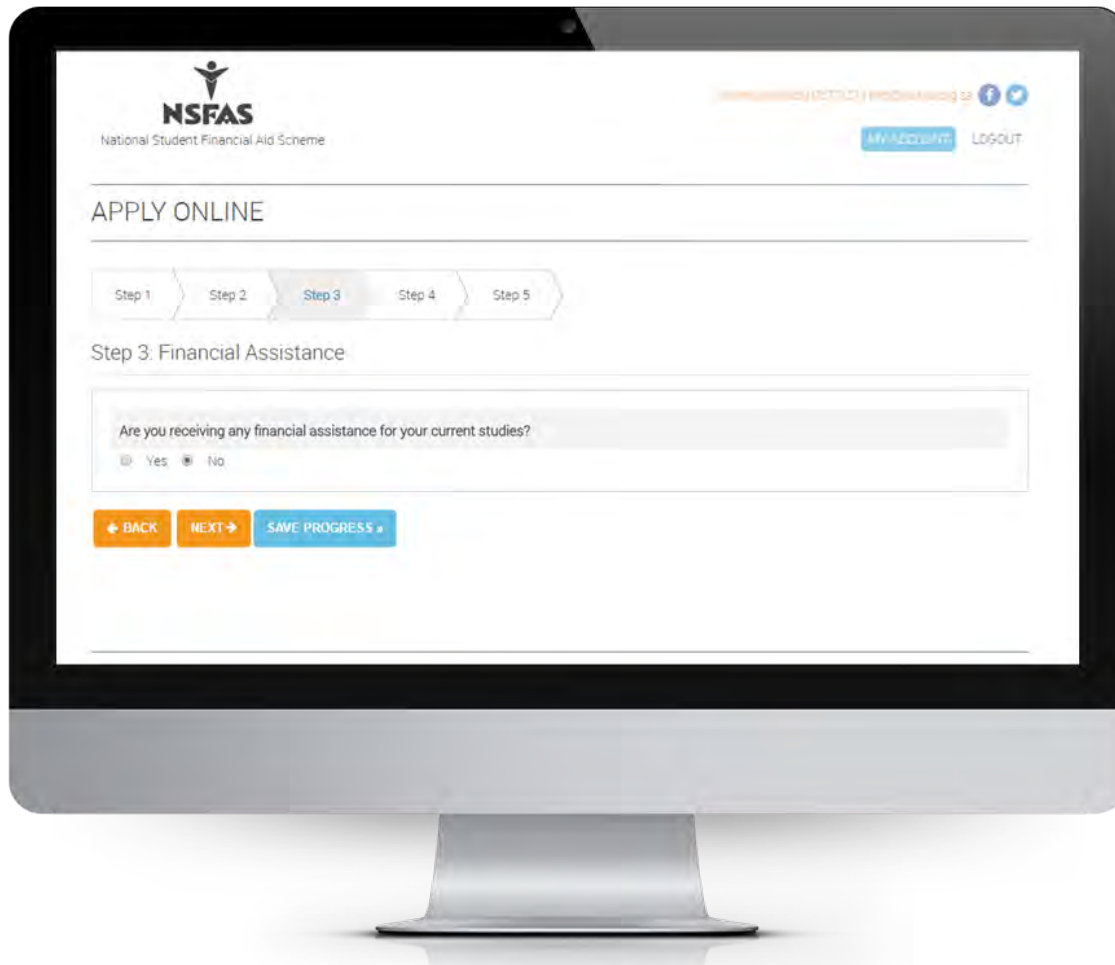
What are you doing this year?

Highest Academic Level Achieved

Name of Institution where you achieved your Highest Academic Level

Institution Name

Average Result (%)



6

## Apply

### Step 3: Financial Assistance

This section captures the following:

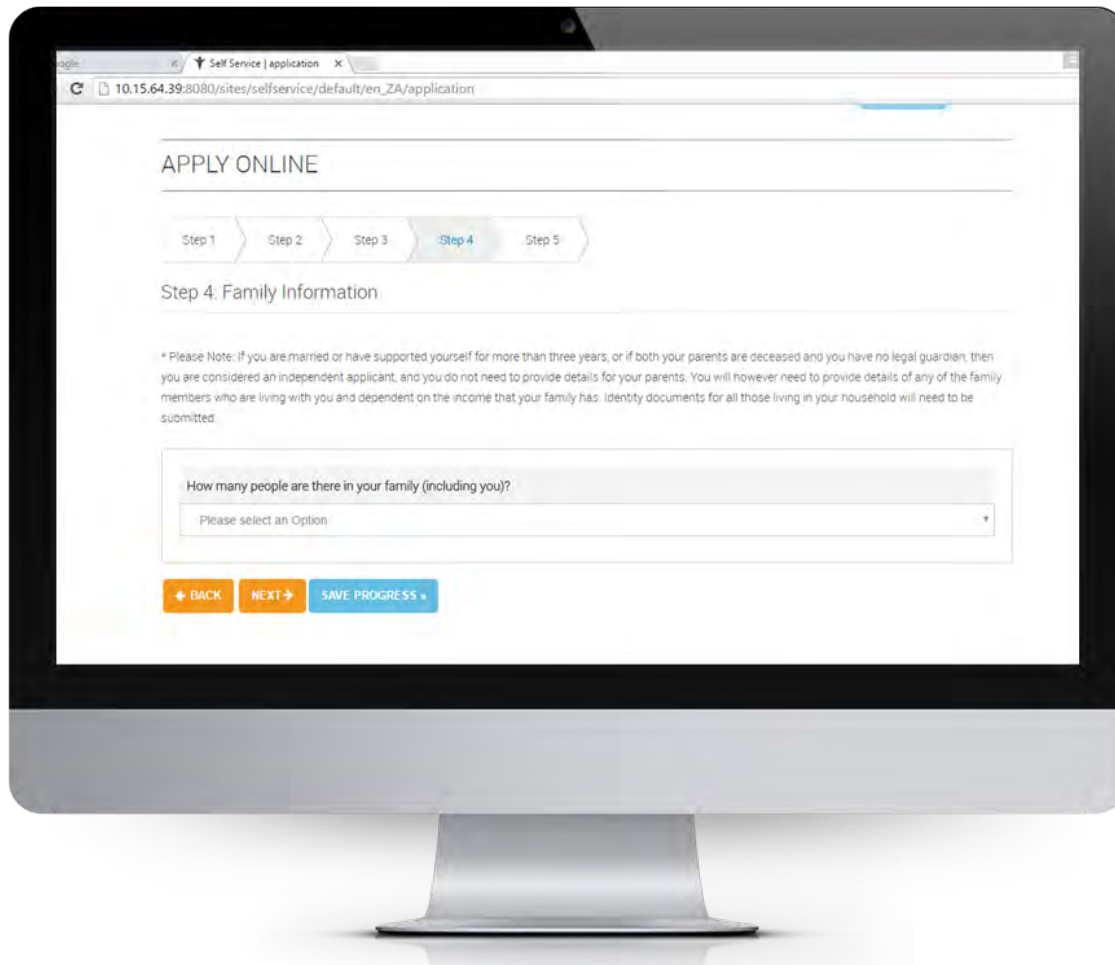
Are you receiving any financial assistance for your current studies?

If a user selects yes, then the following information needs to be supplied:

Please provide details of your current financial assistance.

- NSFAS or
- Other

How much do you receive annually?



6

## Apply

### Step 4: Family Information

Users need to provide details of any of the family members who are living with them and dependent on the income that their family has.

Identity documents for all those living in the household will need to be submitted.

APPLY

Step 1

Step 4: F

\* Please Note  
you are consi  
members wh  
submitted.

How ma  
Plea

+ BACK

How many people are there in your family (including you)?

2

Family Detail 1

Relationship

- Select an option -

Is this family member deceased?

Title

- Select an option -

First name:

Surname:

6

## Apply

### Step 4: Family Information

The following information for each family member will need to be provided:

Relationship

Title

First name

Surname

ID Number

Is this person your Next of Kin?

Cell Phone Number

Present Activity

Annual income(before deductions and tax):

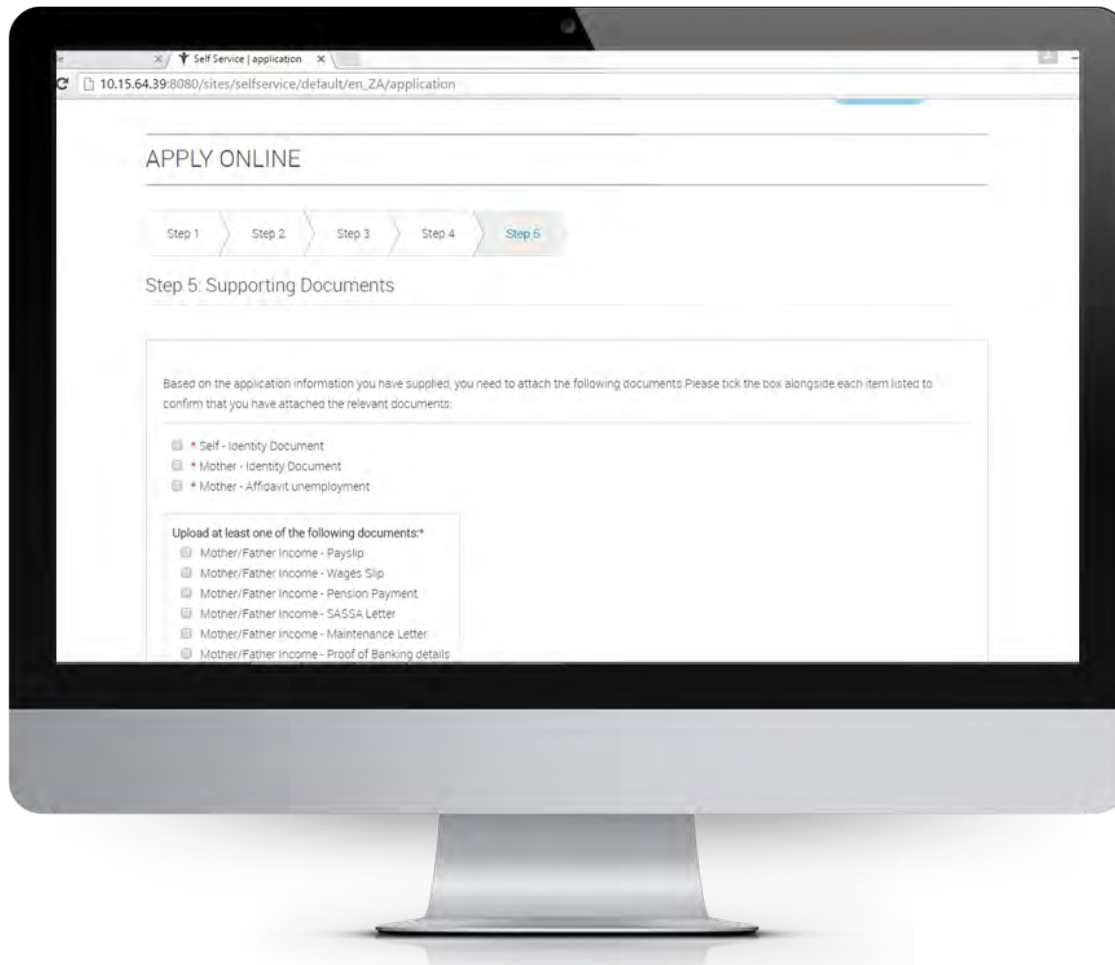
Income Source

Address

Province

City

Postal Code

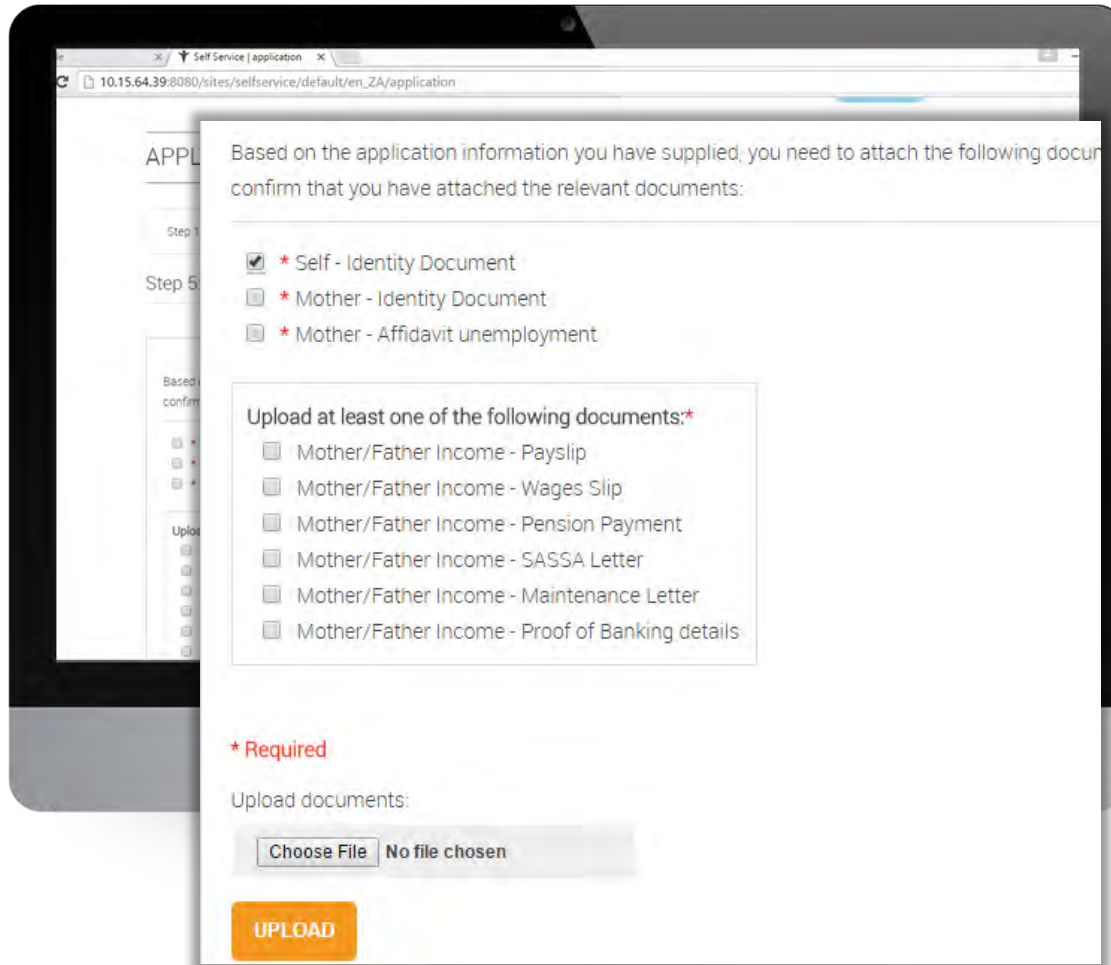


6

## Apply

### Step 5: Supporting Documents

A list of required documents is generated based on the application information a user supplied.

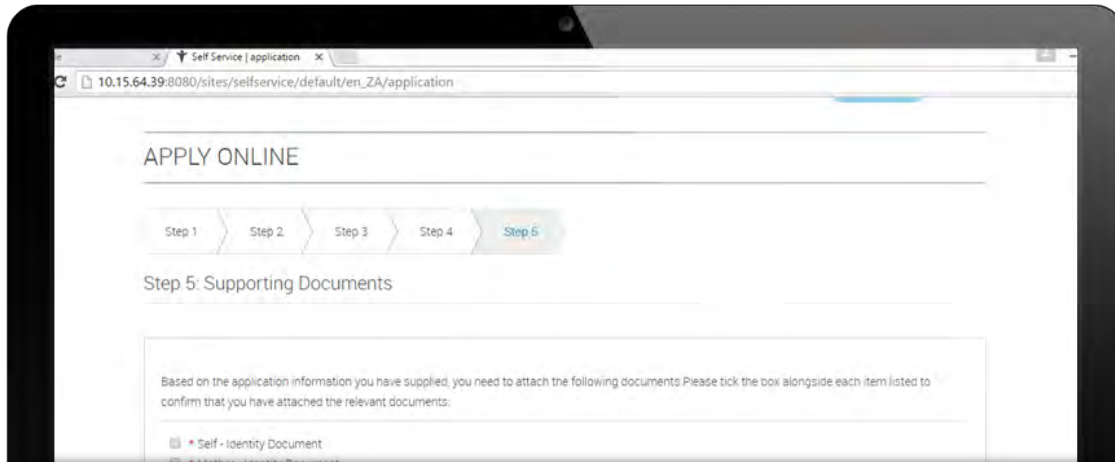


## 6 Apply

Step 5: Supporting Documents

Users must stipulate which documents they are uploading.





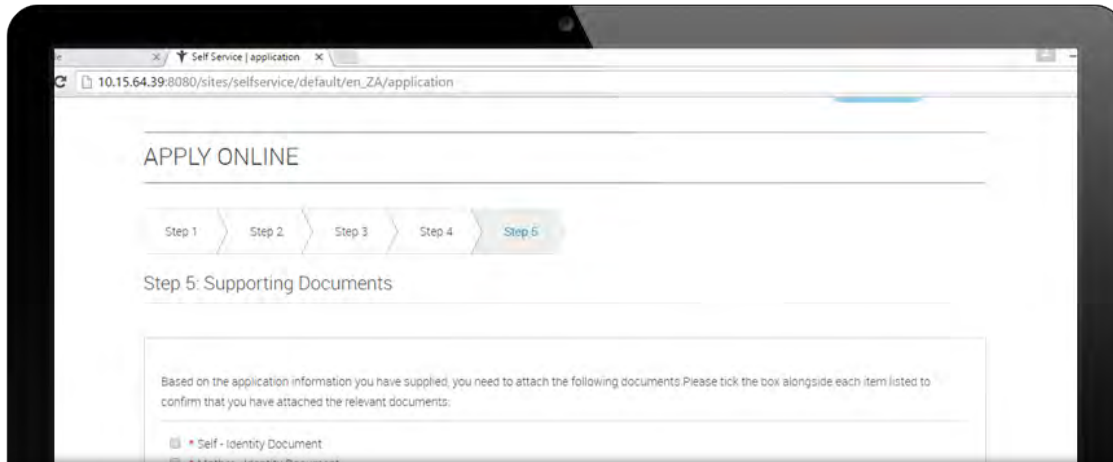
## 6 Apply

### Step 5: Supporting Documents

Once the relevant documents are uploaded, users may download or delete them.

Delete	Document Type	Download
<input type="checkbox"/>	Self - Identity Document Mother - Identity Document Mother/Father Income - Payslip	<a href="#">Download</a>

**DELETE**



## Apply

### Step 5: Supporting Documents

Once the declarations have been checked, the user may submit the form.

✔ Thank you for submitting your application for financial aid to NSFAS.

We will keep you posted on the progress of your application. If you are approved for financial aid, and once you have registered for your studies, NSFAS will send you a message to sign your loan or bursary agreement online.

- ⓘ Please note that you will have **30 days** to sign your agreement form once we have notified you that your agreement is ready.
- ⓘ Your funding may be withdrawn if you fail to sign your agreement, and no allowances will be paid to you until you have signed.

NSFAS  
National Student Financial Aid Scheme

APPLY ONLINE

Step 1: Study

Selection one: NE

Faculty/Department

ARTS

Planned Quarters

Occasional

Occasional (Arts)

What accommodation type will you make use of?

This field is required.

- Select an option -

Do you need funding for meals (only if meals are not provided by the residency)?

Yes  No

Would you require funding for travel to University or TVET College?

Yes  No

NEXT > SAVE PROGRESS >

6

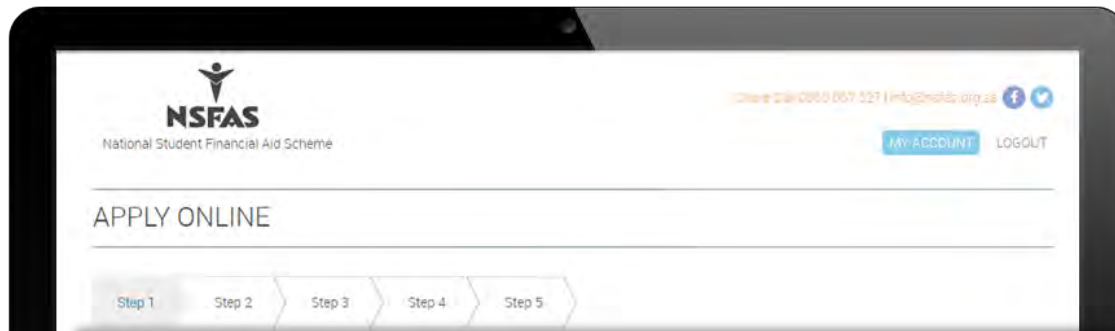
## Apply

Saving Progress

A user may save progress at anytime. This will save the form information already captured and a user may return at anytime to complete the form.

SMS reminders will also be sent to the user to remind them to complete the form.

A user may only move onto the next step once all required fields for the current step are completed.



## 7 Application Status

If a user saves progress, and returns at a later date, the application process can be continued via the link on the dashboard.

Dashboard My Personal Details Apply

Hi Joe Smith

✔ Your application has not been completed but your progress has been saved, [click here](#) to continue to complete the form

My Applications:

Reference Number	Date Created	Date Submitted	Application Status
---	25/07/2016 17:27:00	-/-/---	<a href="#">Incomplete</a>   <a href="#">Delete</a>