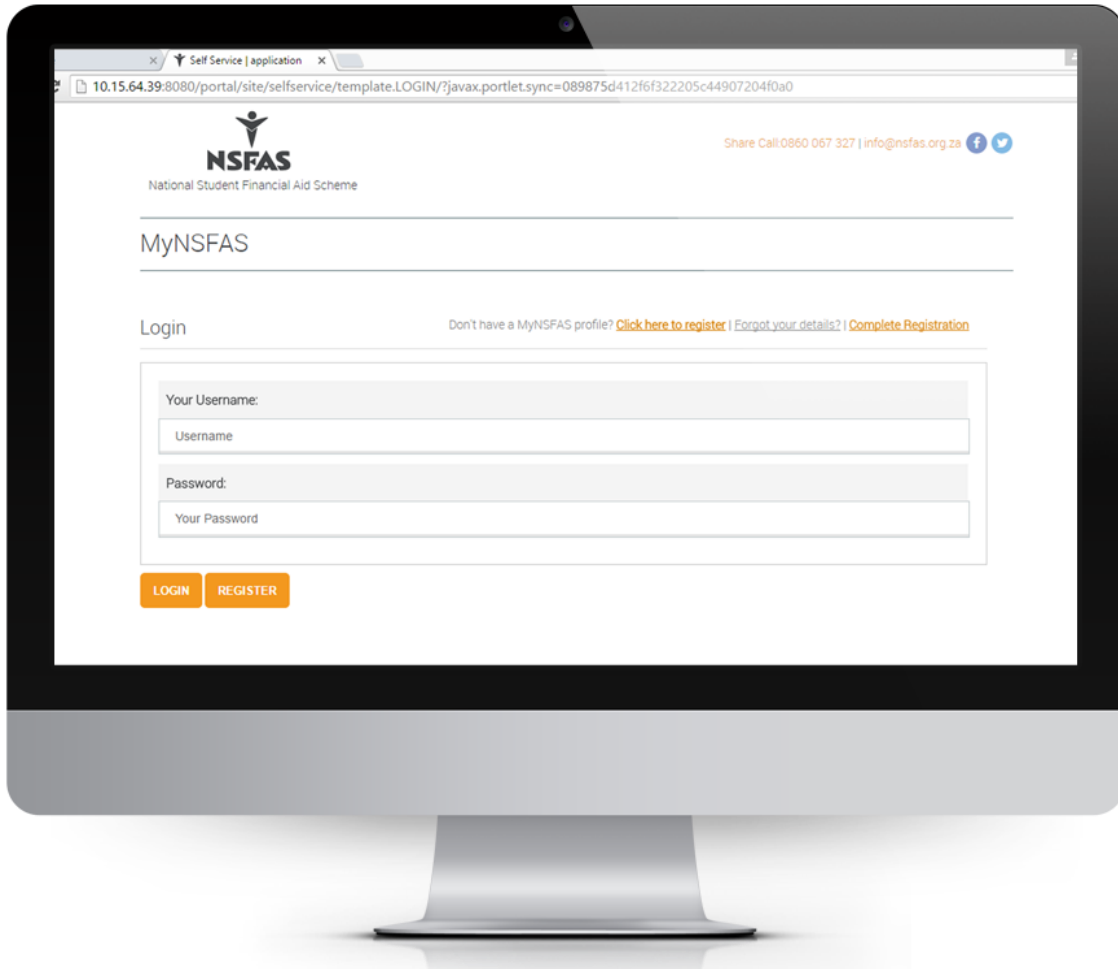




NSFAS

National Student Financial Aid Scheme

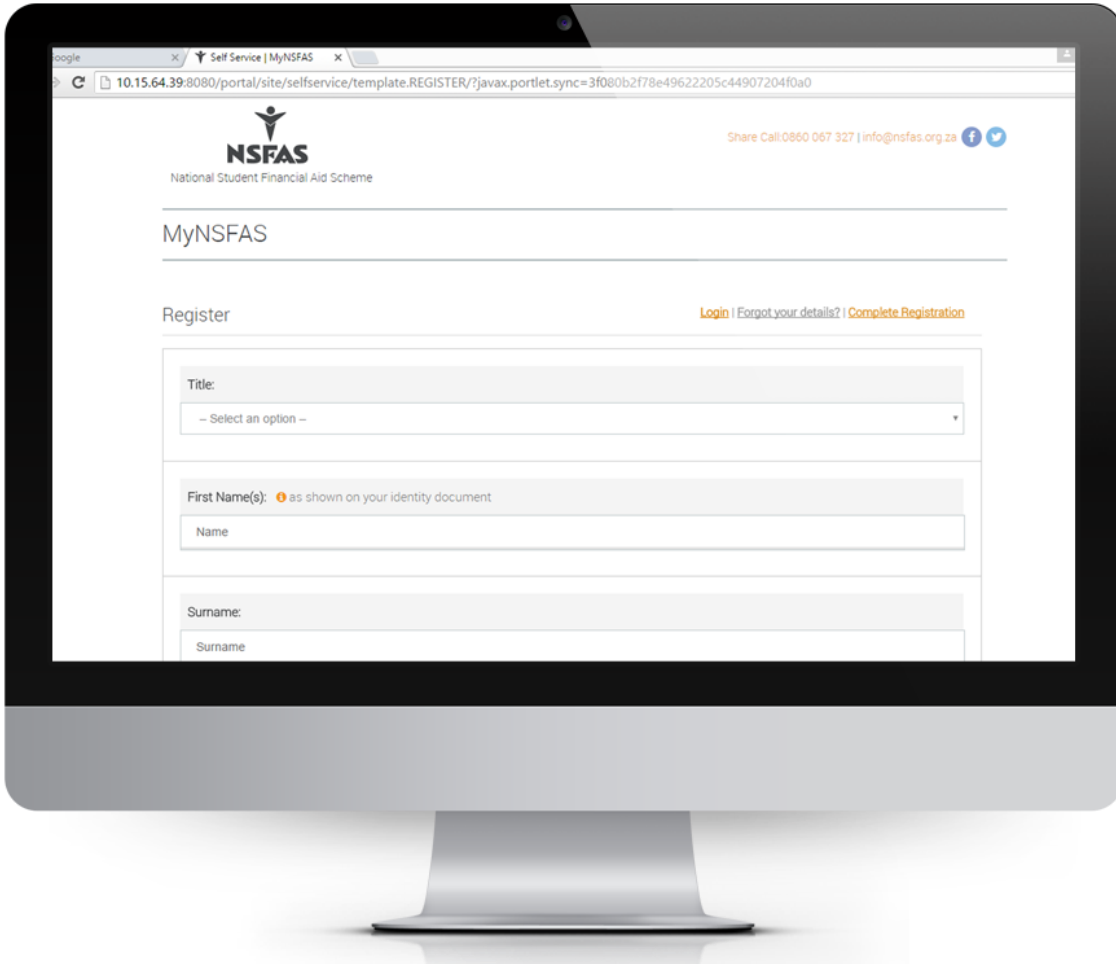
Online Applications



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

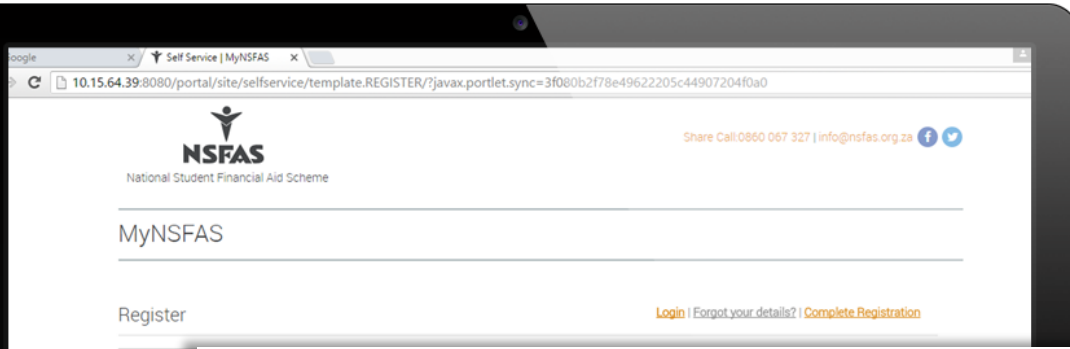
I allow NSFAS to verify and validate the information I have provided with third parties

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.



Title:

- Select

First Name

Name

Surname

Surname

E-mail:

 Dont have your own e-mail address? Please click [here](#) to open a free account.

Cell Phone Number:

2

Register

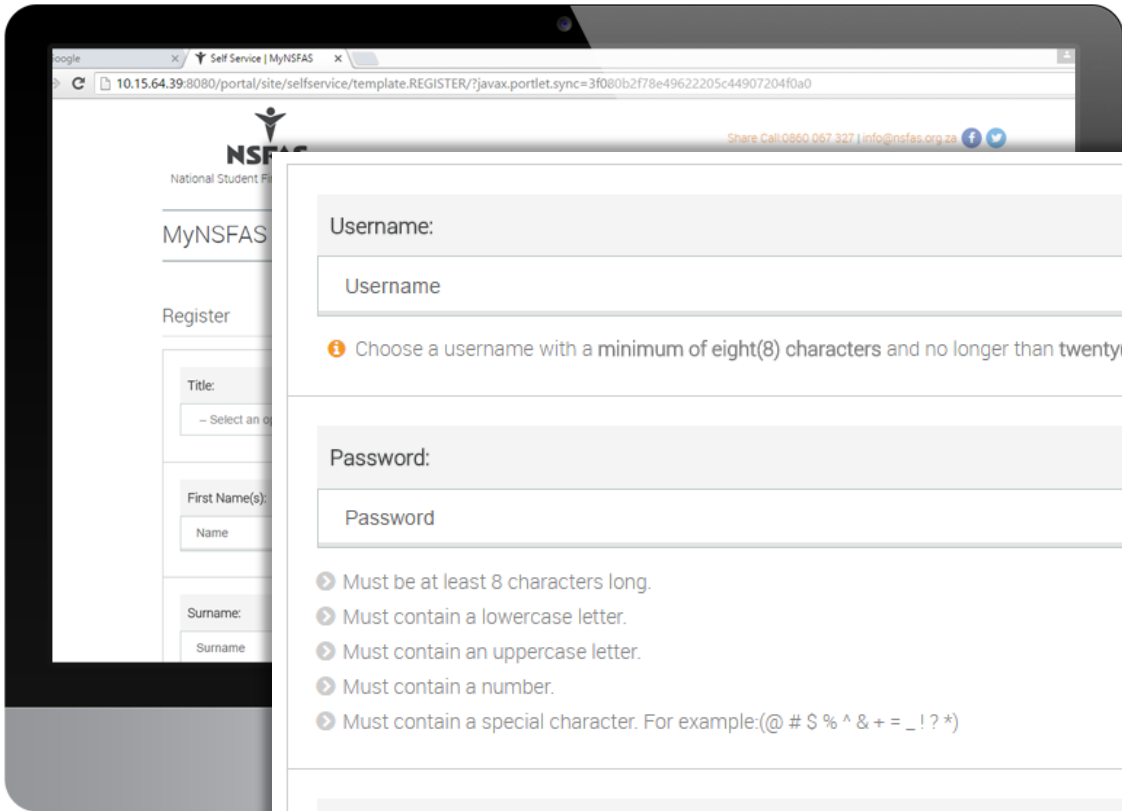
The system will automatically recognize City and Postal Codes based on the Province selected.

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.

The screenshot shows a web browser window displaying the MyNSFAS registration page. The browser's address bar shows the URL: 10.15.64.39:8080/portal/site/selfservice/template.REGISTER/?javax.portlet.sync=3f080b2f78e49622205c44907204f0a0. The page header includes the NSFAS logo and the text "National Student Financial Aid Scheme". The main heading is "MyNSFAS" and the sub-heading is "Register". The form is titled "HOME ADDRESS" and contains the following fields:

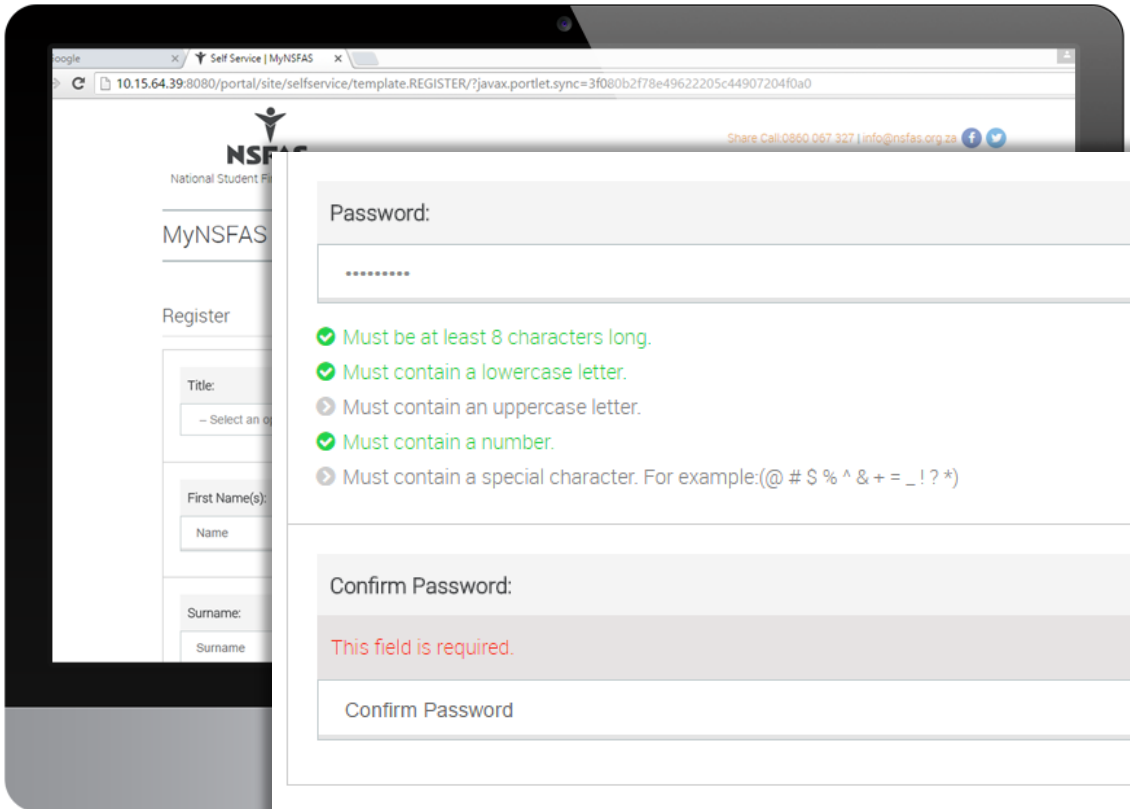
- Address Line 1:** A text input field containing "5 Bellevliet Rd".
- Address Line 2:** A text input field containing "Observatory".
- Province:** A dropdown menu with "WESTERN CAPE" selected.
- City:** A text input field containing "Cape Town".
- Postal Code:** A text input field containing "7925".

At the bottom of the form, there is a question: "Is your Postal Address the same as Home Address?". Below this question are two radio buttons: "Yes" (which is selected) and "No".



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.

NSFAS
National Student Financial Aid Scheme

MyNSFAS

Register

Share Call:0860 067 327 | info@nsfas.org.za

[Login](#) | [Forgot your details?](#) | [Complete Registration](#)

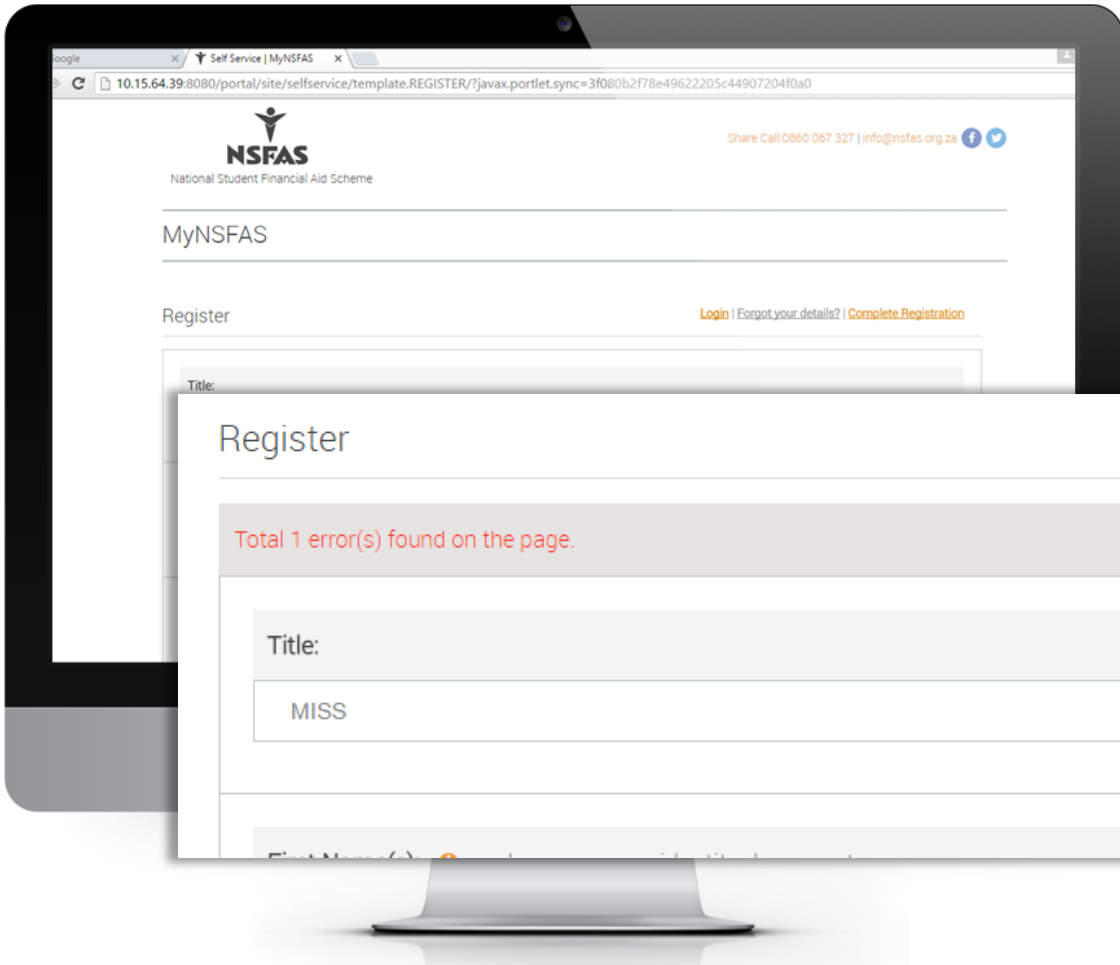
Title:

Security Word:

i Please add a security word, which we can use for future verification, something you would never forget. It needs to be a minimum of six(6) characters and a maximum of ten(10) and shouldn't contain numbers.

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

REGISTER



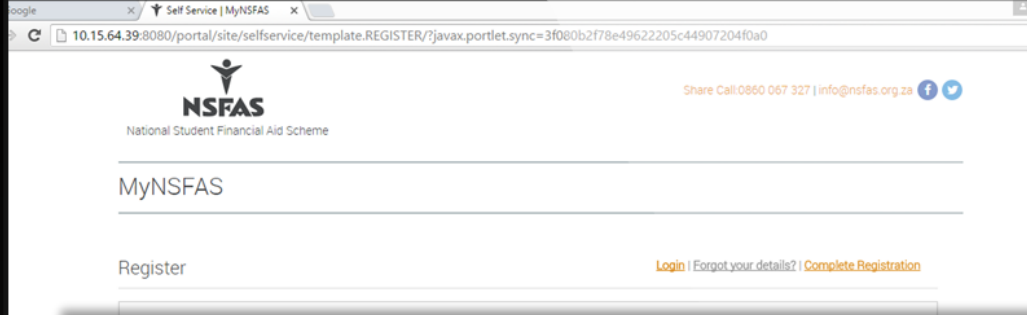
2 Register

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.



10.15.64.39:8080/portal/site/selfservice/template.REGISTER/?javax.portlet.sync=3f080b2f78e49622205c44907204f0a0

NSFAS
National Student Financial Aid Scheme

Share Call:0860 067 327 | info@nsfas.org.za

MyNSFAS

Register [Login](#) | [Forgot your details?](#) | [Complete Registration](#)

Confirmation

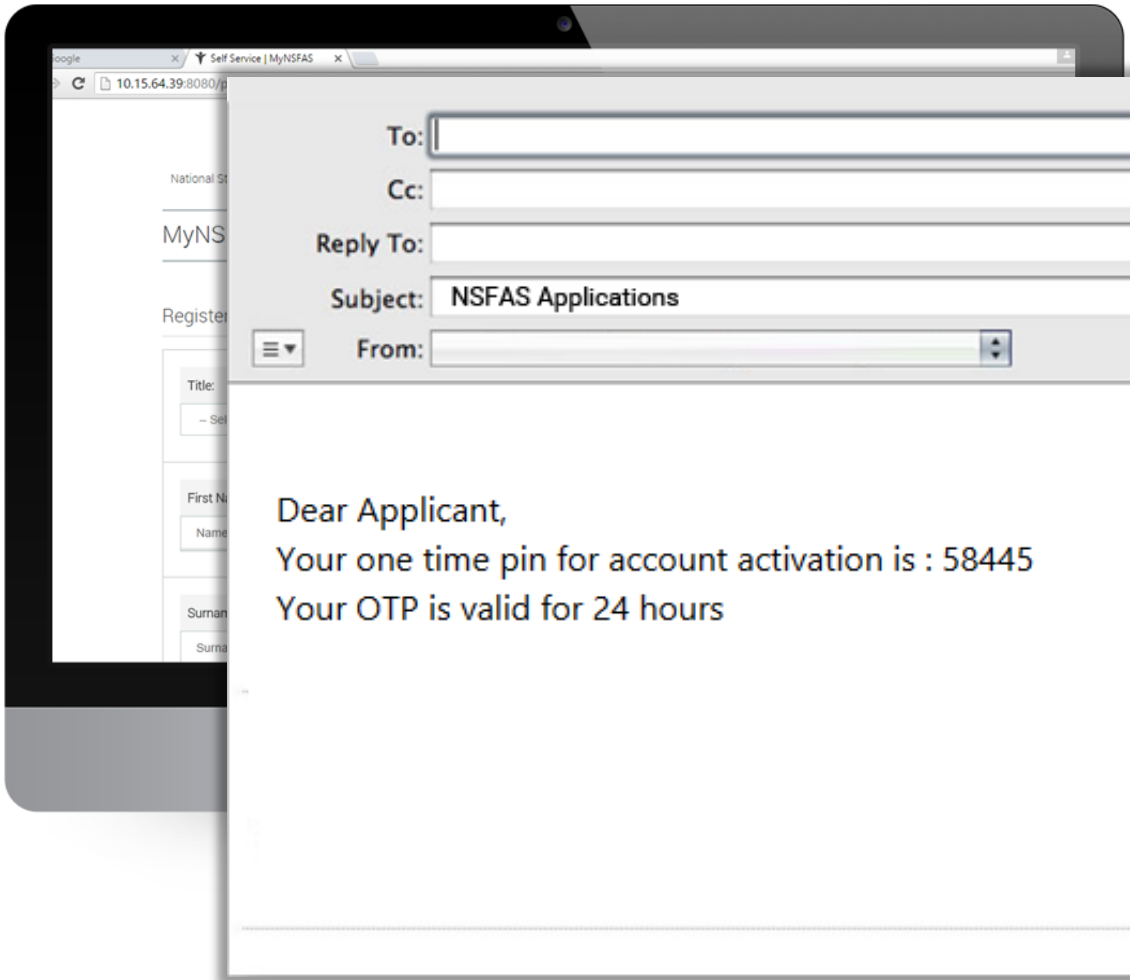
Don't have a MyNSFAS profile? [Click here to register](#) | [Login](#)

To proceed with your registration, please enter the One-Time PIN below that has been sent to your cellphone via SMS and to your registered e-mail address.

Enter your OTP:

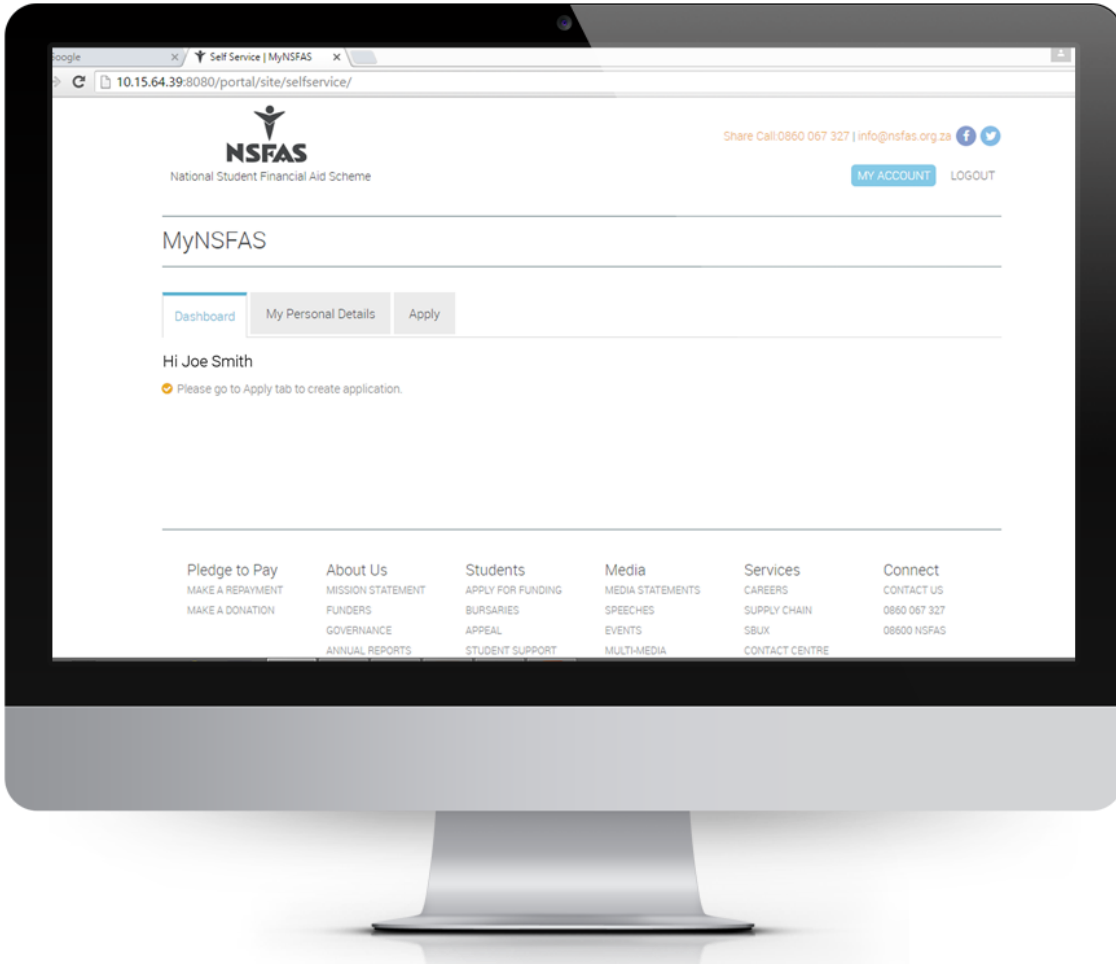
SUBMIT

RESEND OTP



3 Confirmation

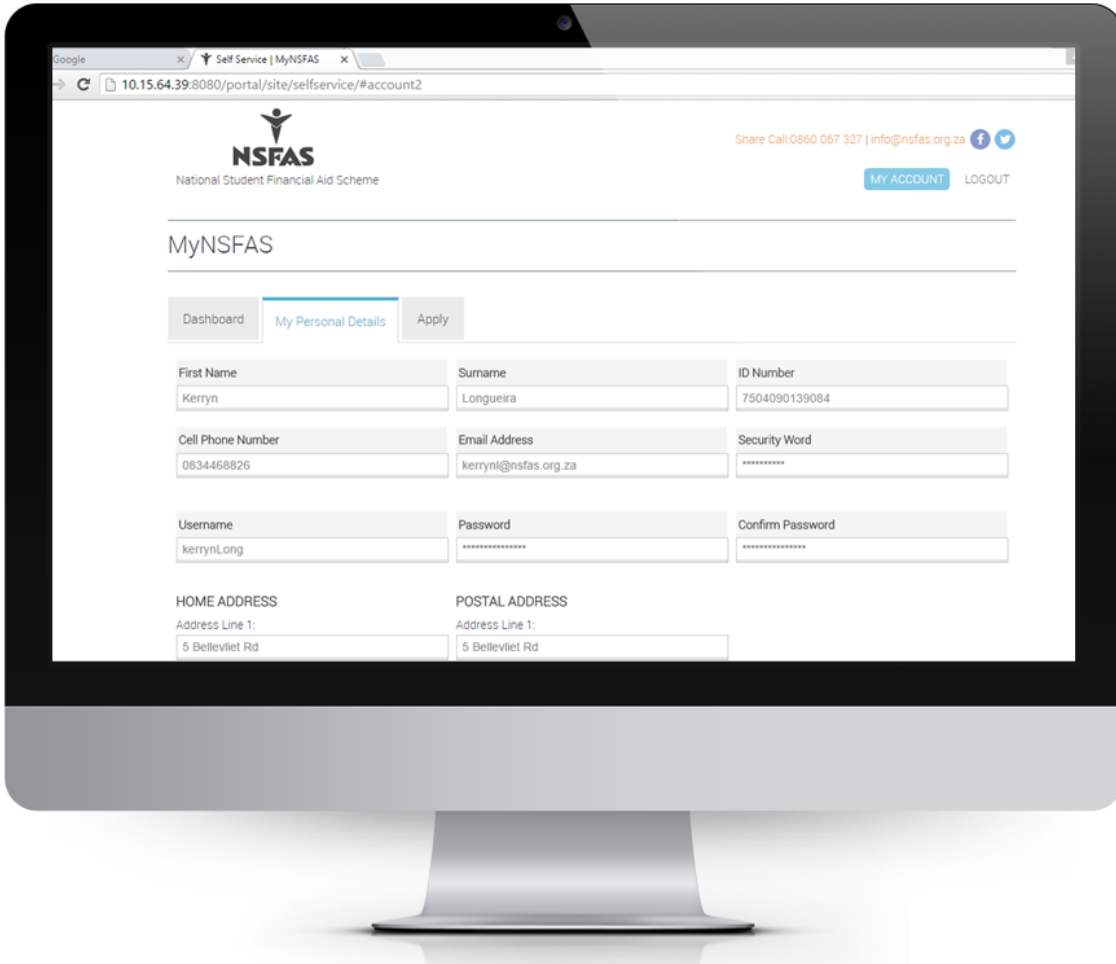
Users receive an OTP, which is valid for 24 hours.



4

Dashboard

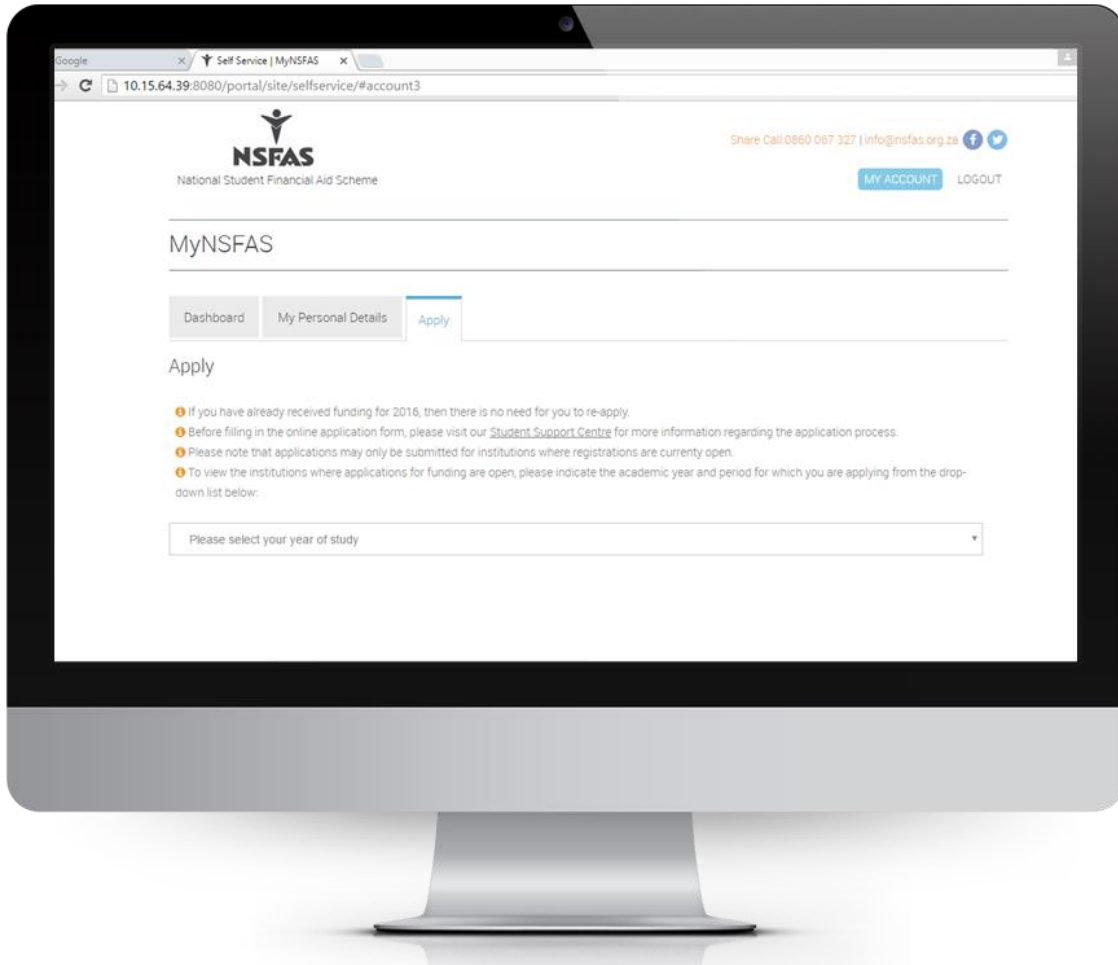
Once the registration and confirmation process is complete, the user is directed to the MyNSFAS Dashboard page. From here the user is prompted to click on the Apply tab to complete the online application.



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.

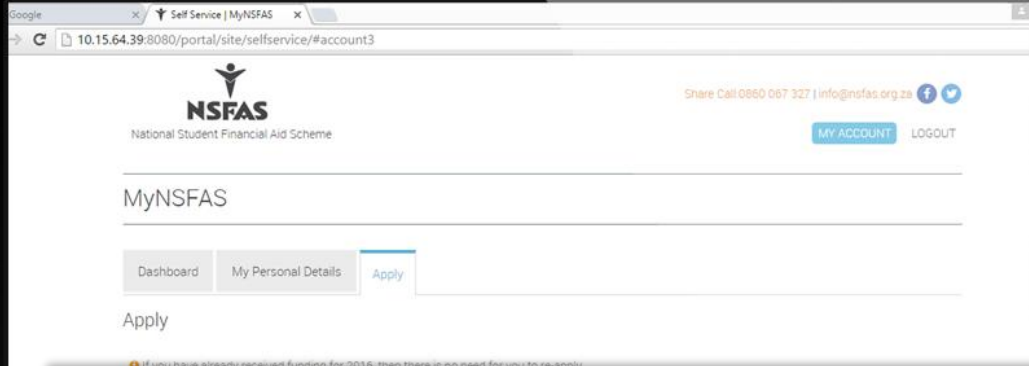
Before filling in the online application form, please visit our Student Support Centre for more information regarding the application process.

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



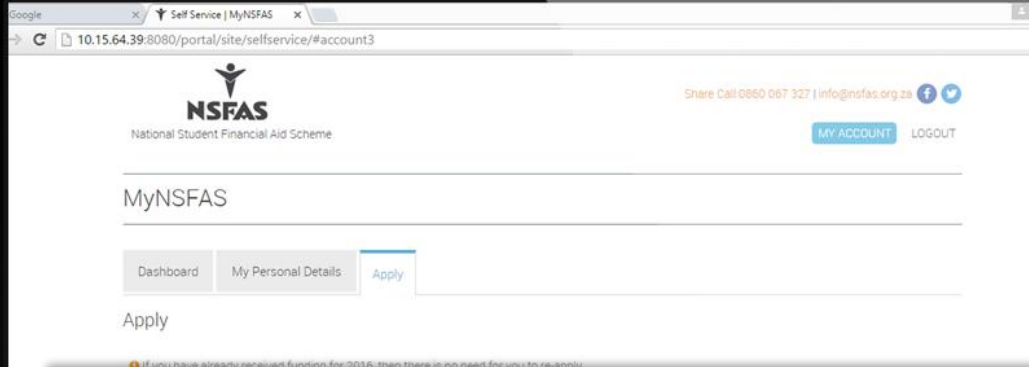
Apply

- 1 If you have already received funding for 2016, then there is no need for you to re-apply.
- 2 Before filling in the online application form, please visit our [Student Support Centre](#) for more information regarding the application process.
- 3 Please note that applications may only be submitted for institutions where registrations are currently open.
- 4 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

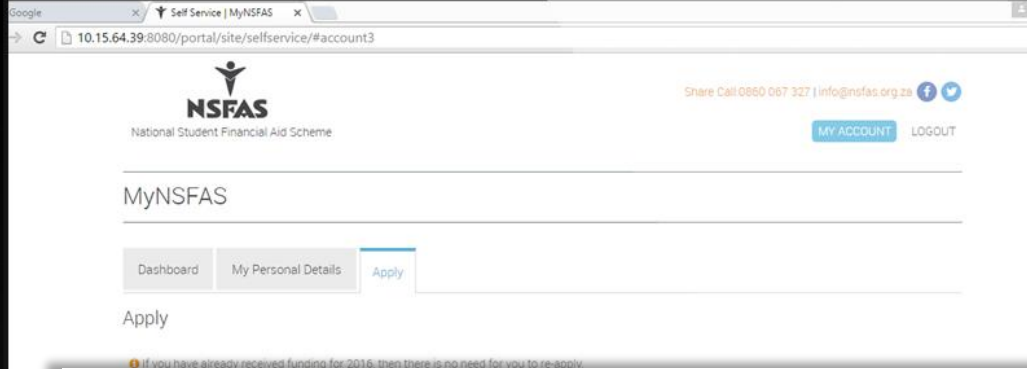
Applications for funding will only be open for institutions that are still accepting financial aid applications.

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.



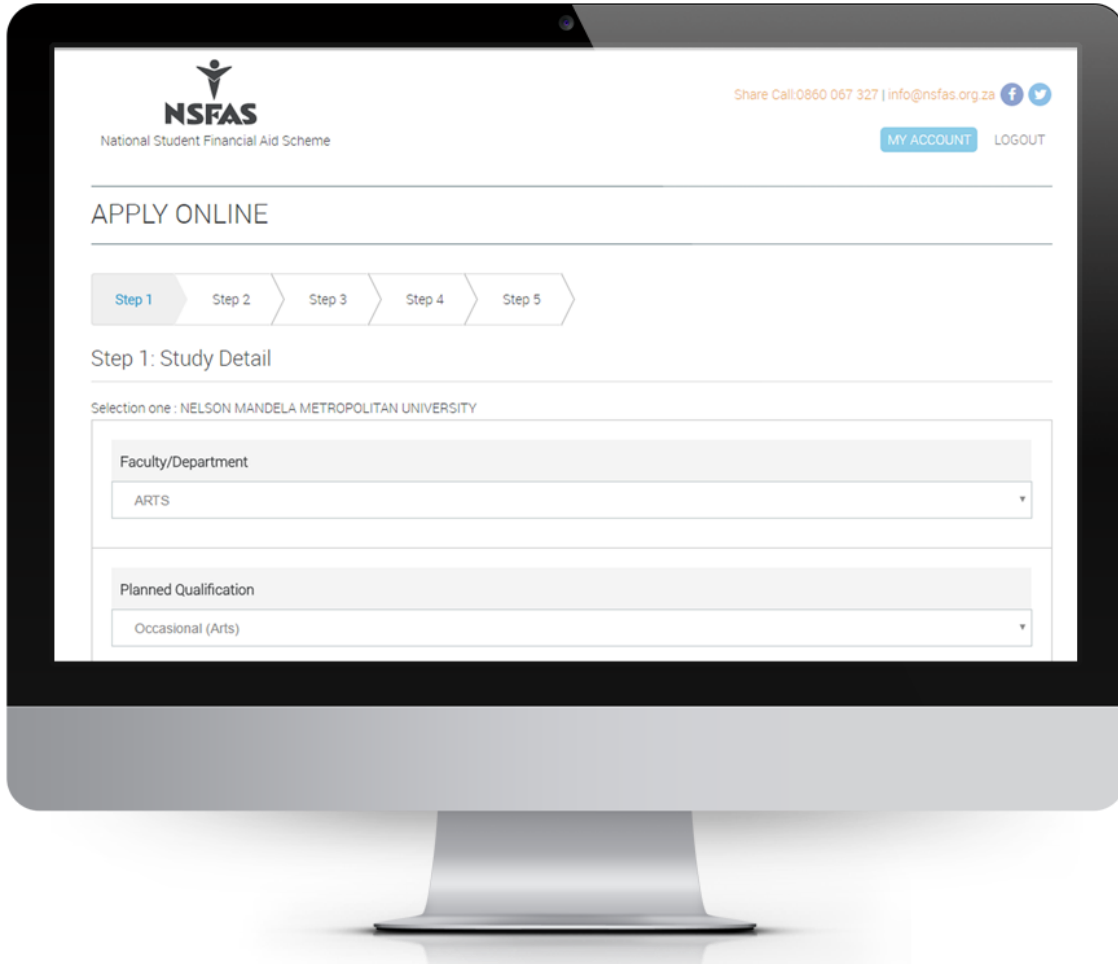
Dashboard My Personal Details **Apply**

Apply

✔ Your selection has been saved. Please [click here](#) to create application.

- ❗ 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:

[CLICK HERE TO APPLY ONLINE](#)



6

Apply

Step 1: Study Details

The following is captured for Step 1:

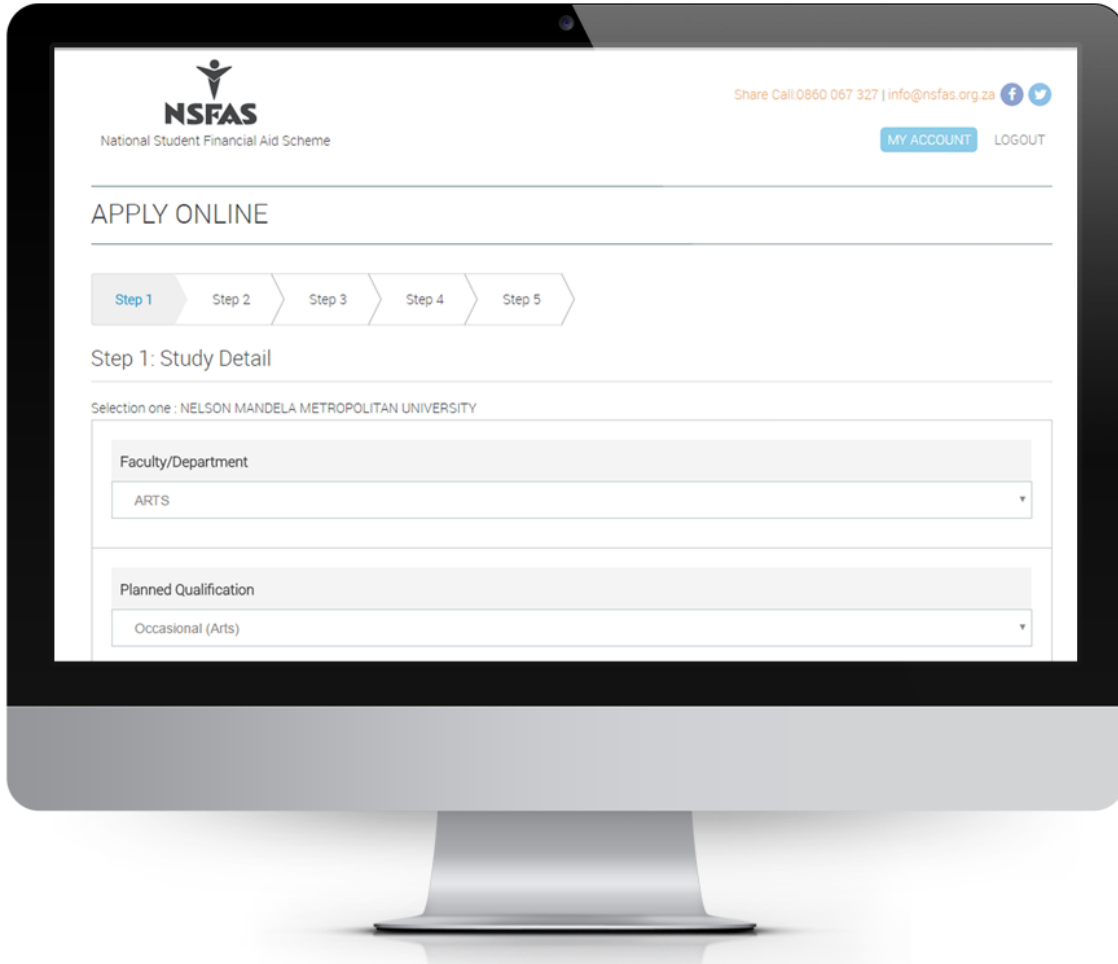
Faculty/Department

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:

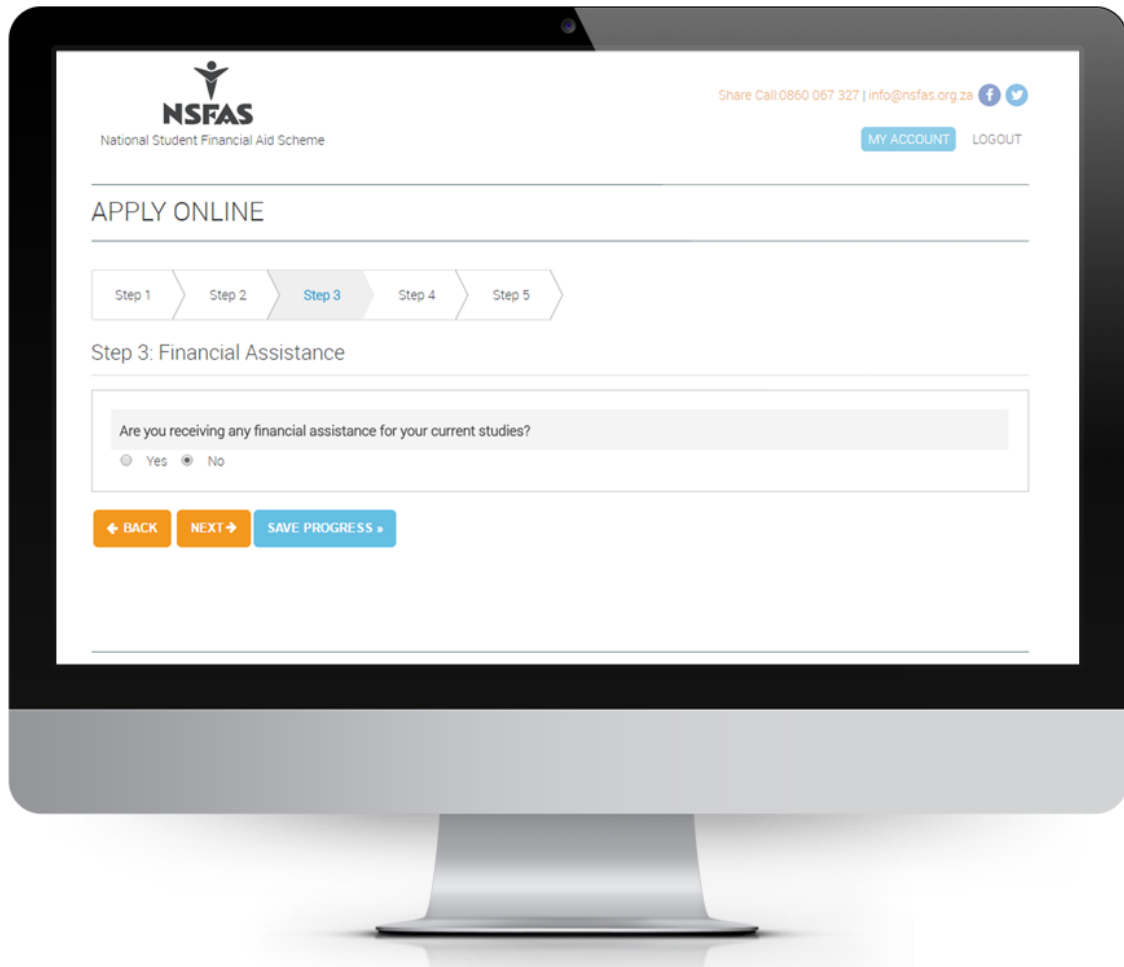
What are you doing this year?

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:

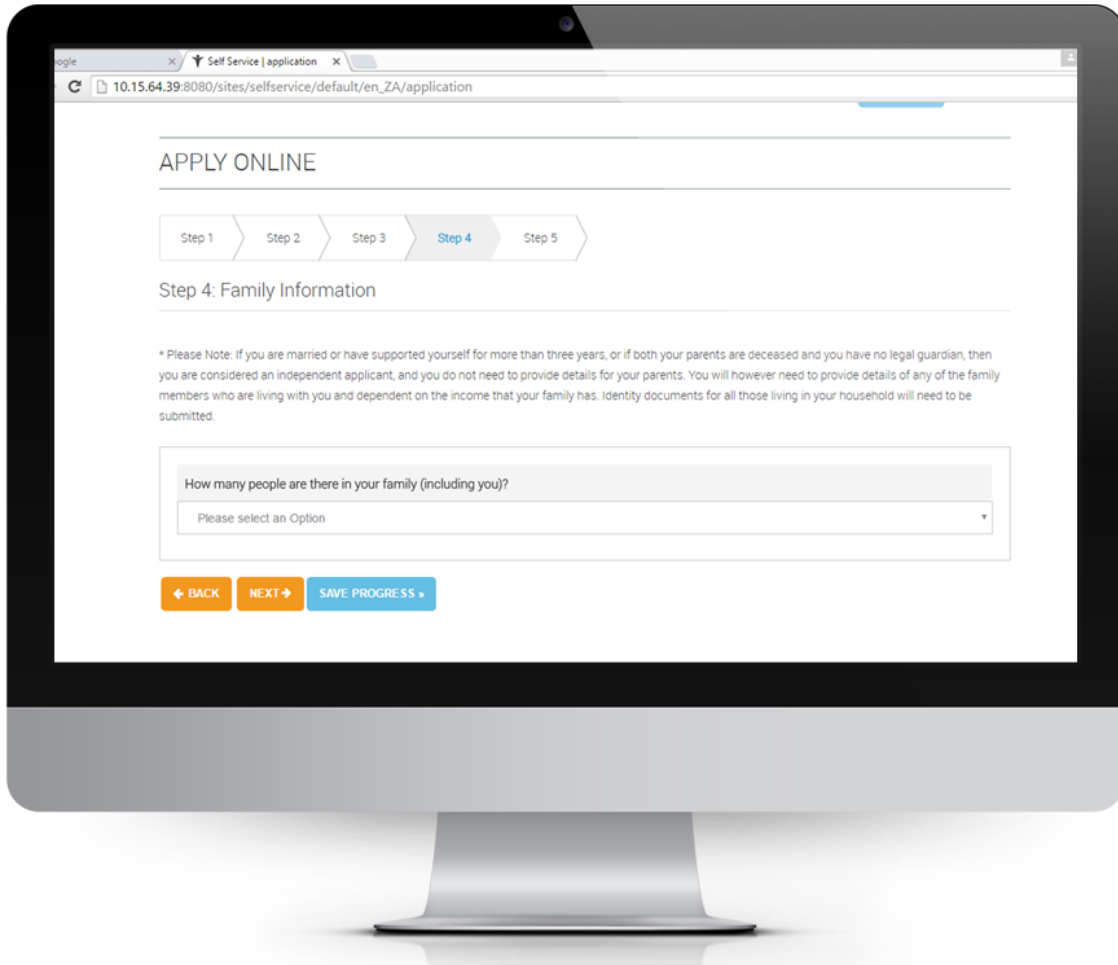
Are you receiving any financial assistance for your current studies?

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?



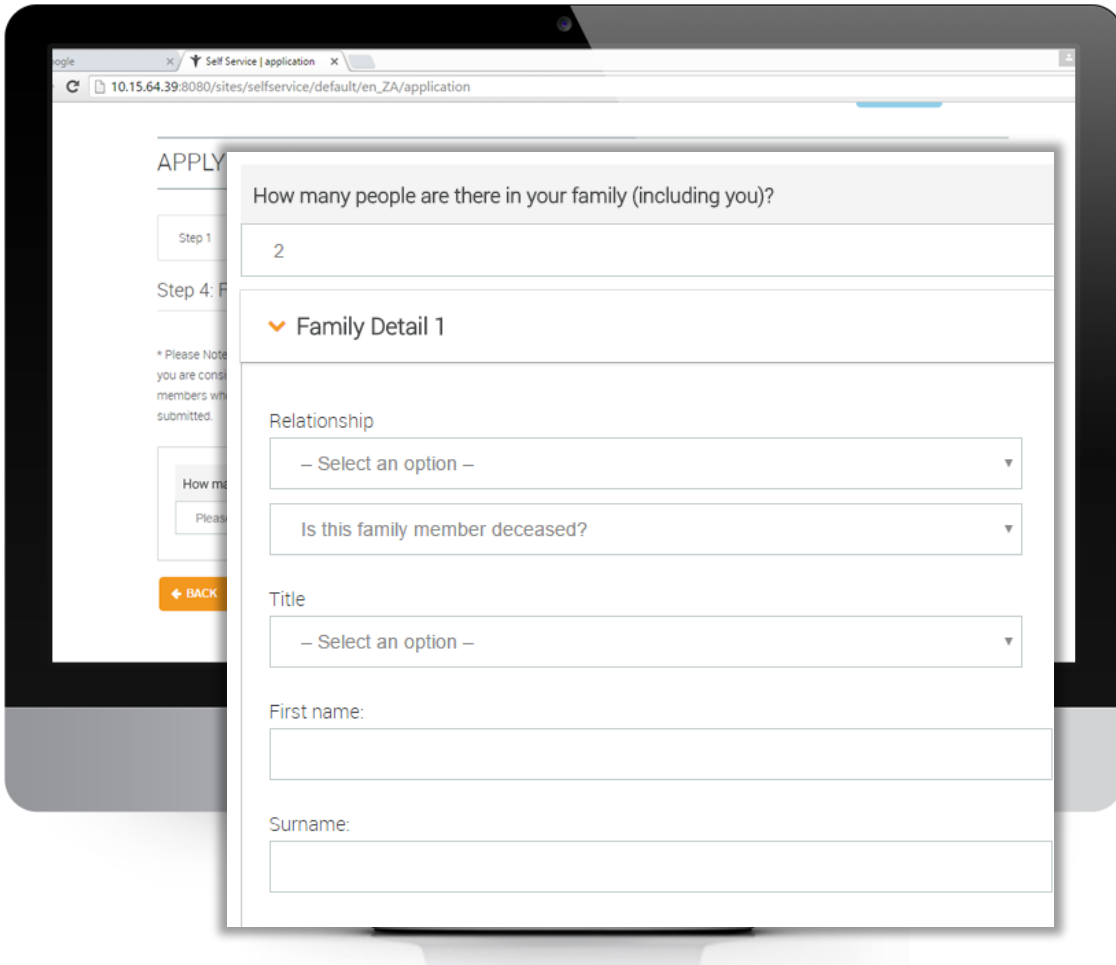
6

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.



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):

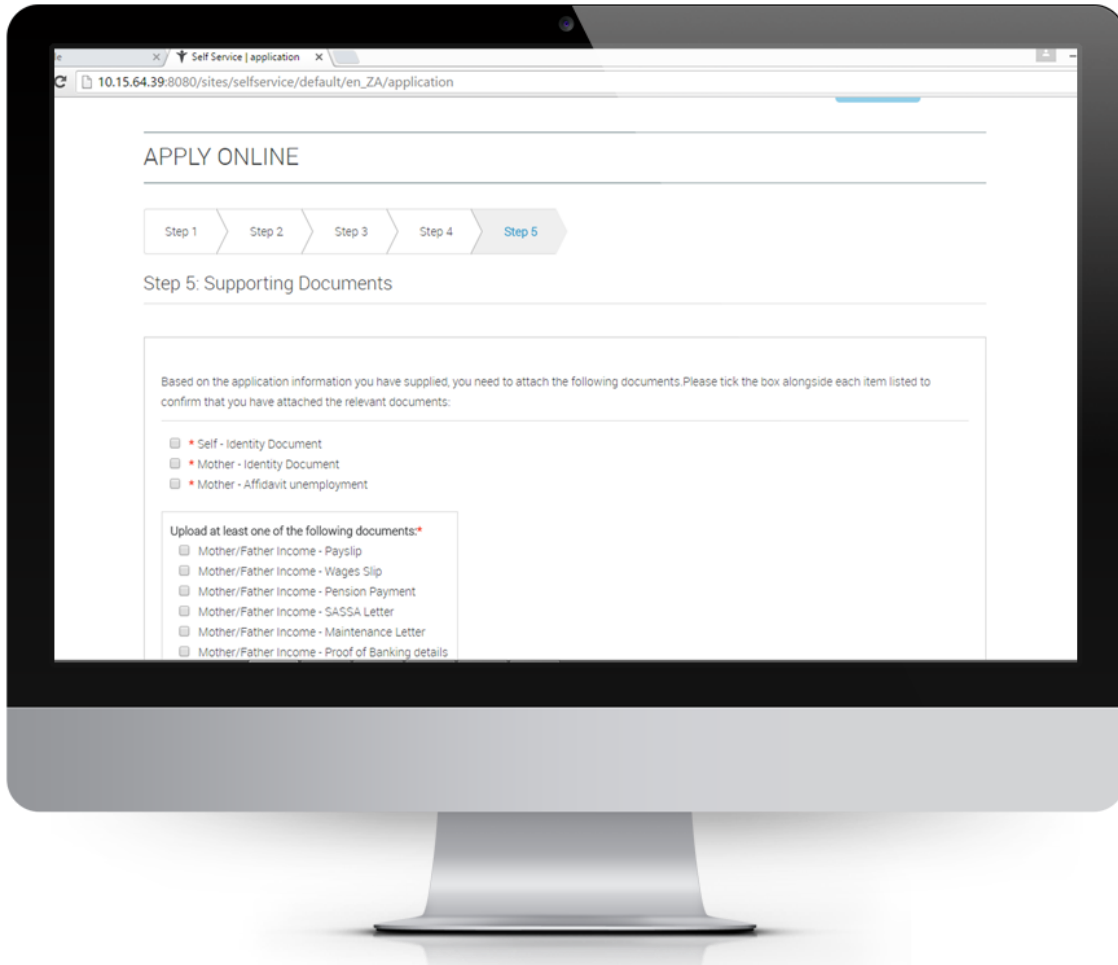
Income Source

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.

Based on the application information you have supplied, you need to attach the following documents to confirm that you have attached the relevant documents:

- * Self - Identity Document
- * Mother - Identity Document
- * Mother - Affidavit unemployment

Upload at least one of the following documents:*

- Mother/Father Income - Payslip
- Mother/Father Income - Wages Slip
- Mother/Father Income - Pension Payment
- Mother/Father Income - SASSA Letter
- Mother/Father Income - Maintenance Letter
- Mother/Father Income - Proof of Banking details

* Required

Upload documents:

Choose File No file chosen

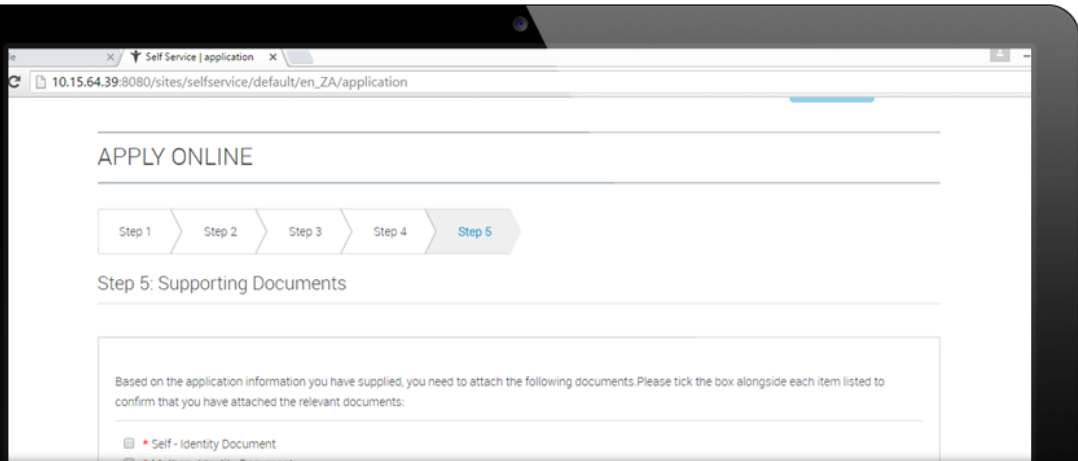
UPLOAD

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	Download

DELETE

6

Apply

Step 5: Supporting Documents

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

APPLY ONLINE

Step 1 Step 2 Step 3 Step 4 Step 5

Step 5: Supporting Documents

Based on the application information you have supplied, you need to attach the following documents. Please tick the box alongside each item listed to confirm that you have attached the relevant documents:

- Self - Identity Document
- Mother - Identity Document

✔ 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.

The image shows a tablet displaying a web application interface. The main form is titled 'Occasional (ARTS)' and is part of the 'APPLY ONLINE' process. The user is currently on 'Step 1: Study'.

The form contains the following questions and options:

- Question: "What accommodation type will you make use of?"
Error message: "This field is required."
Options: "- Select an option -"
- Question: "Do you need funding for meals (only if meals are not provided by the residency)?"
Options: Yes, No
- Question: "Would you require funding for travel to University or TVET College?"
Options: Yes, No

At the bottom of the form, there are two buttons: "NEXT →" (orange) and "SAVE PROGRESS »" (blue).

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.



National Student Financial Aid Scheme

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MY ACCOUNT LOGOUT

APPLY ONLINE

Step 1 Step 2 Step 3 Step 4 Step 5

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	--/--/----	Incomplete Delete

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.