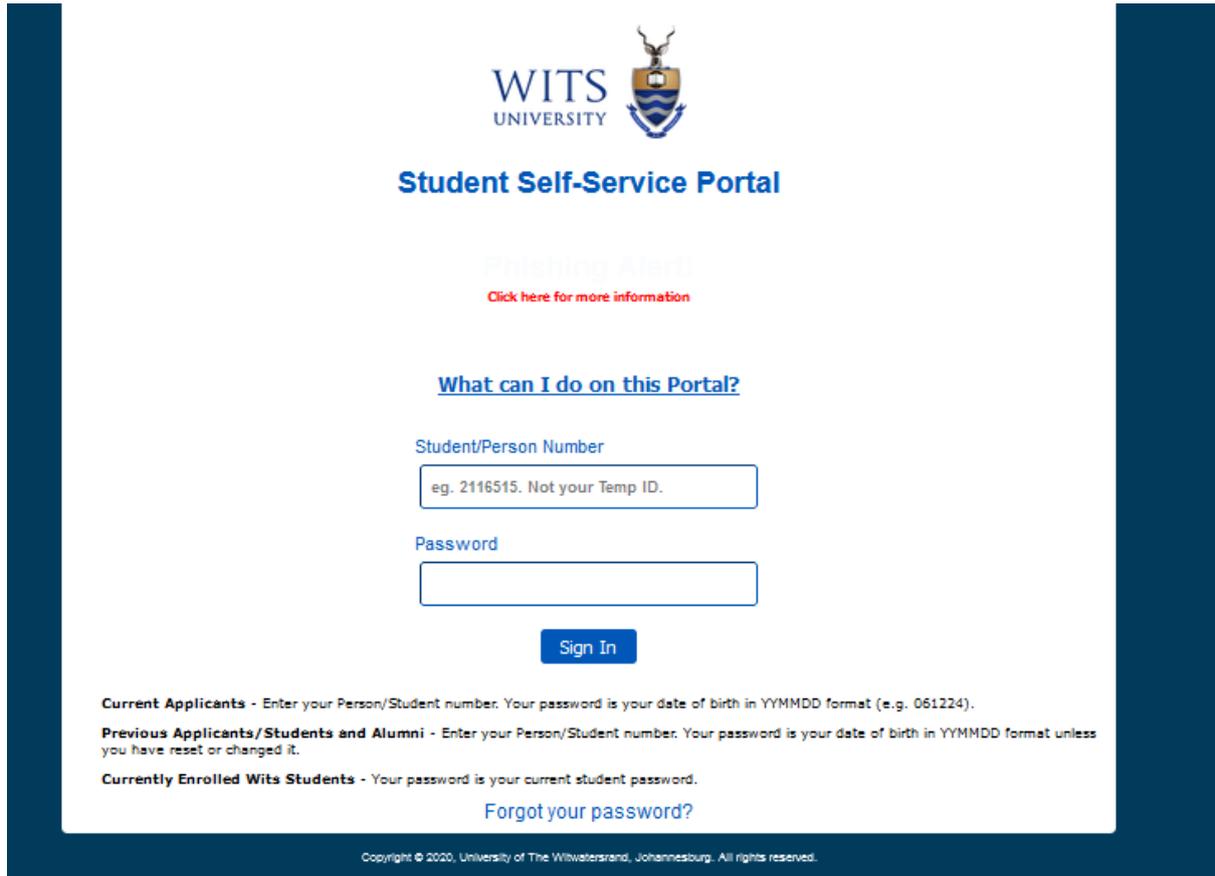
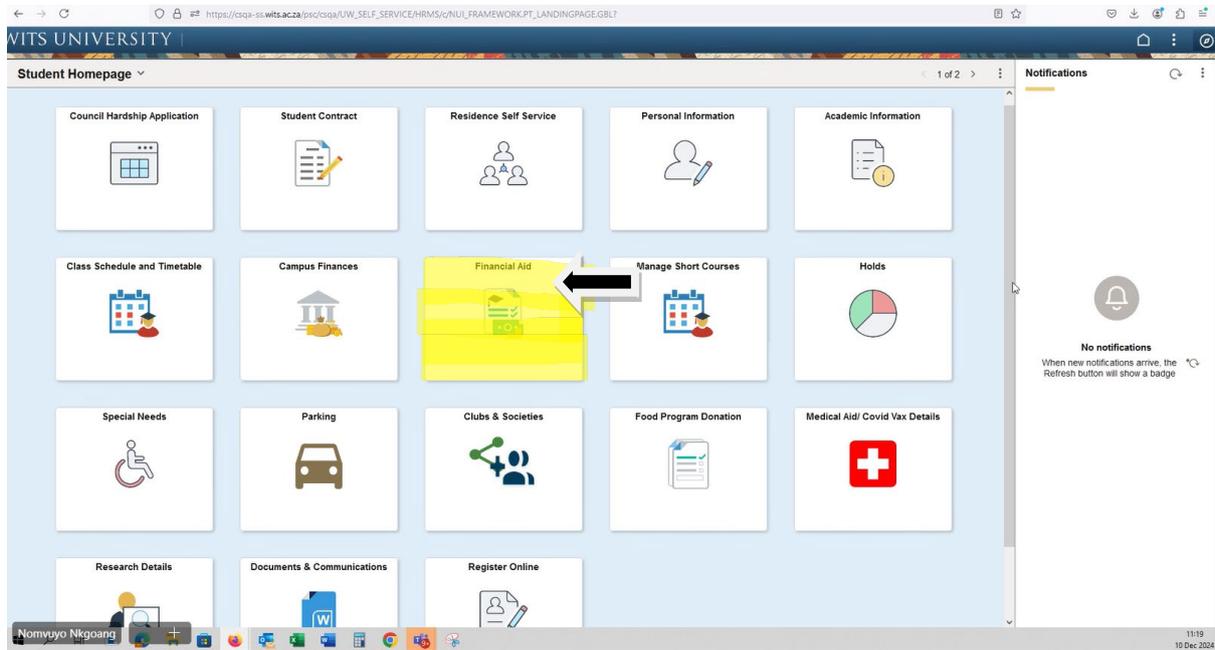


# Sponsorship Letter Upload Guide



**Step 1:** Please use your logon details to log in to the Student Self-Service Portal.



**Step 2:** Select the Financial Aid tile

**Financial Aid**

**Sponsorship Letter Upload** Continue

This process will allow you to submit sponsor letters. This process will assist with registration as follows: If your sponsor letter is approved (i.e. Wits Financial Aid and Scholarships confirms validity of sponsor) upfront fee payment (OFE) service indicator will be lowered. If you have outstanding debt you will be required to complete an acknowledgement of debt agreement (AOD). When the AOD and your letter is approved, the outstanding debt service indicator (SFI) will be lowered. If your letter is rejected you will be notified to either submit another or you will need to settle your outstanding debt and apply for first fee postponement. If you accurately complete the information required future payment of allowances will be facilitated.

Letter Action

- Apply Scholarship & Bursaries
- View Scholarship and Bursaries
- NSFAS Application Status
- Sponsorship Letter Upload**
- NSFAS Appeals
- Amend NSFAS Appeal Motivation
- Accom and Allowances Form
- NSFAS Lease Agreement Upload

### Step 3: Select Sponsorship Letter Upload

**Apply for an AOD** Continue

Please select an action below to continue:

Application Action

Academic Institution

Academic Year

Application Type

- Historical AOD
- Sponsorship AOD

**Step 4:** If you have outstanding fees the screen will take you to the AOD (Acknowledgement of Debt) page.

Please select from the drop-down list, the correct option that applies to you.

i.e. Only select Historic AOD if:

- You are a self-funded student (You or your parents are paying for your fees)
- You are a sponsored student with an outstanding debt of more than R120 000
- Your outstanding fees are more than R10 000
- Your total household income is below R600 000 (everyone in your household that is working is considered)

Only select Sponsorship AOD if:

- You currently have a confirmed sponsorship letter for 2025 for full funding.
- Your outstanding fees are below R120 000
- **If you do not have a NSFAS funded status for 2025 do not complete any AOD online. You will receive an automatic notification if you need to complete the AOD.**

Once you have completed and submitted the correct AOD.

Please go back to the Sponsorship Letter Upload tile to continue with the you upload.

**N.B. Please make sure you have a signed official letter; it must be for the current academic year, and it must be clear as to what the funding covers. For International students please make sure you have your completed Fee Estimate.**

**Financial Aid**

Apply Scholarship & Bursaries | View Scholarship and Bursaries | NSFAS Application Status | **Sponsorship Letter Upload** | NSFAS Appeals | Amend NSFAS Appeal Motivation | Accom and Allowances Form | NSFAS Lease Agreement Upload

**Sponsorship Letter Upload**

This process will allow you to submit sponsor letter/s. This process will assist with registration as follows: If your sponsor letter is approved (i.e. Wits Financial Aid and Scholarships confirms validity of sponsor) upfront fee payment (OFE) service indicator will be lowered. If you have outstanding debt you will be required to complete an acknowledgement of debt agreement (AOD). When the AOD and your letter is approved, the outstanding debt service indicator (SFB) will be lowered. If your letter is rejected you will be notified to either submit another or you will need to settle your outstanding debt and apply for first fee postponement. If you accurately complete the information required future payment of allowances will be facilitated.

Letter Action: **Begin New Upload** (indicated by a black arrow)

Academic Institution: Wits University

Aid Year:

Continue

**Step 5:** Select “Begin New upload” for a new application, select the aid year 2025 and click *Continue* **OR**

**Financial Aid**

Apply Scholarship & Bursaries | View Scholarship and Bursaries | NSFAS Application Status | **Sponsorship Letter Upload** | NSFAS Appeals | Amend NSFAS Appeal Motivation | Accom and Allowances Form | NSFAS Lease Agreement Upload

**Sponsorship Letter Upload**

This process will allow you to submit sponsor letter/s. This process will assist with registration as follows: If your sponsor letter is approved (i.e. Wits Financial Aid and Scholarships confirms validity of sponsor) upfront fee payment (OFE) service indicator will be lowered. If you have outstanding debt you will be required to complete an acknowledgement of debt agreement (AOD). When the AOD and your letter is approved, the outstanding debt service indicator (SFB) will be lowered. If your letter is rejected you will be notified to either submit another or you will need to settle your outstanding debt and apply for first fee postponement. If you accurately complete the information required future payment of allowances will be facilitated.

Letter Action: **Continue Existing Upload** (indicated by a black arrow)

Existing Applications

| Application Number <sup>†1</sup> | Aid Year <sup>†1</sup> | Upload Status <sup>†1</sup> |
|----------------------------------|------------------------|-----------------------------|
| 00015996                         | 2025                   | In Progress                 |

Continue

Select “Continue Existing Upload” if you have already started an application before and the select the correct one.

Then select the aid year 2025. Then click *Continue*

**Financial Aid**

Apply Scholarship & Bursaries | View Scholarship and Bursaries | NSFAS Application Status | **Sponsorship Letter Upload** | NSFAS Appeals | Amend NSFAS Appeal Motivation | Accom and Allowances Form | NSFAS Lease Agreement Upload

**Sponsorship Letter Upload**

This process will allow you to submit sponsor letter/s. This process will assist with registration as follows: If your sponsor letter is approved (i.e. Wits Financial Aid and Scholarships confirms validity of sponsor) upfront fee payment (OFE) service indicator will be lowered. If you have outstanding debt you will be required to complete an acknowledgement of debt agreement (AOD). When the AOD and your letter is approved, the outstanding debt service indicator (SFB) will be lowered. If your letter is rejected you will be notified to either submit another or you will need to settle your outstanding debt and apply for first fee postponement. If you accurately complete the information required future payment of allowances will be facilitated.

Letter Action: **Continue Existing Upload** (indicated by a black arrow)

Existing Applications

| Application Number <sup>†1</sup> | Aid Year <sup>†1</sup> | Upload Status <sup>†1</sup> |
|----------------------------------|------------------------|-----------------------------|
| 00015996                         | 2025                   | In Progress                 |

Continue

**Step 1 of 4: Welcome**

**How to Complete your Upload**

You will be required to submit your sponsorship letter/s should you have a letter from your sponsor or sponsors. You will be required to complete your sponsor details in this section. If you are a returning student, please indicate to the University if you will be funded by any of your previous sponsors indicated in that section or if you have a new sponsor funding you in the current academic year. You will need to specify if you are fully funded or partially funded by your sponsor/s. Please complete the bursary cover options which will indicate to the University exactly what academic, accommodation and other costs your sponsor will cover for the academic year. You are then required to attach your sponsor letter/s. When you have completed all the steps, please ensure that you read the instructions before you submit your letter in step 4. The Financial Aid Office will review your sponsorship letter within 48 business hours and the outcome of the assessment will be sent to you via email to your student email account. You can view the status of your application at any point in time by selecting **VIEW STATUS OF THE SUBMIT** on the External Sponsorship page.

1 Welcome Visited | 2 Sponsor Details Not Started | 3 Bursary Cover Options Not Started | 4 Submit Not Started

Next >

**Step 6:** Please read the welcome page as it gives the requirements for uploading the letter.

Click on “Next”.

2025 | Form Nbr 00015996

Page Instructions  
Please indicate to the University if you will be funded by any of your previous sponsors indicated below or if you have a new sponsor funding you in the current academic year. You will also have to specify if you are fully funded or partially funded by your sponsor/s. Please note that all questions default to NO, you need to click on the radio button for the correct answer.

Personal Information  
First Name Keketso  
Middle Name Lerato  
Last Name Ramadibana

New Sponsor  
Sponsor Name  Are you partially funded?   
   
Add Sponsor

**Step 7:** Enter the Name of the sponsor and select whether it is full funding or partial funding.

**DO not click on Add Sponsor unless you have more than one sponsor.**

e.g.

2025 | Form Nbr 00015996

Page Instructions  
Please indicate to the University if you will be funded by any of your previous sponsors indicated below or if you have a new sponsor funding you in the current academic year. You will also have to specify if you are fully funded or partially funded by your sponsor/s. Please note that all questions default to NO, you need to click on the radio button for the correct answer.

Personal Information  
First Name Keketso  
Middle Name Lerato  
Last Name Ramadibana

New Sponsor  
Sponsor Name  Are you partially funded?   
 Eskom  Pays for all studies  
Add Sponsor

2025 | Form Nbr 00016005

Page Instructions  
Please indicate to the University if you will be funded by any of your previous sponsors indicated below or if you have a new sponsor funding you in the current academic year. You will also have to specify if you are fully funded or partially funded by your sponsor/s. Please note that all questions default to NO, you need to click on the radio button for the correct answer.

Personal Information  
First Name Ayanda  
Middle Name  
Last Name Nkomo

New Sponsor  
Sponsor Name  Are you partially funded?   
 Eskom  Pays for all studies  
Add Sponsor

Sponsor Details (Click Update Details for each sponsor)

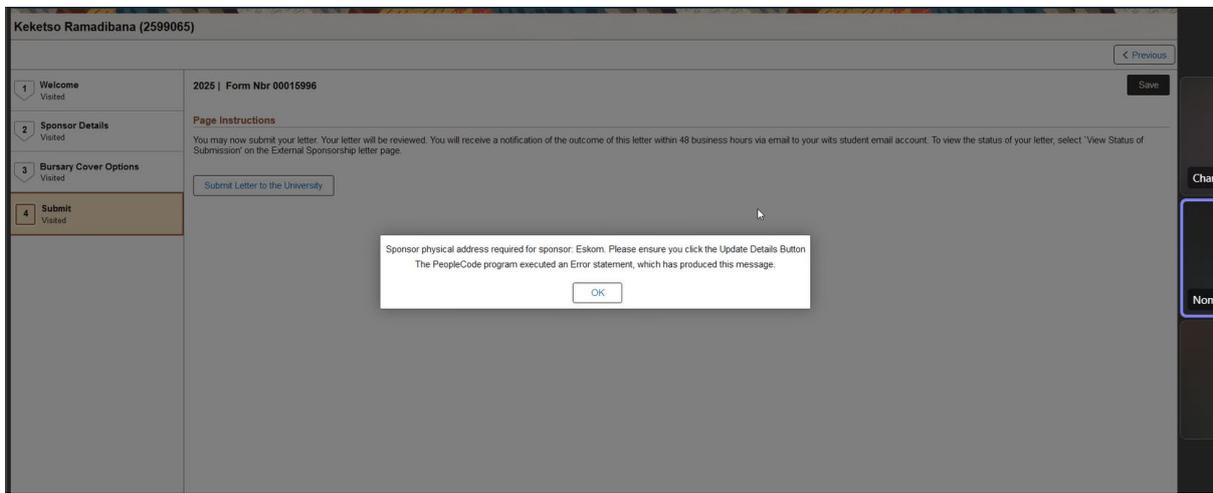
Country   
Address Line 1   
Address Line 2   
Address Line 3   
Address Line 4   
City   
Postal Code   
Contact First Name   
Contact Last Name   
Contact Telephone   
Contact Email Address   
Web Site (If Applicable)   
WF Number (If Applicable)   
Company Registration No (If Applicable)   
Update Details

**Step 8:** You will need to populate all the address and contact details, as per the letter.

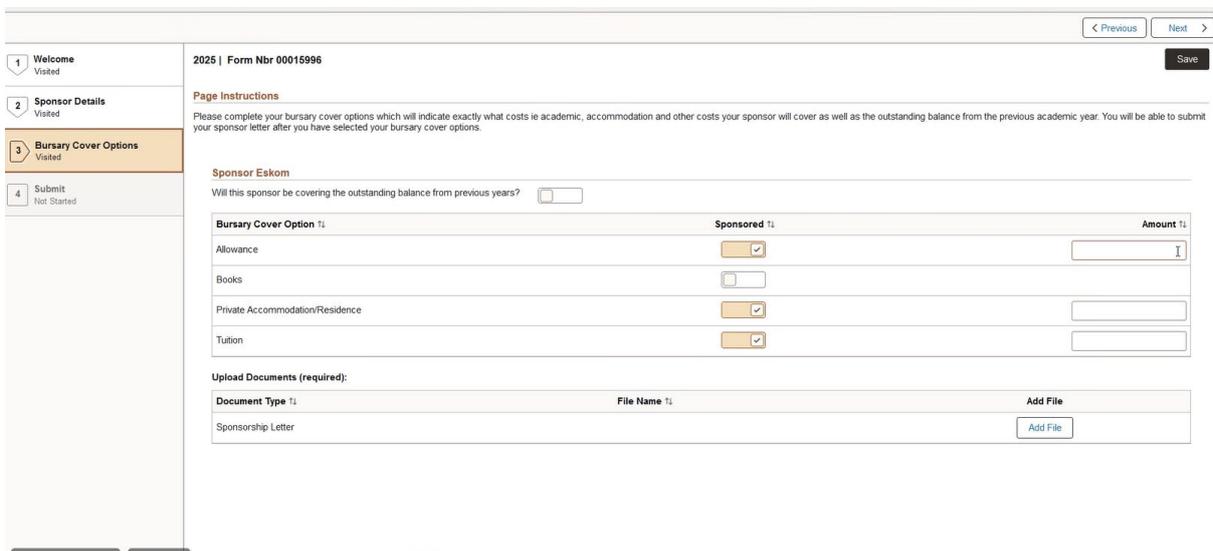
**N.B. Country, Address lines 1-4, City and Postal Code are compulsory – You will NOT be able to continue if those fields are left blank.**

Click on “UPDATE DETAILS”

Click “Save” (top right corner) – then Click Next

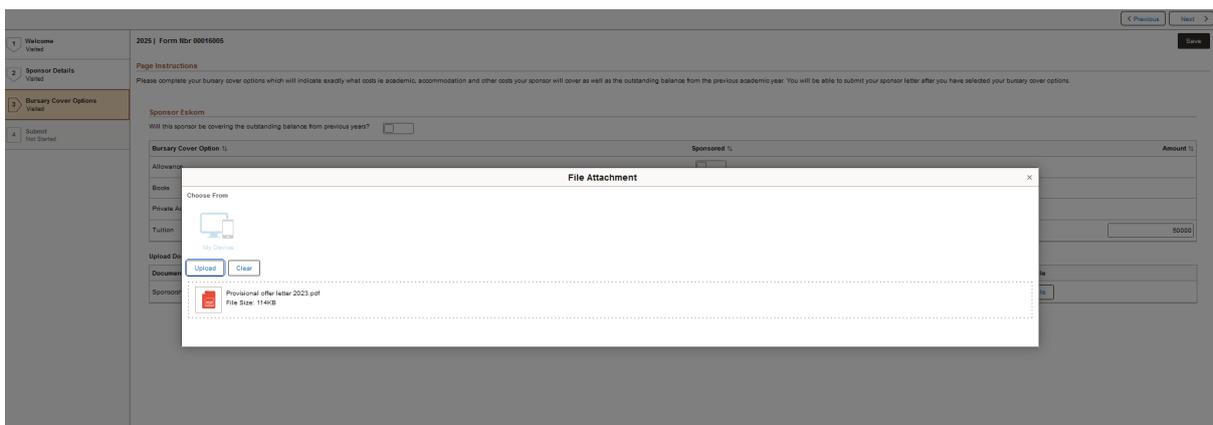


If you receive the above error message you will need to go back to the Sponsor Details tab to correct the details and add what it missing to continue.



**Step 9:** Select what your sponsor is covering and add in the amounts.

If you do not know the exact amount – add in an estimate.



**Step 10:** Add the file.

2025 | Form Nbr 00016005

**Page Instructions**  
Please complete your bursary cover options which will indicate exactly what costs (e.g. academic, accommodation and other costs) your sponsor will cover as well as the outstanding balance from the previous academic year. You will be able to submit your sponsor letter after you have selected your bursary cover options.

**Sponsor Eskom**  
Will this sponsor be covering the outstanding balance from previous years?

| Bursary Cover Option 1:         | Sponsored 1:                        | Amount 1: |
|---------------------------------|-------------------------------------|-----------|
| Allowance                       | <input type="checkbox"/>            |           |
| Books                           | <input type="checkbox"/>            |           |
| Private Accommodation/Residence | <input type="checkbox"/>            |           |
| Tuition                         | <input checked="" type="checkbox"/> | 50000.00  |

**Upload Documents (required):**

| Document Type 1:   | File Name 1:                      | View File                 | Delete File                 |
|--------------------|-----------------------------------|---------------------------|-----------------------------|
| Sponsorship Letter | Provisional_offer_letter_2023.pdf | <a href="#">View File</a> | <a href="#">Delete File</a> |

**Step 11:** Once the letter is uploaded click on **Save** then **NEXT**

2025 | Form Nbr 00016005

**Page Instructions**  
You may have submitted your letter. Your letter will be reviewed. You will receive a notification of the outcome of this letter within 48 business hours via email to your only student email account. To view the status of your letter, select "View Status of Submission" on the External Sponsorship letter page.

[Submit Letter to the University](#)

UNIVERSITY OF THE WITWATERSRAND JOHANNESBURG 100

Intranet Executive Governance

Cont

**Step 12:** Click on **“Submit to Letter to the University”**

Your letter will then be reviewed. Please allow 24-48hours turnaround time. Please make sure you upload your letter well in advance for it to be assessed in time for your registration.

You will receive email communication if your letter is accepted or rejected.

Student Homepage

1 of 2

Notifications

Class Schedule and Timetable

Campus Finances

Financial Aid

Manage Short Courses

Holds

Special Needs

Parking

Clubs & Societies

Food Program Donation

Medical Aid/ Covid Vax Details

Research Details

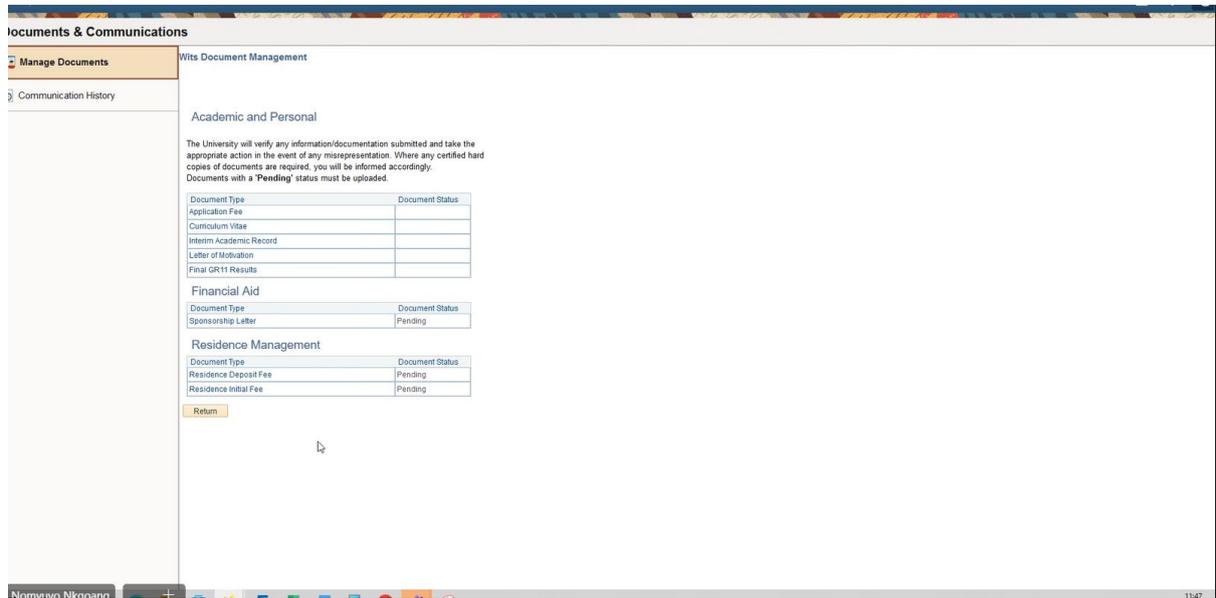
Documents & Communications

Register Online

No notifications  
When new notifications arrive, the Refresh button will show a badge.

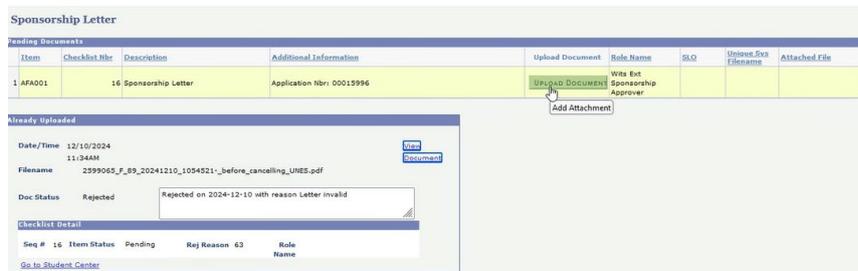
Nomvuyo Nkgoang 11:45 19 Dec 20

Should your letter be rejected, you will need to go to the Self Service-Portal and select **“Documents and Communications”** tile

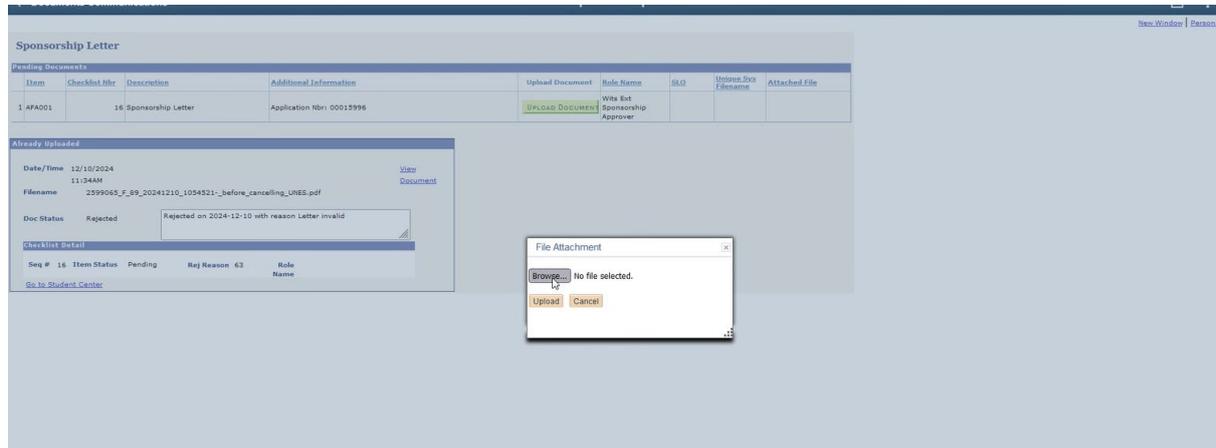


Select manage documents

Select the document under Financial Aid – Sponsor Letter



Upload the correct letter/documents requested.



A notification will be sent to the consultant to review the new documents.

Manage Service Indicators

Samsom Dube 2897905

Display Effect All Institution Wits University Refresh

Add Service Indicator

| Service Indicator Summary |                           |                            |             |            |                        |          |                      |            |          |
|---------------------------|---------------------------|----------------------------|-------------|------------|------------------------|----------|----------------------|------------|----------|
| Code                      | Code Description          | Reason Description         | Institution | Start term | Start Term Description | End term | End Term Description | Start Date | End Date |
| OFE                       | Outstanding Uptfront Fee  | Outstanding Uptfront Fee   | WITSU       | 2025       | 2025                   |          |                      | 16/08/2024 |          |
| OFE                       | Outstanding Uptfront Fee  | Outstanding Uptfront Fee   | WITSU       | 2024       | 2024                   |          |                      | 25/01/2024 |          |
| OIO                       | Wits International Office | Pending Clearance from WIO | WITSU       | 2025       | 2025                   |          |                      | 19/08/2024 |          |
| OIO                       | Wits International Office | Pending Clearance from WIO | WITSU       | 2024       | 2024                   |          |                      | 25/01/2024 |          |

Add Service Indicator

Return to Search Notify

Manage Service Indicators

Samsom Dube 2897905

Display Effect All Institution Wits University Refresh

Add Service Indicator

| Service Indicator Summary |                           |                            |             |            |                        |          |                      |            |          |
|---------------------------|---------------------------|----------------------------|-------------|------------|------------------------|----------|----------------------|------------|----------|
| Code                      | Code Description          | Reason Description         | Institution | Start term | Start Term Description | End term | End Term Description | Start Date | End Date |
| OFE                       | Outstanding Uptfront Fee  | Outstanding Uptfront Fee   | WITSU       | 2025       | 2025                   |          |                      | 16/08/2024 |          |
| OFE                       | Outstanding Uptfront Fee  | Outstanding Uptfront Fee   | WITSU       | 2024       | 2024                   |          |                      | 25/01/2024 |          |
| OIO                       | Wits International Office | Pending Clearance from WIO | WITSU       | 2025       | 2025                   |          |                      | 19/08/2024 |          |
| OIO                       | Wits International Office | Pending Clearance from WIO | WITSU       | 2024       | 2024                   |          |                      | 25/01/2024 |          |

Add Service Indicator

Return to Search Notify