Sponsorship Letter Upload Guide

Phishing Alerti
Click here for more information
What can I do on this Portal?
Student/Person Number
eg. 2116515. Not your Temp ID.
Password
Sign In
Current Applicants - Enter your Person/Student number. Your password is your date of birth in YYMMDD format (e.g. 061224).
Previous Applicants/Students and Alumni - Enter your Person/Student number. Your password is your date of birth in YYMMDD format unless you have reset or changed it.
Currently Enrolled Wits Students - Your password is your current student password.
Forgot your password?

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



Step 2: Select the Financial Aid tile



Step 3: Select Sponsorship Letter Upload

Apply for an AOD				
Please select an action below to continue:				
Application Action Begin New Application 🗸				
Academic Institution Wits University				
Academic Year 2025				
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.



Step 5: Select "Begin New upload" for a new application, select the aid year 2025 and click *Continue* <u>**OR**</u>

Financial Aid				
🎭 Apply Scholarship & Bursaries	Sponsorship Letter Upload			Continue
🜏 View Scholarship and Bursaries	This process will allow you to submit sponsor letter/s. This process will assi indicator will be lowered. If you have outstanding debt you will be required to	st with registration as follows: If your sponsor letter is approved (i.e. Wit complete an acknowledgement of debt agreement (AOD). When the AC	s Financial Aid and Scholarships confirms validity of sponsor) up D and your letter is approved, the outstanding debt service indic	front fee payment (OFE) servinext it ator (SFB) will be lowered. If your
♀ NSFAS Application Status	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 yo	u accurately complete the information required future payment of	f allowances will be facilitated.
📔 Sponsorship Letter Upload	Existing Applications	tion Continue Existing Upload		1 гоз
KSFAS Appeals	Application Number 11	Aid Year 1↓	Upload Status 11	
Amend NSFAS Appeal Motivation	00015996	2025	In Progress	
Common Allowances Form				
NSFAS Lease Agreement Upload				

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

	Ned >
1 Welcome Visited	Step 1 of 4: Welcome How to Complete your Upload
2 Sponsor Details Not Started 3 Bursary Cover Options Net Started 4 Submit Not Started	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 sponsors details in this section. If you are a terminary faulded, takes and details to the thready 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 provided by the 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 provided by the funded by the funded by the funded by any of your previous sponsor will cover for the academic year. You will experime to attach your sponsors iterian. When you have completed at the steps, please ensure that you read the instructions before you submit you letter in step 4. The Francial AI for the wire invery unsponsors iterian. You can view the status of your application at any point in time by selecting VEEW STATUS OF THE SUBMIT on the External Sponsorship page.

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

Click on "Next".

	Previous
1 Welcome Visited	2025 Form Nbr 00015996 Save
2 Sponsor Details Visited	Page Instructions Page instructions Page 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 sponsors. These note that all questions default to NO, you need to cick on the radio button for the current answer.
3 Bursary Cover Options Not Started	Personal Information
4 Submit Not Started	First Name Keketso Middle Name Lerato Last Name Ramadibana
	New Sponsor
	Sponsor Name 11 Are you partially funded? 11 O Are you partially funded? 11 Add Sponsor 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.

	✓ Previous) Next
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	your sponsoris. Please note that all questions default to NO, you need to click on the radio button for the correct answer.
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	Last Name Ramadbana
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1 Welcome 2025 Form I	۱۳۵۲ (۱۳۵۲) ۱۳۵۲ (۱۳۵۲) ۱۳۵۲ (۱۳۵۲)
Sponsor Details Page Instruction	a
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	NT Number (Plagslabba)
	Company Registration to (# Applicable)
Update De	

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.

Vector 2021 Form Nbr 0001599 2021 Form Nbr 0001599 2021 Form Nbr 0001599 2021 Form Nbr 0001599				Previous
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Pursary Cover Options Submit Submit With its sponsore be covering the outstanding balance from previous years? Bursary Cover Option 1: Alowance Books Private Accommodation/Residence Private Accommodation/Residence Tution Uplaad Documents (required): Document Type 1: File Name 1: Add File	2 Sponsor Details Visited	Page Instructions Please complete your bursary cover options which will indicate exactly what co your sponsor letter after you have selected your bursary cover options	osts ie academic, accommodation and other costs your sponsor will cover as well as the outstandi	ng balance from the previous academic year. You will be able to submit
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Document Type 11 File Name 11 Add File Sponsorship Letter Add File Add File		Upload Documents (required):		
Sponsorship Letter Add File		Document Type 14	File Name †↓	Add File
		Sponsorship Letter		Add File

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

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1 Welcome Visited	2025 Form	ar 1001-1005	Save
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	Sponsors	Providence after Letter 2003 pdf	

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

Step 10: Add the file.

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1 Welcome Visited	2025 Form Nbr 00016005				Save
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	Private Accommodation/Residence				
	Tuition				50000.00
	Upload Documents (required):				
	Document Type 1	File Name 14		View File	Delete File
	Sponsorship Letter	Provisional_offer_letter_2023.pdf		View File	Delete File

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

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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.



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

Manage Documents	Wits Document Management		
Communication History			
	Academic and Personal		
	-		
	The University will verify any information/d appropriate action in the event of any miss	ocumentation submitted and take the enresentation. Where any certified have	
	copies of documents are required, you will	be informed accordingly.	
	Documents with a 'Pending' status must	be uploaded.	
	Document Type	Document Status	
	Application Fee		
	Curriculum Vitae		
	Interim Academic Record		
	Letter of Motivation		
	Final GR11 Results		
	Financial Aid		
	Document Type	Document Status	
	Sponsorship Letter	Pending	
	Residence Management		
	Document Type	Document Status	
	Residence Deposit Fee	Pending	
	Residence Initial Fee	Pending	
	Return		
	4		

Select manage documents

Select the document under Financial Aid – Sponsor Letter

Sponsor	ship Letter							
Pending Doc	uments		- 6					
Item	Checklist Nbr	Description	Additional Information	Upload Document	Role Name	<u>SLO</u>	Unique Sys Filename	Attached File
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Upload the correct letter/documents requested.

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

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Manage Service Indicators

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