



# 2021 Applications

UNLOCK YOUR FUTURE TODAY



## How to apply?

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### User Guide



# How to apply?

It's as **easy** as 1 • 2 • 3

- 1 Create a **myNSFAS** account via this link: <https://my.nsfas.org.za/>
- 2 Click on the '**Apply**' tab to update your **personal information** and **upload** your application **supporting documents**
- 3 **Submit** your application



# Who are we?

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NSFAS is a public entity under the **Department of Higher Education and Training**. NSFAS provides financial help through study bursaries to deserving students at **TVET colleges** and **public universities**.

The funding covers the cost of registration, tuition as well as allowances for **learning material**, **food**, **personal care**, **transport** or **accommodation**.

We have been around for over **28 years**; assisting over **4 million** South Africans achieve their **dreams**.



# Who qualifies for funding?

- **South African** citizens
- **SASSA** grant recipients
- Applicants whose combined household income is not more than **R350 000** per year
- Persons with **disability** whose combined household income is not more than **R600 000** per year.
  
- Applicants who first registered at university before **2018** whose household income is not more than **R122 000** per year.




# Who should not apply?

- Students who have completed a previous qualification, unless they apply for an approved funded post-graduate qualification.
- Students who have already applied and received funding in previous years. They are automatically funded for the duration of their studies, provided they pass their modules and meet the academic requirements.



**It is very important that during the application, an applicant provides their correct ID number, name(s) and surname as reflected in the ID document.**

# It is very important that during the application, applicant provides the correct ID number, name(s) and surname as reflected in their ID documents



NSFAS will validate the ID upfront. This will allow us to prepopulate your application form with the validated and correct information received from the Department of Home Affairs (**DHA**), South African Social Security Agency (**SASSA**), Department of Basic Education (**DBE**) and others.

## Benefits for applicants

- User-friendly application form that you can complete anytime, anywhere, on a mobile device.
- Reduce time spent on completing an application.
- Improve the accuracy of the application through data validation and pre-population of fields.

# Required documents

## Note:

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- If you are a **SASSA** recipient, then no proof of income is required.
- Certified documents are not a requirement due to **COVID-19** restrictions.



# Required documents

## All applicants

- Copy of ID
- Must have consent from parent(s), guardian or spouse to submit their personal information for validation and verification. Once you accept the application terms and conditions, you confirm that you have received consent from all relevant parties.

## If the applicant is dependant on their parents, guardian or spouse, they must provide:

- ID copies of parent(s), guardian or spouse
- Proof of income of parent(s), guardian or spouse (payslip or appointment letter, where applicable)

## If the applicant is self-sufficient, they must provide:

- Proof of income (payslip or appointment letter)
- 1 year's IRP5 form

**Note:** If you are a **SASSA** recipient, then no proof of income is required.  
**Certified documents are not a requirement due to COVID-19 restrictions**

# Required documents

## If the student has a disability, they must provide:

- A completed and signed Disability Annexure A Form (if their information is not pre-populated on the online application form).

## Vulnerable students (child under 18 years), they must provide:

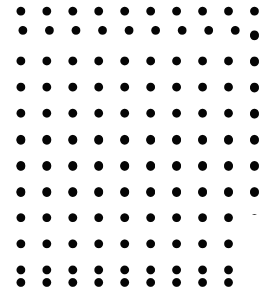
- A completed and signed Vulnerable Child Declaration and Consent Form which must be completed by a social worker.

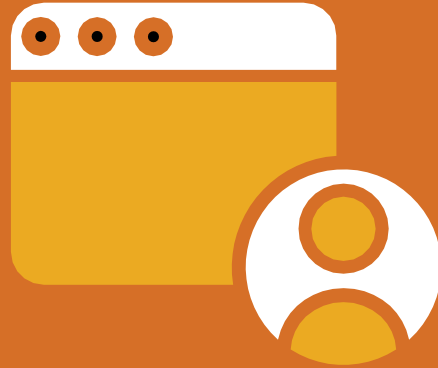
## Other documents required, if applicable:

- Retrenchment letter
- Death certificate/s
- Divorce decree

**Note:** If you are a **SASSA** recipient, then no proof of income is required.

**Certified documents are not a requirement due to COVID-19 restrictions**






**Create your  
myNSFAS account**

# Create your myNSFAS account

You must have your own:

- Valid **email address** and **cellphone number**
- Your **South African ID number**

**1** Go to [www.nsfas.org.za](http://www.nsfas.org.za), click **myNSFAS** and click on '**REGISTER**'



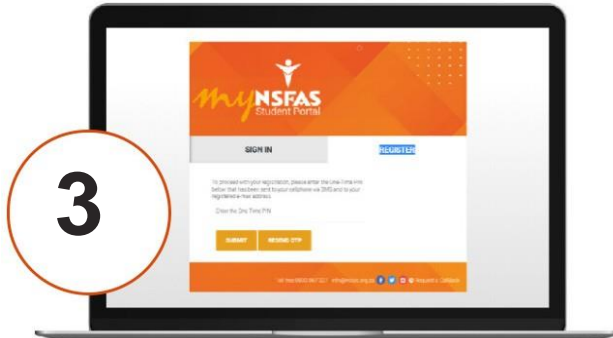
Provide NSFAS with consent to **verify your details** with third party agencies by clicking on the **tick box**. Check the accuracy of all details and **update your details** where necessary.

# Create your myNSFAS account



Once you have completed all the required fields, click on **'submit'**.

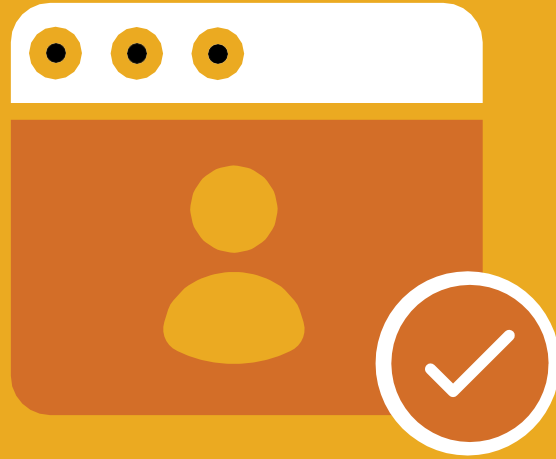
To complete the registration of the account, you will receive a **One Time Pin** on the **cellphone number** and **email address** you provided.



Enter the **One Time Pin** and click on **'submit'**. You will receive a confirmation message to **confirm** that your profile has been created. You can now **log in**.

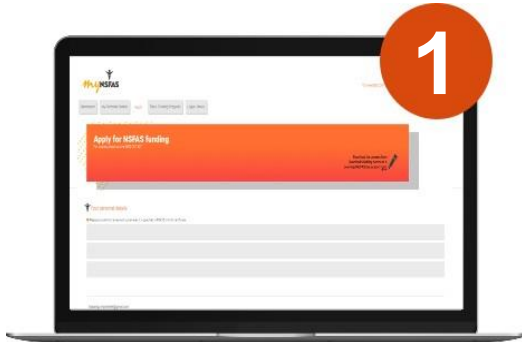


Students are encouraged to keep their **usernames** and **passwords** safe and **never share them with anyone**.



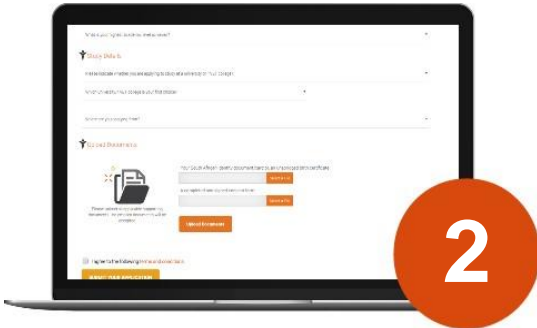
**Complete  
your  
application**

# Complete your application



Click on the **'Apply'** tab.

**ID number, name(s), surname, cell number and email address** will be pre-populated. This information is taken from your profile **registration**. You will then fill in the rest of the **required fields**.



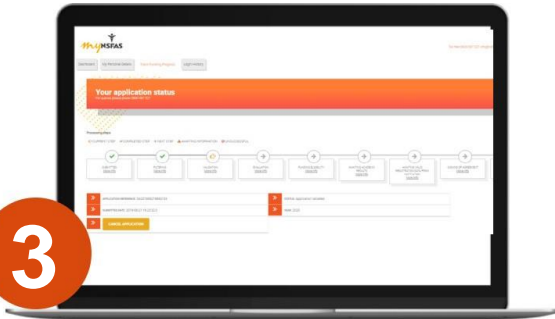
Upload the relevant **supporting documents**. Agree to the **terms and conditions** by **ticking the box** and click **'submit'**.

# Complete your application

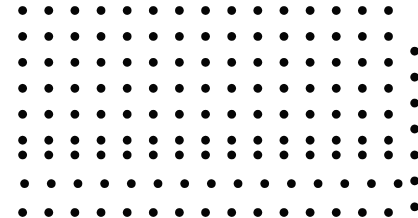


Once your application is submitted, an **Application Reference Number** is sent to your email and cellphone.

3



Once you have submitted your application, **you can track your application status by logging into your myNSFAS account!**







**Types of messages to applicants if validation with the Department of Home Affairs is not completed.**

# Types of messages to students if validation with the Department of Home Affairs is not completed

## Unverified profile

**Scenario:** Applicant can create a myNSFAS account but DHA is down.

**First SMS:** Your myNSFAS account has been created. We are unable verify your details right now. You will receive a SMS once verified. You may then apply for funding. NSFAS

**Follow- up SMS depending on the verification results:**

- Account creation complete SMS– Your myNSFAS account has been verified. Click <https://bit.ly/3hE6fpC> to complete account registration & apply for funding, if you have not applied yet. NSFAS  
or
- Account creation mismatch SMS – The ID number provided does not match your names/surname. Please register a new myNSFAS account [www.nsfas.org.za](http://www.nsfas.org.za). NSFAS  
or
- ID number deceased SMS: ID number provided is recorded as deceased by Department of Home Affairs. Contact the department to rectify & then apply for NSFAS before 30 November. NSFAS

# Types of messages to students if validation with the Department of Home Affairs is not completed

## Submitted unverified application:

**Scenario:** Applicant has submitted an application but DHA is down

**First SMS:** Dear applicant, we have received your application. You will receive a notification once your details are verified. Your ref number is OAXXXXXXX. NSFAS

## Follow- up SMS depending on the verification results:

- Verification completed successfully SMS: Dear applicant, your details have been verified. You may now track your application progress through your myNSFAS account [www.nsfas.org.za](http://www.nsfas.org.za). NSFAS

or

- Application mismatch SMS: The ID number, names & or surname do not match on your application. Log into your myNSFAS account to update your personal details [www.nsfas.org.za](http://www.nsfas.org.za). NSFAS

or

- ID number deceased SMS: ID number on your NSFAS application is recorded as deceased by Department of Home Affairs. Contact the department to rectify & then submit a NSFAS appeal. NSFAS

# What if the student has forgotten their old username, password and cellphone number? How do they reset their profile?

Follow the below steps to reset your myNSFAS login details:

**STEP 1** – Go to : [www.nsfas.org.za](http://www.nsfas.org.za) , click on ‘myNSFAS’ and then select ‘forgot password.

**STEP 2** - Type in your **ID number** and choose what you require help with: **password** or **username** or both, then click ‘**submit**’.

**STEP 3** - The **username** and the link to change your **password** will be sent via **SMS and email**.

**STEP 4** - **Open the link** to be redirected to the **reset password** page.

**STEP 5** - **Reset your password** by following the prompts on your screen.



**Thank You!**

# Contact Us



[www.nsfas.org.za](http://www.nsfas.org.za)



Facebook: **National Student Financial Aid Scheme**



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Twitter: **myNSFAS**