



# TVET SEMESTER 2 APPLICATION PROCESS



## **Semester 2 APPLICATION CAMPAIGN**

Semester 2 applications opening on the **12<sup>th</sup> July until 30<sup>th</sup> July 2021**

### **WHERE TO APPLY**

**Only registered students** can apply at the TVET college only

### **WAYS TO APPLY**

1. TVET online application process (TVET Computer lab only); or
2. TVET manual application process – (Institution official capture on behalf of student)

Training will be provided to all TVET colleges on the above processes, NSFAS Servicing Administrators will be available to assist their assigned colleges

### **ACCESS TO NSFAS SYSTEM**

Please note, if you applied for access during the 2021 Walk-In Application window, you do not need to fill-in the NSFAS System Access Form.

You will need to send an email to [servicedesk@nsfas.org.za](mailto:servicedesk@nsfas.org.za) for your account to be re-activated.



## **MATERIALS FOR INSTITUTIONS**

Duplicate barcodes, boxes and hand-held scanner

*(You may use the materials that you have available from the previous cycle)*

### **Electronic information that will be shared:**

- Soft copy of 2021 NSFAS manual application form and acknowledgment cards
- Disability Annexure A Form
- Vulnerable Child Declaration and Consent Form
- NSFAS System Access Form (in case you require this)
- RSWEB user guide
- 2021 TVET Semester 2 Process user guide



## **NSFAS PORTAL**

TVET Semester 2 Application window closes at **23:59 on the 30<sup>th</sup> July 2021**, including the capturing of manual application forms. This portal will close at midnight **23:59 on the 30<sup>th</sup> July 2021**.

## **REPORTS**

- Institution will receive a **daily report on all applications captured by students**
- Institution will receive a daily report on applications captured by Institution official.**
- Institution will receive a **daily RSWEB report – Scanned ID number and barcode**

# Who Qualifies?

**ONLY REGISTERED STUDENTS CAN APPLY AT TVET COLLEGES**

**South African citizens**  
SASSA grant recipients

**Persons with disability whose combined** household income is not more than R600 000 per annum

**Applicants whose combined** household income is not more than R350 000 per annum

**Student** must have his/her

- Cellphone number
- Email address

**All information will be validated by 3<sup>rd</sup> parties – DHA, SASSA, SARS etc.**

# Compulsory Required documents

## 2021 Application form

- Completed and signed application form.
- The consent signatures MUST be visible for all applicable parties (where applicable)

## Certified copies (From 2021)

Certified copy of ID/birth certificates of:

- Student
- Parent(s) – where applicable
- Legal Guardian – where applicable
- Spouse – where applicable

**Smart card** – NSFAS requires both sides

**NO drivers license** will be accepted

**NO temporary IDs** will be accepted

## Proof of income (From 2021)

- Student – if applicable
- Parent(s) – where applicable
- Legal Guardian – where applicable
- Spouse – where applicable

Salary slip, UIF letter, retrenchment letter, IRP5 – student indicated independent, Letter of appointment

SASSA recipients – **NO PROOF OF INCOME REQUIRED**

# Compulsory Required documents

## Vulnerable child declaration and consent form

- Completed and signed application form.
- The vulnerable child declaration and consent form must be completed by the social worker.

**This form only applies to children under 18 years old.**

## Disability Annexure A

- Completed and signed application form.
- The Disability: Annexure A must be completed by the Medical Practitioner

# COMPULSORY DOCUMENTS

<b>Student</b>	Certified Copy ID /birth certificate	<ol style="list-style-type: none"> <li>1. Smart cards – NSFAS requires both sides of the smart card.</li> <li>2. We do not accept temporary IDs. Student must be encouraged to collect smart card and provide Institution with copy thereof.</li> <li>3. We do not accept driver's license</li> <li>4. We do not accept passports</li> </ol>
<b>Parent(s)/Guardian /Spouse (where applicable)</b>	Certified Copy of ID	
<b>Proof of income (where applicable) – student/parent(s), guardian/spouse</b>	Copy of proof of income	<ol style="list-style-type: none"> <li>1. Payslip / letter of appointment/ UIF letter/ retrenchment letter/ IRP5</li> <li>2. Self employed: 3-month bank statement</li> <li>3. SASSA recipients no proof of income required</li> </ol>
<b>Disability Annexure A</b>	Form to be completed if student is not a SASSA recipient. Form to be completed by the medical practitioner.	
<b>Vulnerable Child Declaration &amp; consent form</b>	Form to be completed by social worker only for a child under 18 years	No vulnerable child declaration & consent form required for a person over 18 years – consent is sufficient.



# HOW TO APPLY

# PROCESS

## TVET COMPUTER LAB

1. Student visits the TVET College with all required documentation.
2. Institution Official quality checks documents and allows the student to use the computer lab to access the online application platform.
3. The student will complete all information, tick the consent and upload supporting documents.
4. Student will receive a unique reference number to his cellphone and email address.
5. **This portal will close on 30<sup>th</sup> July 2021 – midnight.**

# PROCESS

## MANUAL APPLICATION CAPTURE BY INSTITUTION

1. **Student visits the TVET College** with all required documentation.
2. Institution Official **quality checks documents** and allows the student to complete the **2021 TVET application form** and sign the consent.
3. Institution Official will quality check the application form, staple all documents to the application form. Place a **duplicate barcode on the application form and acknowledgement card**.
4. **Issues** the student with the **acknowledgement card**.
5. **Records** barcoded application on control sheet.
6. **Institution Official logon to the NSFAS portal** with username and password and captures application and uploads all documents. Once application submitted the student will receive a reference number as proof of application captured to cellphone and/or email address. **All applications must be captured by 30 July 2021.**  
**This portal will close 30 July 2021 at midnight.**
1. Institution Official will **prepare all documents for collection by scanning the barcode and applicant ID on RSWEB**. Metrofile will collect these boxes and index and store.



# **WALK-IN ONLINE APPLICATION PLATFORM (SUPER USER)**

**PROCESS AT INSTITUTION**  
**Computer labs**

# QUICK TIPS

# STUDENT CAPTURE ONLINE APPLICATION

*TVET computer labs availability will allow student complete online application.*



- STEP** Student enters ID, completes all fields on the online application
- STEP** Student upload required supporting documents
- STEP** Student accept terms and conditions
- STEP** Student submit application and receives reference number

**Encourage student to register on myNSFAS portal to track progress of application**

# TO START

1. Student **captures her ID** number as per his ID document and click start application

2. Choose process cycle : use dropdown and choose your academic cycle you are applying for .

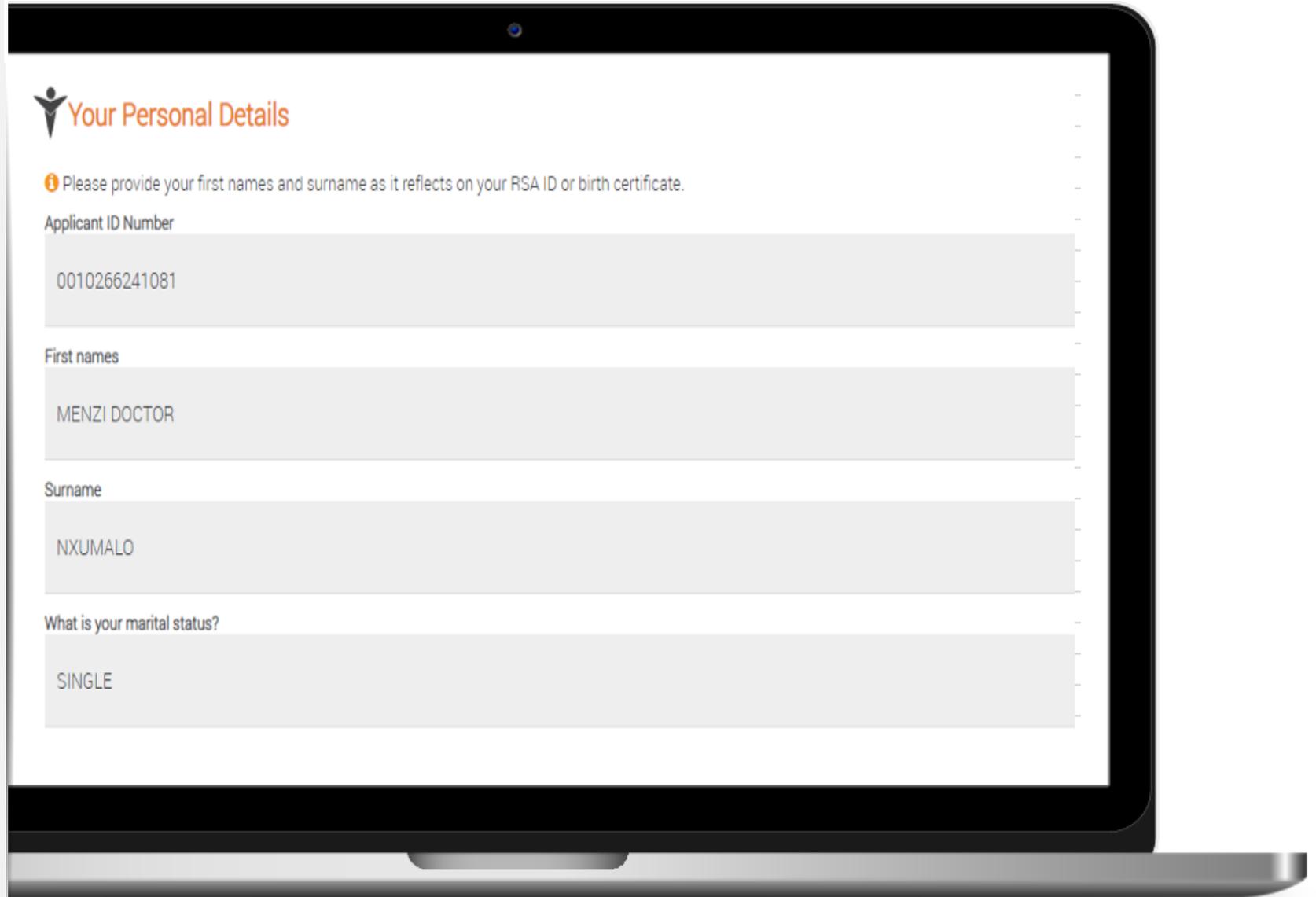
## Important:

Please capture your ID number correctly.

The screenshot shows the NSFAS website interface. At the top left is the NSFAS logo. At the top right, there is contact information: "Toll free:0800 067 327 info@nsfas.org.za" and social media icons for Facebook, Twitter, and Instagram, followed by a yellow "LOGOUT" button. Below this is a large orange banner with the text "Application for NSFAS funding". The main content area is divided into two sections. The first section, titled "Capture Student Application", features a text input field containing the ID number "0010266241081". A yellow button with a plus sign and the text "+ START APPLICATION" is highlighted with a red circle containing the number "1". Next to it is a yellow button with a circular arrow icon and the text "CLEAR". The second section, titled "Process Cycle", has a dropdown menu with the text "Which year or academic cycle are you applying for?". The dropdown is open, showing the year "2021" selected, and is highlighted with a red circle containing the number "2".

# PERSONAL DETAILS

- Student information will pre-populate.
- The student will not be able to edit any of the information



**Your Personal Details**

**i** Please provide your first names and surname as it reflects on your RSA ID or birth certificate.

Applicant ID Number

0010266241081

First names

MENZI DOCTOR

Surname

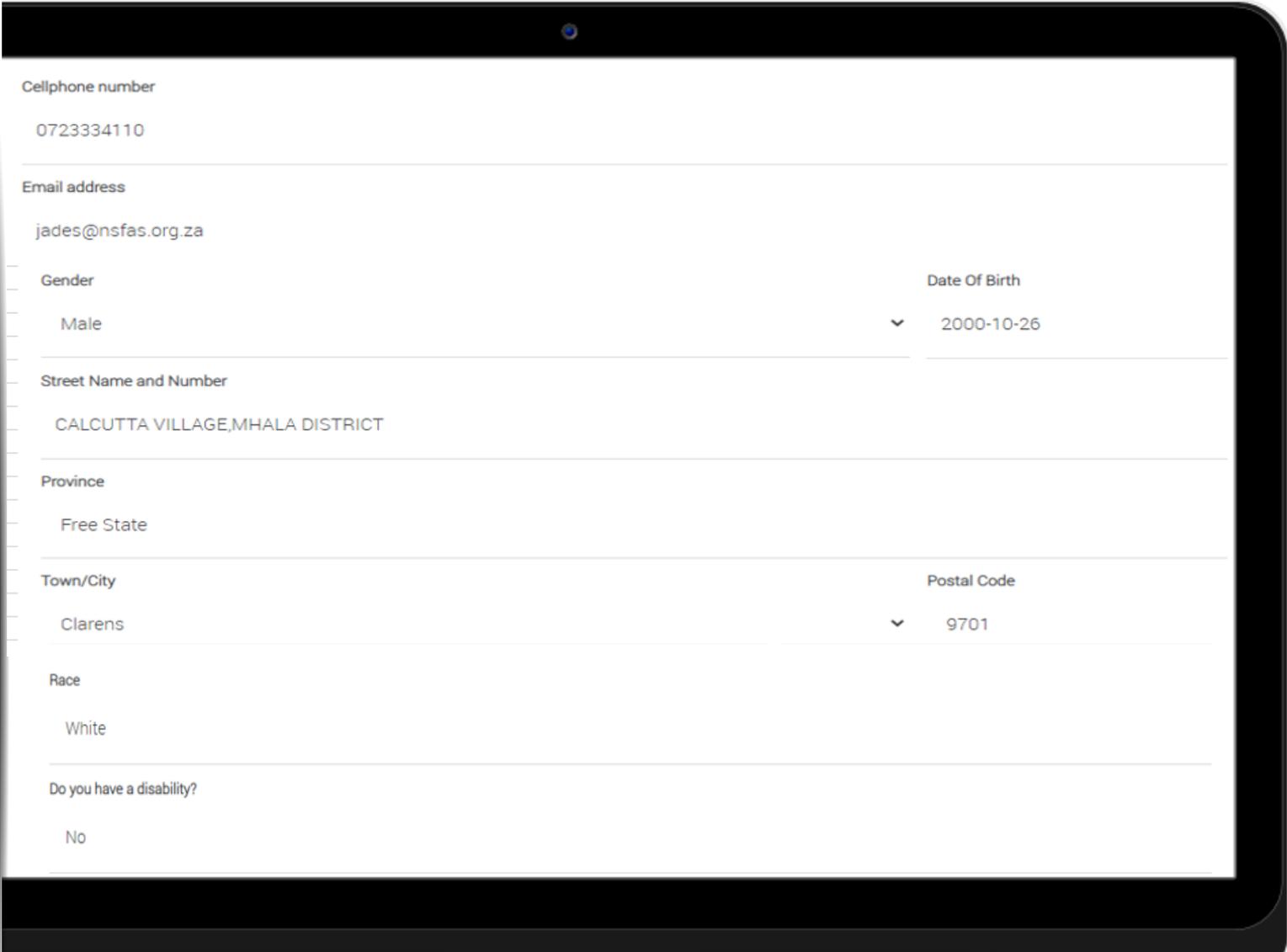
NXUMALO

What is your marital status?

SINGLE

# PERSONAL DETAILS

- ❑ Student completes all other required information example cellphone number, address etc.



Cellphone number

0723334110

Email address

jades@nsfas.org.za

Gender

Male

Date Of Birth

2000-10-26

Street Name and Number

CALCUTTA VILLAGE,MHALA DISTRICT

Province

Free State

Town/City

Clarens

Postal Code

9701

Race

White

Do you have a disability?

No

# UPLOAD DOCUMENTS AND SUBMIT

- ❑ Student uploads the required supporting documents where applicable. **ONLY UPLOAD THE DOCUMENTS INDICATED BY THE SYSTEM**
- ❑ Student accepts the terms of conditions by ticking the boxes.
- ❑ Once documents uploaded the student will receive a reference number confirming application captured.

The screenshot shows a web interface for uploading documents. At the top left, there is a logo and the text "Upload Documents". Below this is an icon of a folder with documents and a warning message: "Please upload all applicable supporting documents - no emailed documents will be accepted. Please make sure the size of the documents you upload must not be bigger than 7MB." To the right of this message is a yellow circle with the number "1".

The main section contains several rows of document upload fields. Each row has a label, a text input field, and a "Select a File" button. The labels are: "Your South African ID / Card or, birth certificate", "Your father's Identity Document", "Your mother's Identity Document", "Your father's pay advice/letter of employment stating income (not older than three months)", and "Your mother's pay advice/letter of employment stating income (not older than three months)". A yellow circle with the number "2" is positioned to the right of these fields.

Below the upload fields is a "Submit Your Application" button. Underneath this is a "Terms & Conditions" section with two checkboxes. The first checkbox is checked and contains the text: "I understand and accept that if my application for financial aid is approved as eligible, funding is only confirmed and processed on receipt by NSFAS of valid registration costs from a public higher education institution for an approved funded programme. I accept that funding granted would be governed by the National Bursary Rules and Guidelines of the Department of Higher Education and Training which may be amended annually, and that I will comply with the annual requirements of funding. NSFAS will email a full NSFAS Bursary Agreement on receipt of valid registration data." The second checkbox is also checked and contains the text: "I agree and accept the below consent. By completing and submitting this application I, the applicant, confirm the following: - I consent to NSFAS vetting, confirming and/or validating my personal information, including level of income, against third party data sources; and - I have obtained the consent of my parents/ guardians/ spouse permitting NSFAS to obtain, vet, confirm and/or validate personal information, including level of income against third party data sources." A yellow circle with the number "3" is positioned to the right of this section.

At the bottom of the form, there is a message: "Your supporting documents have been uploaded" with a "close" button. Below this message is a reference number: "WAC1202009187908678".



# **MANUAL APPLICATION PROCESS**

**TVET OFFICIAL CAPTURE ON BEHALF OF  
STUDENT**

# QUICK TIPS

## TVET OFFICIAL CAPTURE

*Student complete manual application form.*



- STEP** Institution Official logs on to platform and completes all fields on the online application
- STEP** Institution Official uploads required supporting documents including application form.
- STEP** Institution Official submit application and receives reference number, Student receives same reference via SMS/email
- STEP** Institution Official places captured application in the box and prepare for collection. (Track and trace process)

# TO START...

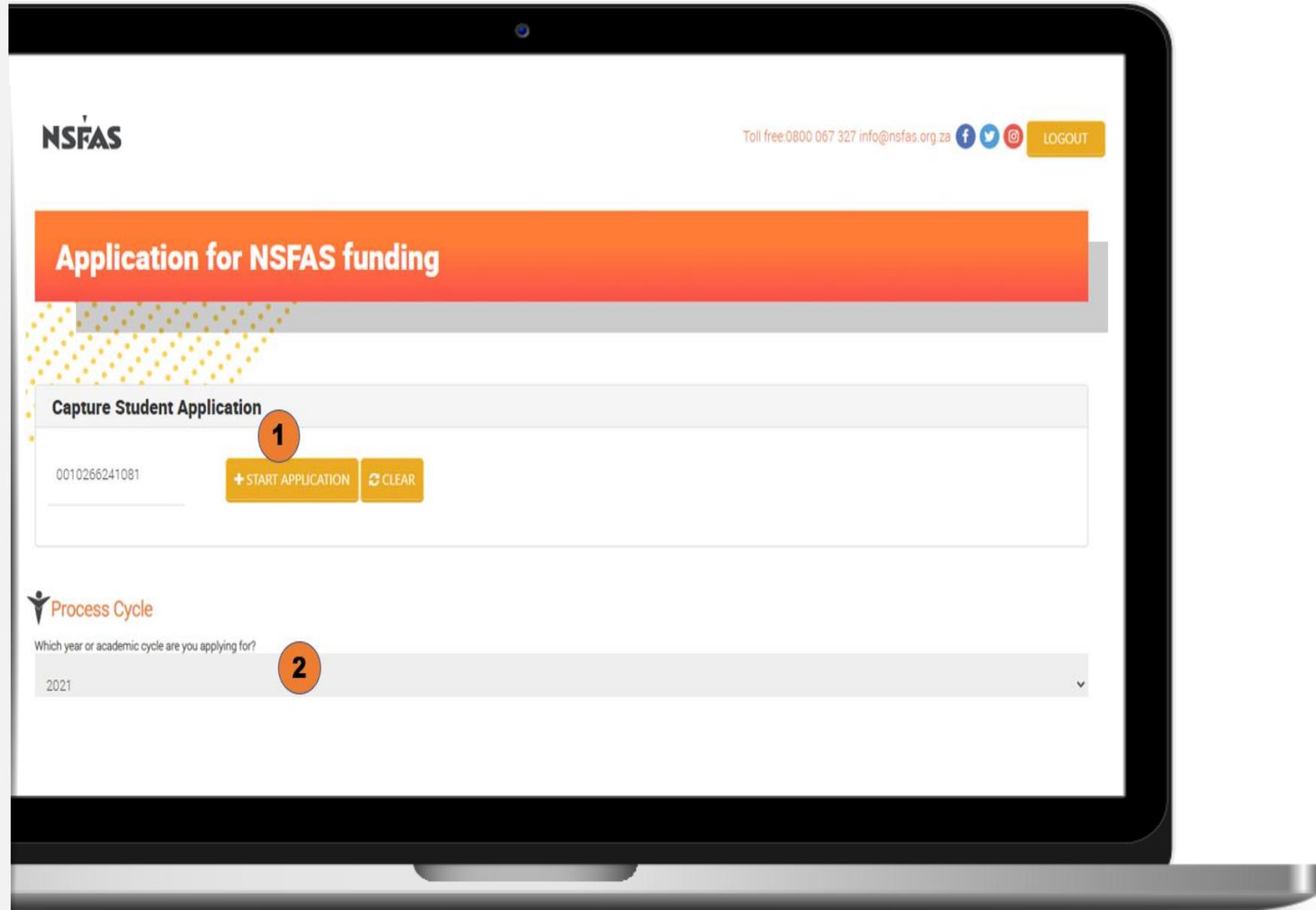
Institution official logs in on the platform

1. Institution Official captures the ID number of student as per his ID document and click start application

2. Choose process cycle : use dropdown and choose your academic cycle you are applying for .

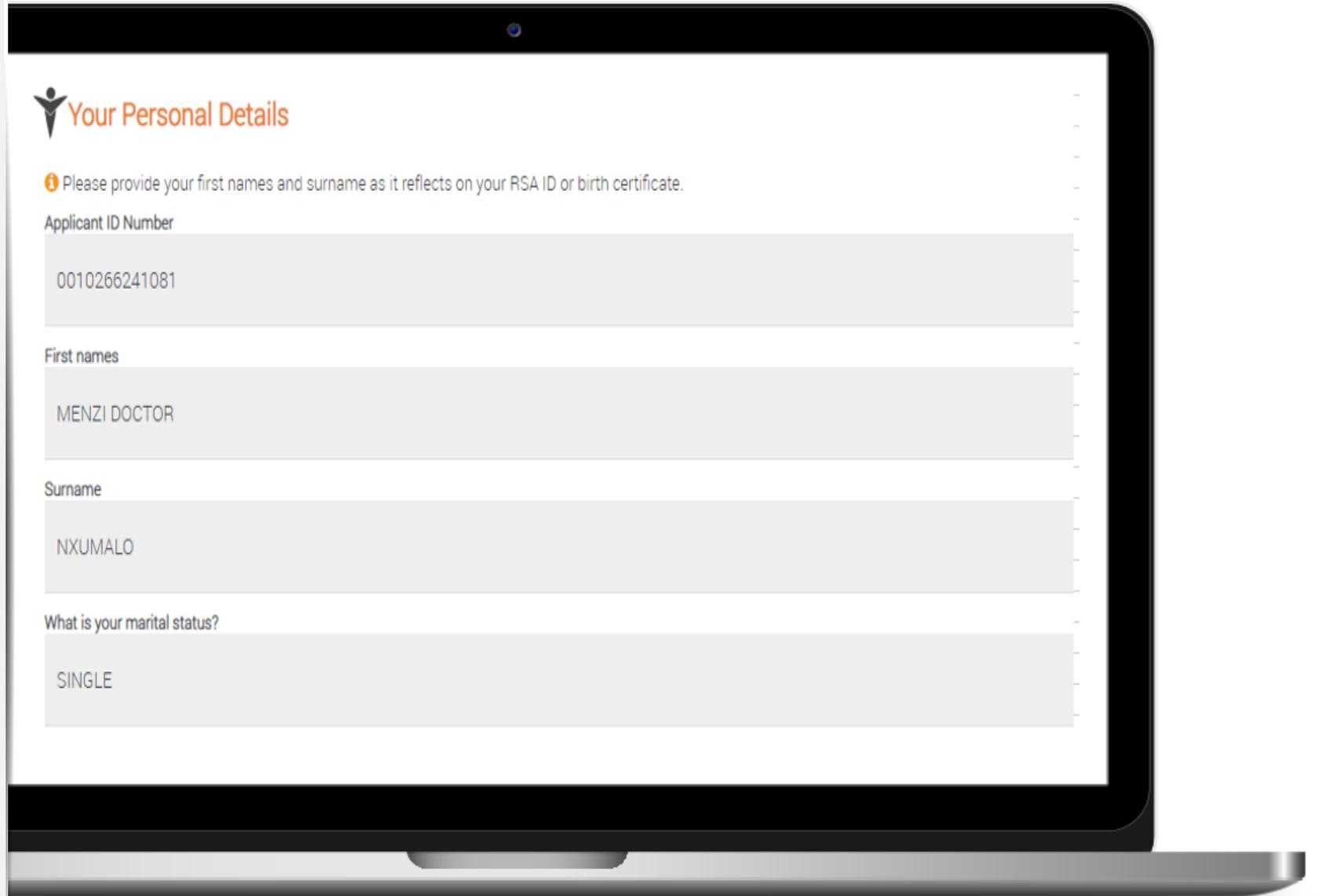
## Important:

Please capture your ID number correctly.



# PERSONAL DETAILS

- Student information will pre-populate.
- Institution official will not be able to edit any of the information
- Institution official will complete all outstanding information



The image shows a laptop screen displaying a web form titled "Your Personal Details". The form includes an information icon and a note: "Please provide your first names and surname as it reflects on your RSA ID or birth certificate." Below this are four input fields with pre-filled text: "Applicant ID Number" (0010266241081), "First names" (MENZI DOCTOR), "Surname" (NXUMALO), and "What is your marital status?" (SINGLE).

**Your Personal Details**

*i* Please provide your first names and surname as it reflects on your RSA ID or birth certificate.

Applicant ID Number

0010266241081

First names

MENZI DOCTOR

Surname

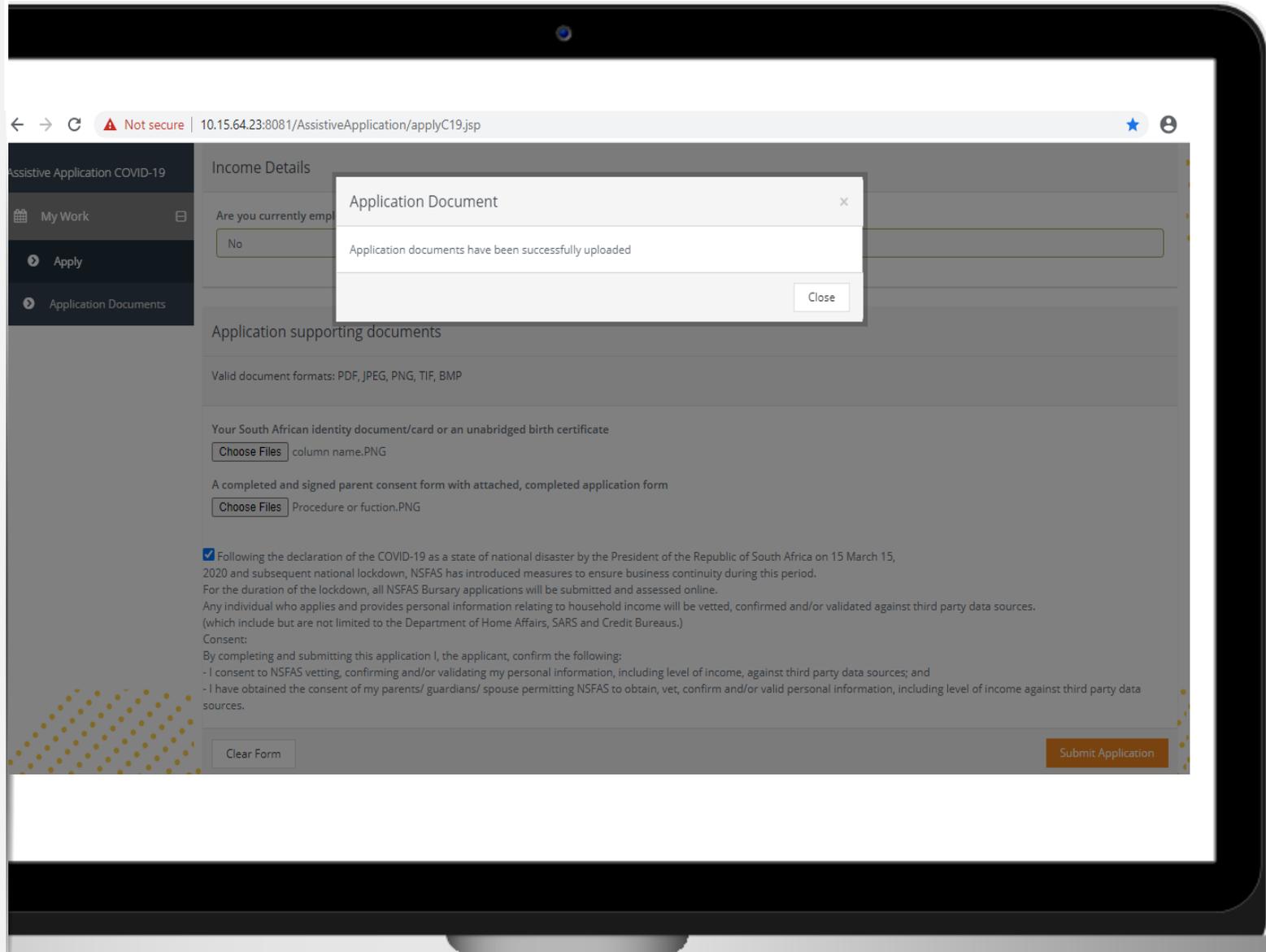
NXUMALO

What is your marital status?

SINGLE

# UPLOAD & SUBMIT

- ❑ Institution official uploads the required supporting documents where applicable. **ONLY UPLOAD THE DOCUMENTS INDICATED BY THE SYSTEM**
- ❑ Accepts the terms of conditions by ticking the boxes.
- ❑ Once documents uploaded the student will receive a reference number confirming application captured.



The screenshot displays a web browser window with the URL `10.15.64.23:8081/AssistiveApplication/applyC19.jsp`. The page is titled "Assistive Application COVID-19" and features a navigation menu with "My Work", "Apply", and "Application Documents". The main content area is titled "Income Details" and includes a form with a "No" button for the question "Are you currently employed?". Below this, there is a section for "Application supporting documents" with a list of valid formats (PDF, JPEG, PNG, TIF, BMP) and two "Choose Files" buttons for uploading documents. A consent section is also present, with a checked checkbox and a "Submit Application" button at the bottom right. A modal dialog box titled "Application Document" is overlaid on the page, displaying the message "Application documents have been successfully uploaded" and a "Close" button.

# Quick Tips

Write the **ID number of the applicant** on each supporting document

**Staple application** as follows:

- Application form
- Copy of student ID
- Then any other documents

**When you RSWEB – scan :**

1. Barcode on application form
2. ID of applicant

Place control sheet in container with all scanned applications linked to the control sheet

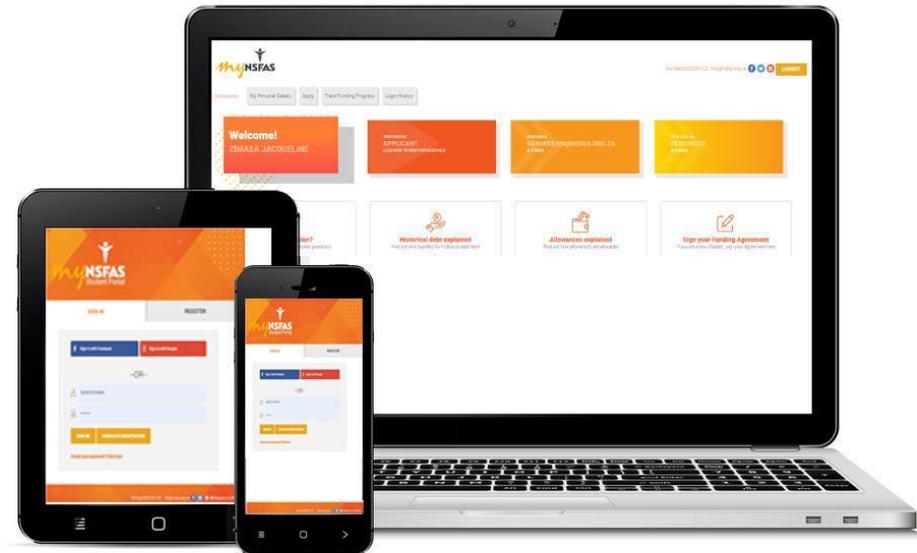


# myNSFAS PORTAL

**STUDENT TO TRACK APPLICATION**

# REGISTER myNSFAS portal

**1** Create a **myNSFAS** account via this link: <https://my.nsfas.org.za/>



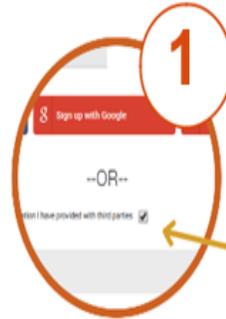
# Its easy...

## It takes 3 steps

### Create your myNSFAS account

You must have your own:

- Valid email address and cellphone number
- Your South African ID number
- Copy of your South African ID document



Log on to <https://my.nsfas.org.za/> 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.



**2**

Once you have completed all the required fields, upload your ID; 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.

**3**



Enter the One Time Pin and click submit. A confirmation message will be sent to the student to confirm the profile have been created. Student can now sign into the portal.



# **RSWEB PROCESS**

## **(ONLY FOR MANUAL APPLICATION DOCUMENT STORAGE)**

# RSWEB

## Materials to be issued

- a) Link to RSWEB
- b) Username
- c) Password
- d) Containers
- e) Barcode/s
- f) Handheld scanner/s



# RSWEB

## To start

### Login details:

URL access: <https://rsweb.metrofile.co.za/rswebnet>

Usernames: see attached electronic version. Usernames are abbreviated per region, per institution.

Do not copy and paste usernames and passwords. Access will be denied.

Only use internet explorer

Only capital letters

Open internet explorer and type the URL

Type Username and Password

Click login



RSWeb.NET Login

Please enter login information.

User Name

Password

Login Clear



https://rsweb.metrofile.co.za/rswebnet/HomeIstria

Welcome to RSWeb.NET

Welcome NSFAS

## metrofile

- Home
  - Intro
  - My Preferences
  - Change Password
- Inventory
  - Getting Started
  - Container
  - Filefolder
  - Tape
- Order
  - Getting Started
  - Cart
  - Order Express
  - Order Status

RSWeb NET 5.04.01.2 Copyright © 2018 All rights reserved. Session will timeout in approximately 59:29 minutes

# RSWEB

## Add a container (box)

### Adding containers (boxes)

Select container.



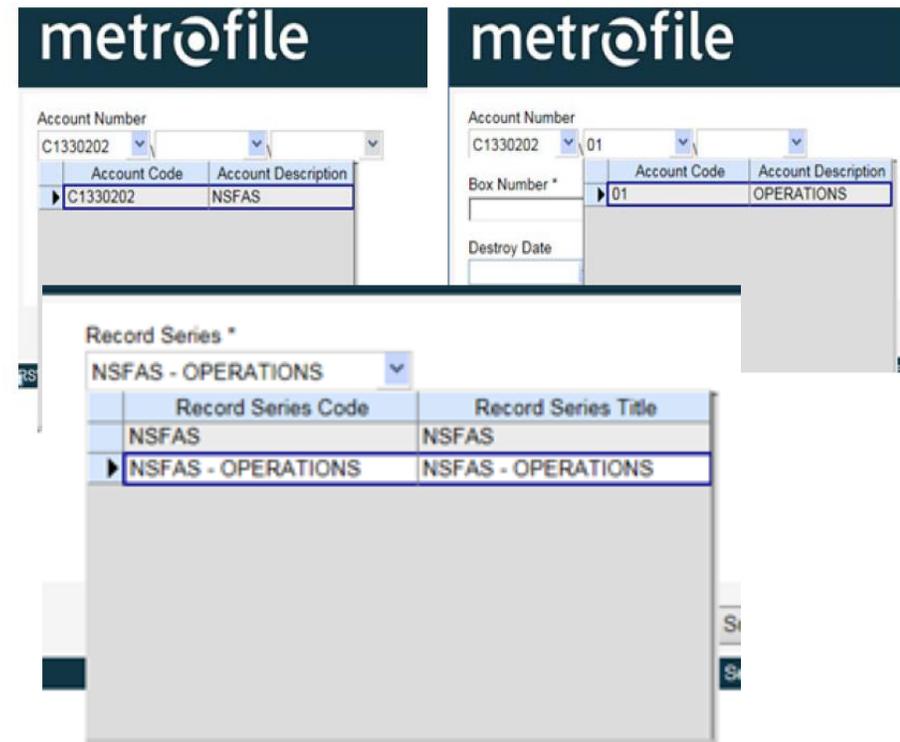
Select Options  
Select Add



Complete Account Number, by selecting the dropdown arrow.

Select Account Code & Account description.

The institutions are group by Metrofile region, select whatever account number appears, they will only have access to their respective accounts.



# RSWEB

## Add a container (box)

### Scan the barcoded box label:

In the box number block, use the handheld scanner and scan the barcode on the box label.



Account Number  
C1330202 01

Box Number \*  
3463820ACBB x

Destroy Date  
[Dropdown]

Record Series \*  
NSFAS

Permanent Item \*  
No

Current Status \*  
PENDING

Once scanned, click the submit button

[Submit](#) [Reset Form](#) [Back to Results](#)

# RSWEB

## Add application (filefolder)

Add files to containers (boxes)

Select Filefolder



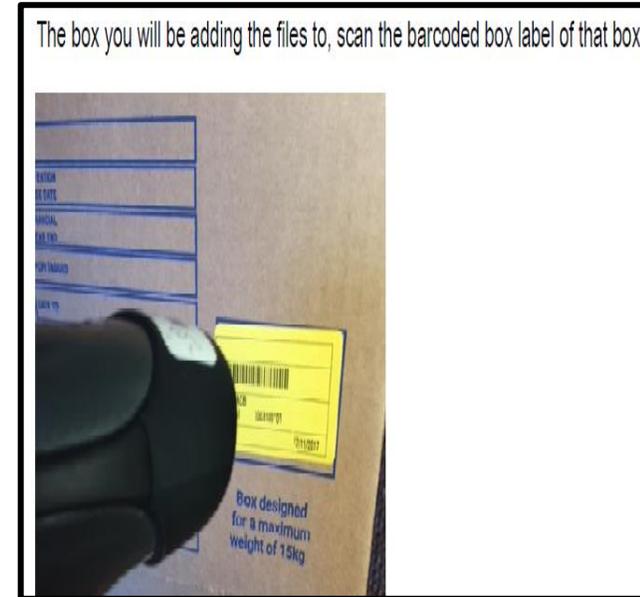
- Home
  - Intro
  - My Preferences
  - Change Password
- Inventory
  - Getting Started
  - Container
  - Filefolder**
  - Tape
- Order
  - Getting Started
  - Cart
  - Order Express
  - Order Status

Click on option and click add



net@file

Options	Results	Search
<b>Add</b>		
Edit		
Global Edit		
Add to Cart		
View Description		
View Contents		
View Activity		
List Images		
View Images		
Print		
Export		
Choose Column Format		



File Number is required

Account Number		Box Number	
<input type="text"/>	<input type="text"/>	<input type="text" value="3463820AGBE"/>	<input type="text"/>
File Number *	<input type="text"/>	ID Number	<input type="text"/>
* Required field			
Current Status *	<input type="text" value="Pending"/>		

# RSWEB

## Add application (filefolder)

File Number is required

Account Number		Box Number	
<input type="text"/>	\	<input type="text" value="3463820ACBB"/>	x
File Number *		ID Number	
<input type="text"/>		<input type="text"/>	

\* Required field

Current Status \*

In the file number block, scan the barcode file label on the application form and capture the applicant ID number.

Account Number		Box Number			
<input type="text" value="C1330202"/>	\	<input type="text" value="01"/>	\	<input type="text" value="3463820ACBB"/>	
File Number *		ID Number			
<input type="text" value="40467152CF"/>		<input type="text" value="8705230173088"/>	x		
Current Status *					
<input type="text" value="Pending"/>					

After each scanned file label and captured ID Number select Submit.

Continue scanning the file labels and capturing the ID numbers until the physical box is full.

As soon as the box is full select back to results.

Start from the beginning.



# SUPPORT

**DO NOT HESITATE TO CONTACT YOUR  
SERVICING AGENT**

# **VUVUZELA Fraud and Corruption Hotline**

**If you suspect that your information has been compromised,  
report it using your institutions reporting structures,  
the Vuvuzela Fraud and Corruption hotline or  
the appropriate legal authorities.**

**To submit information on fraud or corruption identified or witnessed:**

**Vuvuzela Fraud & Corruption hotline details**

- Tel No.:** 0860 247 653
- Email:** [nsfas@thehotline.co.za](mailto:nsfas@thehotline.co.za)
- Fax2Email:** 086 726 1681
- SMS Call Back Number:** 30916
- [www.thehotlineapp.co.za](http://www.thehotlineapp.co.za)**
- [www.thehotline.co.za](http://www.thehotline.co.za)**