



Accurately complete the financial undertaking form

Completing the Financial Undertaking Form is an important step in the admission process at NWU. Here's a clear, step-by-step guide to help you fill out the form accurately to avoid any delays:

1 When to complete the form

- The Financial Undertaking Form will be provided when you receive a **conditional offer** from NWU.
- Download the interactive form and fill it out **digitally**.

2 Fill out your personal information

Please note: The Financial Undertaking Form cannot be signed online. You must download the document first, then sign it manually before uploading it to your application profile.

- **South African ID Number of student** : At the top of the form, South African citizens must enter their **13-digit South African ID number**, as shown on their ID card.
- **Non-South African residents** should enter their foreign/ Non-South African ID or Study Permit number in the indicated section.

3 Completing the parent/guardian details

- At the bottom of the form, there is a section for your **parent, guardian, or the person taking financial responsibility for your education**.
- Ensure their **full name, signature, 13-digit ID number, and address** are filled out accurately

4 Review and upload

After completing the form, **carefully review** all the details to ensure they are accurate.

To ensure that you upload the correct document to the student application portal, please name the file **“Financial_Undertaking_Form_Your name and application number”**. For example, “Lebo Mokoena _ APP2026-123456”.

This will help you easily identify and upload the correct form, avoiding any confusion or errors during the submission process.

Upload the completed form to the **application portal** under the **Documents section**.

What to Do if Your Financial Undertaking Form is Rejected

In rare cases, the Financial Undertaking Form may be rejected due to various reasons:

- **Incorrect or invalid ID number.**
- **When** the Financial Undertaking Form is signed digitally. It must be downloaded, signed manually, and then uploaded to your application profile.

- **Inaccurate details** or **signature** that seems inauthentic.
- **Form errors** such as missing information or incorrect formats.

If this happens:

- **Carefully read the reasons** for the rejection provided by the system.
- Log in to the **application portal**, go to the **Documents section**, and download a new copy of the Financial Undertaking Form.
- Fill out the form **correctly** and **resubmit** it.

Important Reminder: Your **final offer** from NWU will only be accepted once the **Financial Undertaking Form** has been completed, submitted, and accepted by the Student Finance Department. Ensure that all details are accurate to avoid delays in your admission process.

If you follow these steps carefully, you'll complete your form correctly and on time, helping you move forward in your admission to NWU smoothly!