



How to 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

- Download the Financial Undertaking Form on the **“Start Your Application”** screen when you log in to the application portal.
- Complete the form electronically, then print and sign it.

2 Filling out your personal information

- **Student ID Number:** At the top of the form, South African applicants must enter their 13-digit South African ID number, as shown on their ID card.
- **Non-South African applicants** should enter their foreign ID number or Study Permit number in the section just below.



Student ID number:

Non-South African ID / Study permit number:

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.

Signed on this day of year

PARENT/GUARDIAN/GUARANTOR/PERSON RESPONSIBLE FOR ACCOUNT

SIGNATURE

IDENTITY NUMBER

TELEPHONE NUMBER

STUDENT

SIGNATURE

NAME AND SURNAME - (please print)

STREET ADDRESS

NAME AND SURNAME - (please print)

4 Review and upload

After completing the form, carefully review all the details to ensure they are accurate. Scan it as PDF or clear JPEG.

To ensure that you upload the correct document to the application portal, please name the file **“Financial_Undertaking_Form_YourStudentNumber”**. For example, if your student number is 12345678, the file should be named:

“Financial_Undertaking_Form_12345678”.

This will help you easily identify and upload the correct form, avoiding any confusion or errors during the submission process. Upload the completed form on the **“Electronic Documents”** screen.

What to do if your financial undertaking form is rejected:

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

- **Incorrect student number** or **invalid ID number**.
- **Inaccurate details** or **signature** that seems inauthentic.
- **Form errors** such as missing information or incorrect formats.

If this happens:

1. **Carefully read the reason** for the rejection provided by the system.
2. Log in to the **application portal** and download a new Financial Undertaking Form.
3. Fill out the form **correctly** and **resubmit** it.

If you follow these steps carefully, you'll complete your form accurately and avoid delays in your admission process.

It all starts here!