



# How to upload your supporting documents

To complete your application successfully, you must upload all the required documents to the application portal. Before uploading them, please ensure that your documents are clear, readable, and saved in an accepted digital formats like PDF and JPEG.

## 1 Follow these steps to upload your documents:

On the “Electronic Documents” screen, you will find a table listing all the supporting documents required for your application.

Electronic Documents		
<input type="checkbox"/> Show Document Upload History		
Grade 11 Marks	2026/05/12 12:56:21	↑
Medical Aid Membership	2026/05/12 12:56:38	↑
PR02 Form (Open Distance Lear		↑
Passport	2026/05/12 12:57:01	↑
Admission Fee - Only Internation		↑
Residence Permit		↑
SAQA - International Students		↑
Study Permit		↑
Undertaking - Application		↑

<< Previous Save Cancel Next >>

Please ensure that you click on “Upload” after selecting your file. Simply selecting a file does not upload the document to the application portal.

Once uploaded successfully, your document should appear on the portal as submitted.

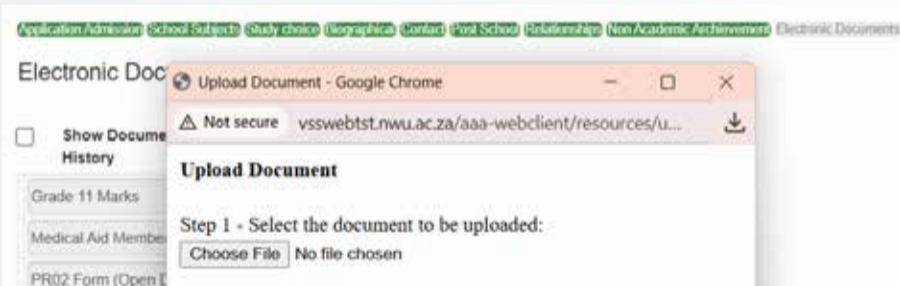
## 3 How to log in if you need to resubmit documents

If you need to upload updated or corrected documents after submitting your application, simply log back in to the application portal using the email address and password you used to create your application profile.

## 2 Uploading your documents is a two-step process:

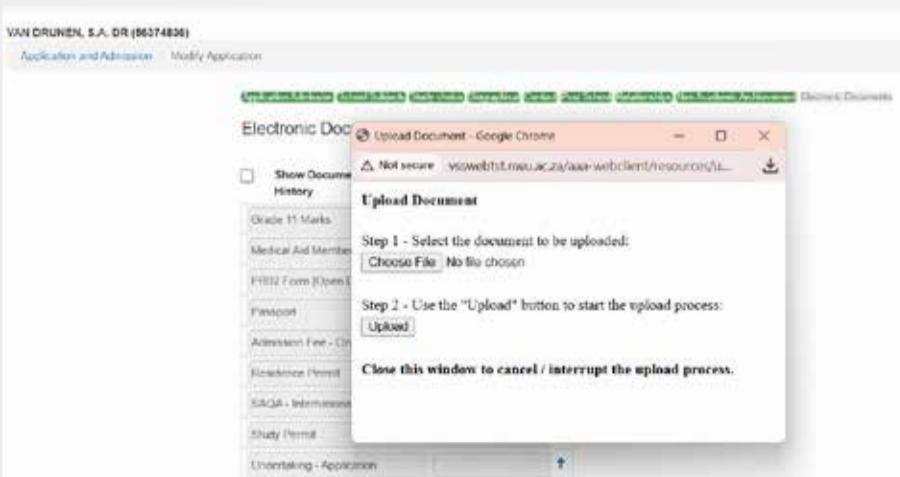
### Step 1: Select your document

- Click on “Choose File”.
- Locate and select the digital file from your device.



### Step 2: Upload your document

- Click on “Upload” to submit the document to the portal.



### Once logged in:

1. Navigate to the “Upload Documents” section on the grey menu bar.
2. Locate the document that requires resubmission.
3. Click on the blue upward arrow next to the relevant document.
4. Select the updated document from your device.
5. Click on “Upload” to submit the new version of the document.

Start Application

Application Status

Update Contact Details

Cancel Application

Upload Documents

Change or Reset PIN

Log Off

Electronic Documents

Show Document Upload History

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<< Previous Save Cancel Next >>

*It all starts here!*