ONLINE APPLICATION GUIDE FOR STUDENTS ALREADY HOLDING STUDENT NUMBERS

Background: Students who have existing ID Numbers on the application system are usually rerouted when applying on the University of Fort Hare (UFH) Online application system. Below are the different categories:

a) Applicants who applied previously to and were not accepted for a variety of reasons have their ID numbers already reflected in the system.
b) Applicants who applied currently and did not upload their documents also have their ID numbers in the UFH system.
c) Last, existing UFH students who are applying to either study a different qualification or a postgrad qualification have their ID numbers in the system.

Based on the above, the system has already generated a student number for the 3 categories, so when they attempt to apply, the system usually informs them that the student number/ID already exists.

So how can they apply or continue with the application process and upload outstanding documents? See the steps below:

STUDENTS WHO ARE UPLOADING OUTSTANDING DOCUMENTS

1. Go to our website www.ufh.ac.za and click **Online Services** at the very bottom of the page.
2. Then type your **Student Number** and **PIN that you created (**If you forgot your pin, click on **Forgot Pin** and a new pin will be generated).
3. Step 2 above will direct you to **Student iEnabler** where you should click on **Returning Student Application.**
4. Click on **POPI Act** and accept it.
5. Click **Returning Student Application** again.
6. On the right side of the screen you will see sub-headings starting with **Biographical Information.** As you scroll down the screen, at the bottom you will see a sub-heading **Upload Documents**
7. Click **Show,** then click **Upload Documents**

*You will need to upload the documents individually e.g. ID copy separately from the Matric Results as the system requires you to.

CURRENT UFH STUDENTS APPLYING TO STUDY ANOTHER QUALIFICATION AND APPLICANTS WHO HAD PREVIOUSLY APPLIED BUT WERE NOT ACCEPTED

1. Go to our website www.ufh.ac.za and click **Online Services** at the very bottom of the page.
2. Then type your **Student Number** and **PIN that you created (**If you forgot your pin, click on **Forgot Pin** and a new pin will be generated).

3. Step 2 above will direct you to **Student iEnabler** where you should click on **Returning Student Application.**
4. Click on **POPI Act** and accept it.
5. Click **Returning Student Application** again.
6. As you move down the screen, almost at the bottom you will see **Academic Applications**
7. Click **Show**, then click **Add New Academic Application**
8. (enter few words of the qualification you would like to apply for e.g. type **SOCIAL WORK if you want a social work degree**)
9. Then click **Search**, select the qualification you are looking for, and click **Save and Continue**
10. Then add your qualification choices.
11. You will then need to upload the required application documents.
12. As you move down the screen, at the bottom of the screen you will see a sub-heading **Upload Documents**
13. Click **Show,** then click **Upload Documents**

*You will need to upload the documents individually e.g. ID copy separately from the Matric Results as the system requires you to.