

# Readmission Appeal Application Service Request Upload

## 1.1. Useful Information

This student guide covers 3 parts of the Readmission Appeal process:

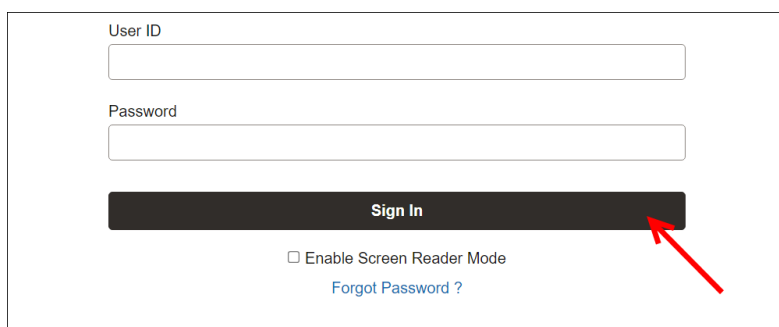
- **Part 1:** Submitting your Readmission Appeal Application service request
- **Part 2:** Reviewing your Readmission Appeal Application status
- **Part 3:** Reviewing your Readmission Appeal Application service request comments

### The Readmission Appeal Process:

- Read the Readmission Appeal Information sheet carefully. The information sheet will be emailed to your [@myuct.ac.za](mailto:@myuct.ac.za) email address. The information sheet as well as the Undergraduate and Postgraduate Appeal form can be found on the [Student Records website](#).
- Save your Appeal form followed by all supporting documents as a Single PDF document and submit it as a service request via the Peoplesoft portal.

## 1.2. Part 1: Submitting your Readmission Appeal Service Request

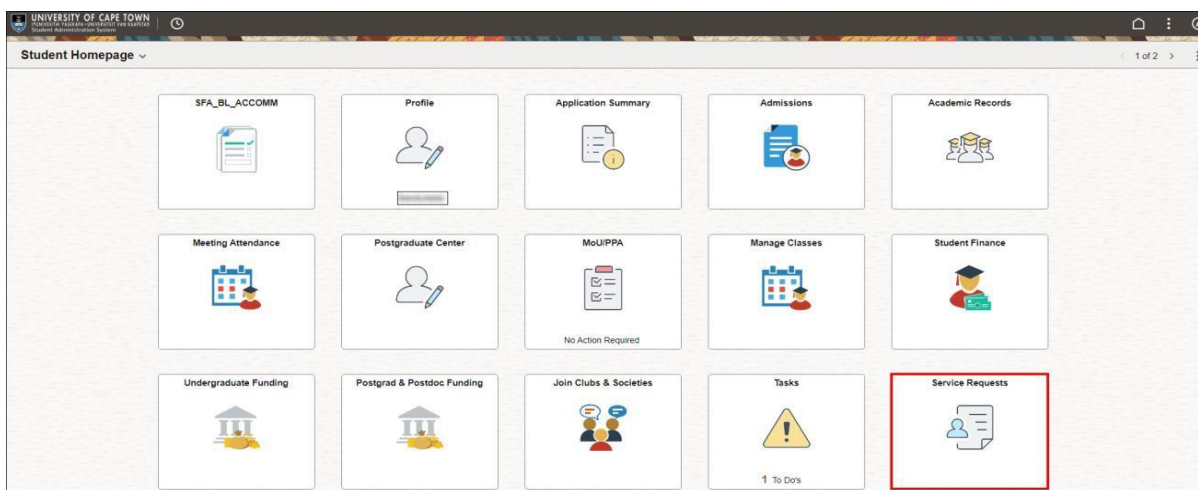
- Login to the [PeopleSoft Student Administration Self Service](#):



The login form contains the following elements:

- User ID** text input field.
- Password** text input field.
- Sign In** button (highlighted with a red arrow).
- ☐ Enable Screen Reader Mode
- [Forgot Password ?](#) link

- Enter your user ID/Student number in upper case in the **User ID** field. E.g., XXXYYY001
- Enter your UCT password into the **Password** field.
- Select the **Sign In** button.



- Select the **Service Requests** tile on the Student Homepage

My Service Requests

## My Service Requests

### My Service Requests

<

Create New Request

- Click the **Create New Request** button.

Academic Institution: University of Cape Town

Select a Request Category

Select a Request Category

Request Category
<input type="radio"/> Registration Curriculum Approvals
<input type="radio"/> Change of Curriculum Applications
<input type="radio"/> Deferred Examination Applications
<input type="radio"/> Leave of Absence (LOA) Applications
<input checked="" type="radio"/> Readmission Appeal Applications
<input type="radio"/> Thesis/Dissertation related matters
<input type="radio"/> International Student Pre-registration Applications

Cancel Next >

- Select the **tick box** for Readmission Appeal Applications.
- Click the **Next** button once the tick box has been selected.

Select a Request Type

Select a Request Type

Request Type
<input checked="" type="radio"/> Upload Readmission Appeal Application

Cancel < Previous Next >

- Select the **tick box** for Upload Readmission Appeal Applications.
- Click the **Next** button once the tick box has been selected.

Select a Request Subtype

Select a Request Subtype

Request Subtype
<input checked="" type="radio"/> COM RAC appeal due 7-Jan-2024
<input type="radio"/> Transfer to HUM RAC appeal due 3-Jan-2024
<input type="radio"/> Transfer to SCI RAC appeal due 7-Jan-2024

Cancel < Previous Next >

- Select the **tick box** on the Request Subtype you would like to submit.
- Click the **Next** button once the tick box has been selected.



**Note** If the Next button does not appear, reduce your browser zoom to +/- 80%

**My Request Detail**

Category: Readmission Appeal Applications      Type: Upload Readmission Appeal Application

Subtype: COM RAC appeal due 7-Jan-2024      Request Date: 04/12/2023

Status: Submission received

Comment:

▼ **File Attachments**

Attachments      Audit      ▶▶

Attached File	View	Add Attachment	
	View	Add Attachment	—

Submit      Cancel

- Click on the **Add Attachment** button to upload your Re-admissions Appeal Application form.

**File Attachment** ×

**Choose File** No file chosen

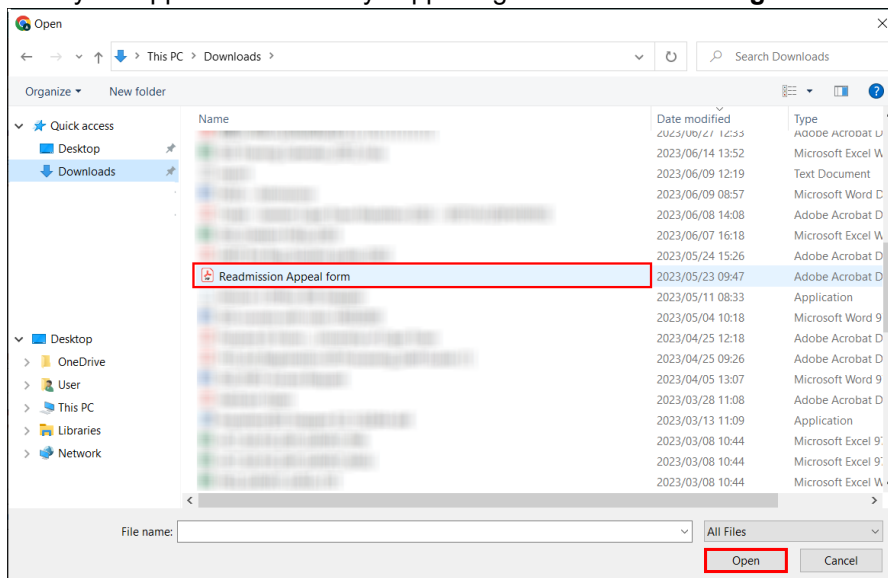
Upload      Cancel

- Click on the **Choose File** button to locate the file.



**Note** The appropriate appeal form can be found on the Student Records website (Undergraduate Appeal Application form, Postgraduate Appeal Application form).

Save your Appeal form and any supporting documents as a **Single PDF document**.



- Select your Readmission Appeal Application Form.
- Click the **Open** button.



File Attachment

Choose File

RAC\_PG\_Appeal\_Form.pdf

Upload

Cancel

- Click the **Upload** button.

My Request Detail

Category

Readmission Appeal Applications

Type

Upload Readmission Appeal Application

Subtype

COM RAC appeal due 7-Jan-2024

Request Date

04/12/2023

Status

Submission received

Comment

Please review my attached Readmission Appeal form.

File Attachments

Attachments

Audit

Attached File	Description	View
RAC_PG_Appeal_Form.pdf	RAC_PG_Appeal_Form.pdf	<a href="#">View</a>

Submit

Cancel

- Add a **comment** in the **Comment Section** (e.g., “Please review my attached Readmission Appeal form.”).
- Click the **View** button to review your attached document.
- Click on the **Submit** button.

My Service Requests					
Request Number	Request Type	Request Subtype	Request Date	Status	Status Date
215591	Upload Readmission Appeal Application	COM RAC appeal due 7-Jan-2024	04/12/2023	Submission received	04/12/2023

- The **Status** column will indicate **Received**, which means that you have successfully created your **Readmission Appeal Application** service request, and a notification has been sent to the relevant administrator to process the request.



1.3. Part 2: Reviewing your Readmission Appeal Application Status

- Check your service request **Status** column timeously, as the application status may change to either **Under Consideration** or **Incomplete**.
- An **Under Consideration** status indicates that your application has been sent to your Faculty's Readmission Appeal Committee for review.
  - An **Incomplete** status indicates that your application is incorrect in some way, and it needs to be corrected as per the instructions sent to you before your application can be referred to your faculty's Readmission Appeal Committee for review.

An Incomplete Readmission Appeal Application status

An **Incomplete** status indicates that your application is incorrect in some way, and it needs to be corrected as per the instructions sent to you before your application can be referred to your faculty's Readmission Appeal Committee for review.

My Service Requests

My Service Requests

1-15 of 15

View All

Request Number	Request Type	Request Subtype	Request Date	Status	Status Date
215587	Upload Readmission Appeal Application	COM RAC appeal due 7-Jan-2024	01/12/2023	Submission incomplete	01/12/2023

Create New Request

- Click on the **Upload Readmission Appeal Application** hyperlink to view the administrators comments and upload the corrected documents.

My Request Detail

University of Cape Town

Category

Readmission Appeal Applications

Type

Upload Readmission Appeal Application

Subtype

COM RAC appeal due 7-Jan-2024

Request Number

215591

Request Date

04/12/2023

Status

Submission received

Status Date	Comment	By
04/12/2023	Please refer to attached Readmission appeal form	Admin - Admin

Add Comment

Update Last Comment

File Attachments

Attachments

Audit

Attached File	Description	View
RAC_PG_Appeal_Form.pdf	RAC_PG_Appeal_Form.pdf	View

+

Save

Cancel

- Click the **+** button to add a new row and upload your correct documentation.

File Attachment

Choose File

RAC\_PG\_Appe...orm\_Updated.pdf

Upload

Cancel

- Click the **Upload** button to upload your correct documentation.
- Your corrected documents will then appear below the documents you previously uploaded.

Status Date	Comment	By
04/12/2023	Please review my attached Readmission Appeal form.	<a href="#">Hendrik - Hendrik</a>

Add Comment **1**
Update Last Comment

Enter Comment Below

Please review my updated forms **2**

File Attachments

Attachments Audit

Attached File	Description	View
RAC_PG_Appeal_Form.pdf	RAC_PG_Appeal_Form.pdf	<a href="#">View</a>
RAC_PG_Appeal_Form_Updated.pdf	RAC_PG_Appeal_Form_Updated.pdf	<a href="#">View</a>

**3**

Save
Cancel

- Click the **Add Comment** button.
- Add a **comment** in the **Comment Section** (e.g., "Please review my updated forms.").
- Click the **View** button to review your attached documents.
- Click the **Save** button



**Note** Once your Readmission Appeal Application has been saved with the updated documents uploaded and comment, the status will be updated to Acknowledged, in order for your application to be reviewed by an administrator.

## 1.4. Part 3: Reviewing your Readmission Appeal Service Request Comments

My Service Requests

My Service Requests

1-15 of 15 | View All

Request Number	Request Type	Request Subtype	Request Date	Status	Status Date
215587	<a href="#">Upload Readmission Appeal Application</a>	COM RAC appeal due 7-Jan-2024	01/12/2023	Submission declined	01/12/2023

[Create New Request](#)

- Click on the **Upload Readmission Appeal Application** hyperlink to view the Administrators comments.

My Request Detail

University of Cape Town

Category Readmission Appeal Applications Request Number 215587

Type Upload Readmission Appeal Application Request Date 01/12/2023

Subtype COM RAC appeal due 7-Jan-2024 Status Submission declined

Status Date	Comment	By
01/12/2023	Dear Student,	Staff
01/12/2023	See attachment.	
01/12/2023	Please review my appeal.	

[Add Comment](#) [Update Last Comment](#)

File Attachments

1-1 of 1

Attachments Audit

Attached File	Description	View
RAC_PG_Appeal_Form_mid-year.pdf	RAC_PG_Appeal_Form_mid-year.pdf	<a href="#">View</a>

[Save](#) [Cancel](#)

- The comment/s updated by the Faculty Administrator will be displayed in the comment field.