

# 2025 SU Funding Opportunities (SUFO) How to apply in **5** steps

## Quick, important notes first:

- Each student is personally responsible for their Student Fees account.
- All applications for SU funding are processed via the SUFO online portal. Only SA citizens can apply.
- Only complete applications will be considered. All required support documents must be correct and uploaded for an application to be complete.
- SU funding is partial-cost and funding resources are limited; this means an application is not in any way a guarantee that funding will be allocated.
- Preference for funding is given to currently registered students.
- Current and prospective students are encouraged to also apply for private/company funding – and consider a study loan as an option to assist in covering your University costs.

## **SUFO APPLICATION DATES for 2025 SU funding**

**For current students (CUG)** 01 July to 30 September 2024

**For prospective students (PUG)** 01 – 31 October 2024

NO LATE APPLICATIONS WILL BE CONSIDERED. LATE REGISTRATION STUDENTS WHO WISH TO APPLY FOR FUNDING WILL BE CONSIDERED ON A CASE-BY-CASE BASIS..

# How to apply:

## 1<sub>a</sub> Prepare your info and support documents.

Refer to the table on the next page to find out what information and support documents you will need to submit to complete your online application.

- Remember to download and complete the [FORM SUFO CONSENT](#).

This form is important as it gives SU-CUBL permission to have the proof of income documents verified by a third-party service provider.

All parties must sign the form. If we do not have this consent, then your application will be rejected.

- Double-check all copies of ID documents are in focus and readable; blurry or very dark image copies will not be accepted. And note that only the student ID must be certified.

### Quick tip #1

Save your form/s and support documents as separate PDFs in a clearly named folder on your computer, for example, **SUFO25 application**

# How to apply:

## 1<sub>b</sub> Support documents.

<p><b>Section 1: THE STUDENT</b></p> <ul style="list-style-type: none"> <li>• full name, cell phone number, email address, ID number, SU student number</li> <li>• certified copy of ID</li> <li>• certificate/testimonial from school confirming leadership or sport achievement, <i>if applicable</i></li> <li>• CV (one-pager)</li> <li>• proof of disability, <i>if applicable</i></li> </ul>	<p><b>Section 2: THE STUDENT'S SPOUSE</b></p> <ul style="list-style-type: none"> <li>• full name, cell phone number, email address, ID number</li> <li>• copy of ID</li> <li>• copy of death certificate, <i>if applicable</i></li> </ul>
<p><b>Section 3: THE STUDENT'S FIRST PARENT or LEGAL GUARDIAN/ GUARDIAN</b></p> <ul style="list-style-type: none"> <li>• full name, cell phone number, email address, ID number</li> <li>• copy of ID</li> <li>• proof of guardianship, <i>if applicable</i> (this can be a letter from the social worker or an affidavit)</li> <li>• proof of income*</li> <li>• divorce settlement page that indicates divorced and spousal support, <i>if applicable</i></li> <li>• maintenance agreement that confirms monthly amount received, <i>if applicable</i></li> <li>• proof of government grant, <i>if applicable</i></li> <li>• proof of monthly pension, <i>if applicable</i></li> <li>• death certificate, <i>if applicable</i></li> </ul>	<p><b>Section 5: FAMILY INFORMATION</b></p> <ul style="list-style-type: none"> <li>• proof of registration or letter of acceptance for each sibling who will be at university in 2025, <i>if applicable</i></li> </ul>
<p><b>Section 4: THE STUDENT'S SECOND PARENT or LEGAL GUARDIAN/ GUARDIAN</b></p> <ul style="list-style-type: none"> <li>• full name, cell phone number, email address, ID number</li> <li>• copy of ID</li> <li>• proof of guardianship, if applicable (this can be a letter from the social worker or an affidavit)</li> <li>• proof of income*</li> <li>• divorce settlement page that indicates divorced and spousal support, <i>if applicable</i></li> <li>• maintenance agreement that confirms monthly amount received, <i>if applicable</i></li> <li>• proof of government grant, <i>if applicable</i></li> <li>• proof of monthly pension, <i>if applicable</i></li> <li>• death certificate, <i>if applicable</i></li> </ul>	<p><b>Section 4: THE STUDENT'S SECOND PARENT or LEGAL GUARDIAN/ GUARDIAN</b></p> <ul style="list-style-type: none"> <li>• full name, cell phone number, email address, ID number</li> <li>• copy of ID</li> <li>• proof of guardianship, if applicable (this can be a letter from the social worker or an affidavit)</li> <li>• proof of income*</li> <li>• divorce settlement page that indicates divorced and spousal support, <i>if applicable</i></li> <li>• maintenance agreement that confirms monthly amount received, <i>if applicable</i></li> <li>• proof of government grant, <i>if applicable</i></li> <li>• proof of monthly pension, <i>if applicable</i></li> <li>• death certificate, <i>if applicable</i></li> </ul>
<p><b>plus, the FORM SUFO CONSENT signed by all parties</b></p>	

# How to apply:

# 1<sub>c</sub>

## Valid proof of income (POI) documents.

Please make sure you submit valid proof of income documents for your parent(s)/legal guardian(s) or spouse.

- **Formally employed** latest salary slip (not older than 3 months) *or* ITA34.
- **Informally employed** affidavit that states the monthly income and includes the source of income (for example, vegetable seller, domestic worker).
- **Self-employed** bank statements clearly showing monthly income (and not older than 3 months) *or* ITA34.
- **Unemployed** affidavit that states date since unemployed *or* retrenchment letter *or* UIF slip.

## Quick tip #2

The POIs are important documents – please call Student Finances Client Service on 021 808 3530 if you are unsure, have any queries, or need advice/assistance.

# How to apply:

## 2 Review the SU external donor bursary criteria.

to determine if you are eligible to apply for any of these bursaries: [Types of Funding](#) > SU external donor funding > Filter list. Please note that four of the ten bursaries are faculty specific.

- If you are eligible for one or more external donor bursaries, download and complete the relevant, unique application form: [Forms & Resources](#) > SUFO Application Process > SU external donor funding application forms > **CUG or PUG version**.
- Remember to also prepare any additional paperwork if requested by the bursar, for example, a motivation letter.
- Note: There are also SU family bursaries available. Eligibility for these are based purely on proof of descendency. You can find more information and criteria in the 2025 [Bursary Yearbook](#).

### Quick tip #3

Include your SU# in a suitable name for all your support documents,

for example, **12345678-student ID**      **12345678-consentForm**  
**12345678-parent1 income**      **12345678-Crossley ref-1**

## How to apply:

### 3 Go online and complete sections 1 – 7.

In section 6, you will be asked to indicate which SU external donor bursaries you want to apply for, and in section 7, if any SU family bursary: tick the relevant boxes.

- Once you have completed section 7, all your application information is saved, and you can return later to upload your support documents.
- If you exit the online form before completing section 7, no information is saved – and you will then need to start all over again.

ONLINE FORM - ENGLISH



#### Quick tip #4

Only apply for external and/or family bursaries if you are eligible! Review the criteria for [SU external donor bursaries](#) on the CUBL website – or SU family bursaries in the [Bursary Yearbook](#)

IF YOU ARE NOT APPLYING FOR ANY SU EXTERNAL DONOR OR FAMILY BURSARY, THEN CLICK No FOR SECTIONS 6 and 7.

## How to apply:

### 4 Upload your support documents (section 8).

The online form will now prompt you to upload your support documents – which you prepared in step 1 and saved in your SUFO25 applications folder on your computer.

- For example, if your second parent is deceased, you will be prompted to upload the death certificate; if your legal guardian is self-employed, you will be prompted to upload the valid POI document (salary slip *or* ITA34).
- Please note that if you clicked YES for any of the SU external donor or SU family bursaries in sections 6 and 7 but then don't upload the documents (unique application form and/or specifically required additional support documents), you will not be able to proceed and complete your application.

#### Quick tip #5

If you prepare all your required info and required support documents beforehand, you'll be able to complete your application in one

**15-min sitting**

# How to apply:

## 5

### Give yourself a high-five ...

if you complete your application (sections 1 – 8) well before the midnight deadline!

- You will receive a confirmation email to say your application was received. This is only sent to the student mailbox.
- Please check your mailbox regularly for any SUFO emails – our team checks the support documents, and we may ask you to resend a document.
- All current students will be notified of the outcome of their application by end-January; prospective students by end-February.

Note, however, that the outcome for an SU external donor and SU family bursary will be by end-May.

## Any problems?

Call Student Finances Client Service on 021 808 3530 or email [info@sun.ac.za](mailto:info@sun.ac.za) – and remember to include your SU# in this subject line:  
**# / SUFO25 query**

Each student is personally responsible for the payment of their Student Fees account. All students are thus also encouraged to research additional, private funding options.