

## **Step-by-step guide to lodging an appeal on the MyNSFAS portal.**

1. Log into your MyNSFAS account on [www.nsfas.org.za](http://www.nsfas.org.za)
2. Click the 'Track Funding Progress' option.
3. Check the application progress tabs .
4. If your application status reflects an unsuccessful message, you may submit an appeal by clicking on the 'Submit Appeal Tab'.
5. Once you are on the 'Application Appeal' page, you can see the reason for your unsuccessful application status.
6. You are then able to motivate in writing the reasons for appealing your application status.
7. Your motivation must not exceed 1,000 characters (words including spaces).
8. Upload certified supporting documents to support your motivation. You may submit up to 5 documents.
9. Then click 'Submit Appeal '.
10. You can track the progress of the appeal on your MyNSFAS account.