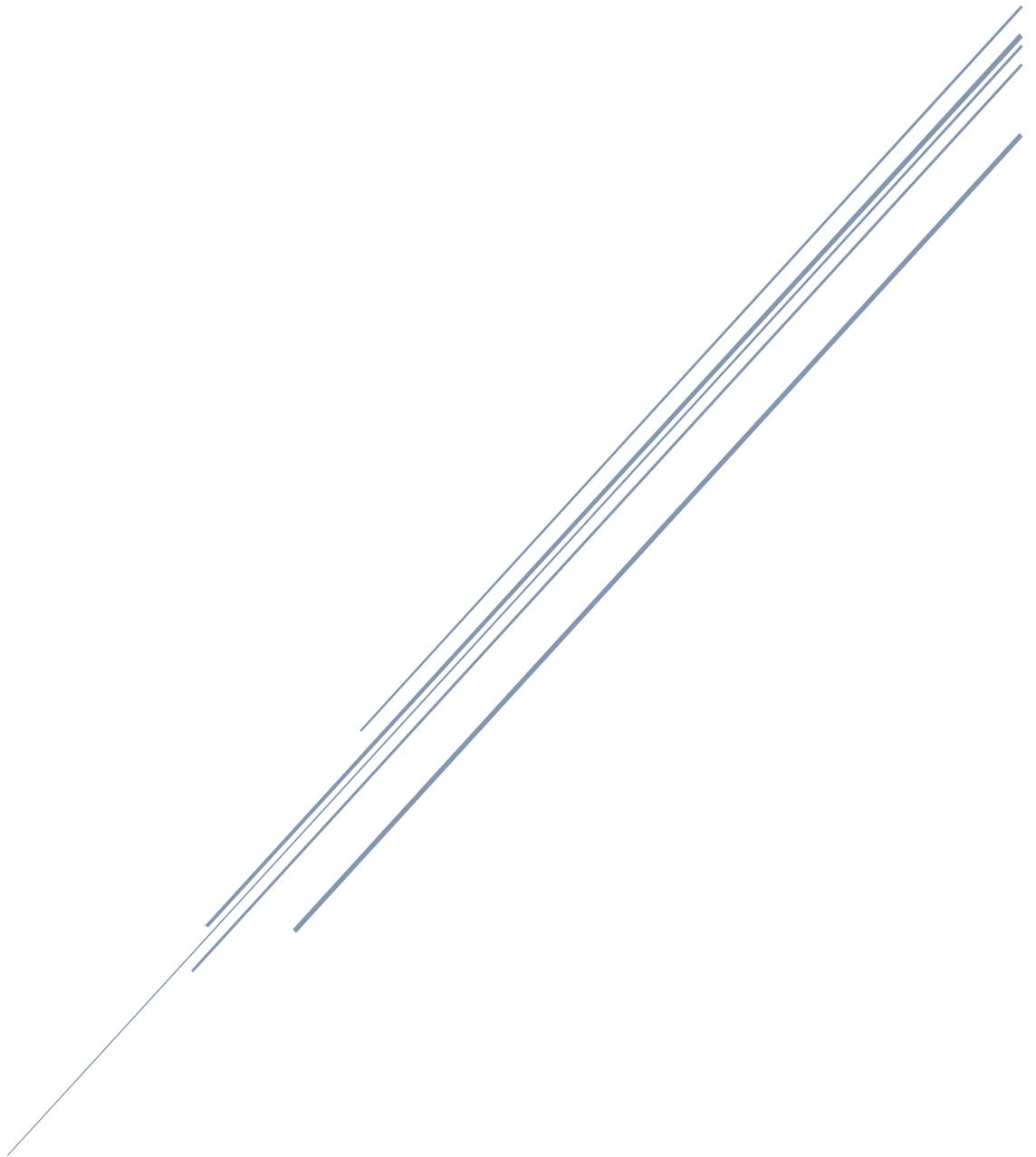


REQUEST TO RETURN TO CAMPUS

Student User Guide



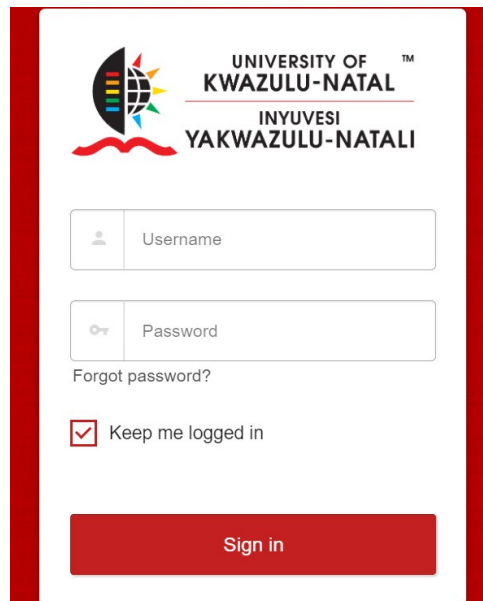
2021

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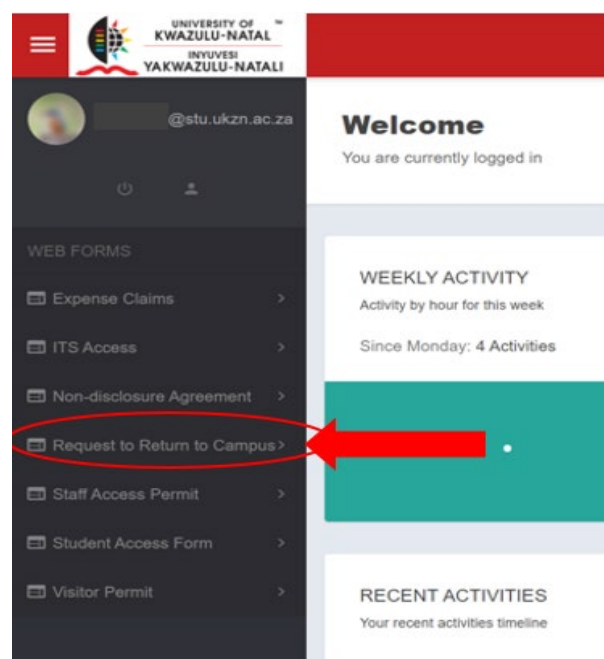
Logging In

Step One: Go to <https://forms.ukzn.ac.za/>
Log in using your student number and LAN password



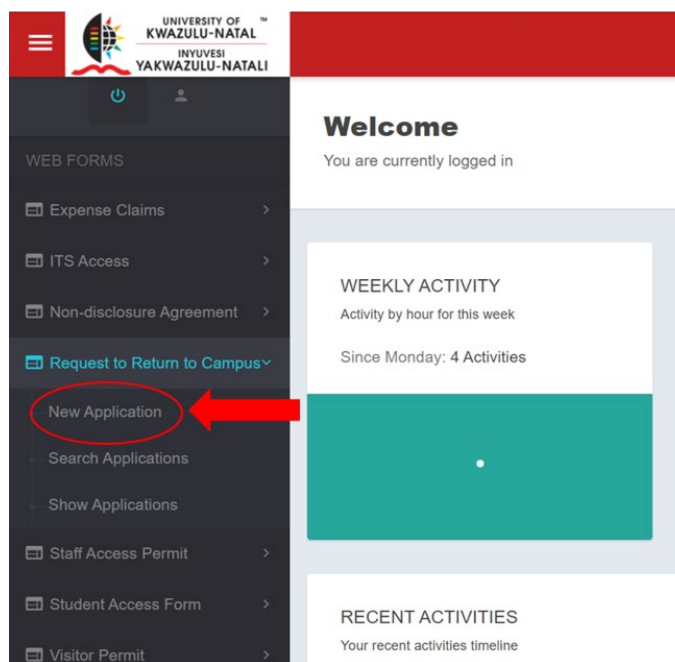
The screenshot shows the login page for the University of Kwazulu-Natal. At the top left is the university's logo, a stylized globe with colorful segments. To the right of the logo, the text reads "UNIVERSITY OF KWAZULU-NATAL" and "INYUVESI YAKWAZULU-NATALI". Below the logo and text are two input fields: "Username" and "Password". The "Password" field has a small icon of a key and a toggle for visibility. Below the password field is a link that says "Forgot password?". Underneath that is a checkbox labeled "Keep me logged in" which is checked. At the bottom of the form is a red button labeled "Sign in".

Step Two: Once you have logged in, click on 'Request to Return to Campus.'



Making an Application

Step Three: Next, click on 'New application.'



Step Four: Check your details and Enter your reason in the box highlighted in red. Please note that you will not be able to proceed if you do not enter a reason.

Create Student Request to Return to Campus

All Correspondence will be through UKZN emails

Student Number	<input type="text"/>	Surname	<input type="text"/>
First Name	<input type="text"/>	School	SCHOOL OF HEALTH SCIENCES
Email Address	<input type="text"/>	Post/Under Grad	PG
College	COLLEGE OF HEALTH SCIENCES	Year	2021
Qualification	PhD Health Science	Semester	1
Year of Study	2	Reason	<input type="text" value="Reason for appeal"/>

Step Five: If you have any relevant supporting documents, please attach it as shown below and click Submit. You may upload up to 3 supporting documents

Attachments

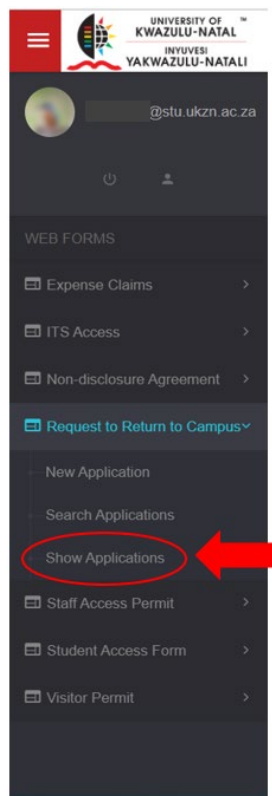
You may upload up to three (3) supporting documents only

Supporting Document 1	<input type="button" value="Choose File"/> No file chosen
Supporting Document 2	<input type="button" value="Choose File"/> No file chosen
Supporting Document 3	<input type="button" value="Choose File"/> No file chosen

[Back to List](#)

Checking the progress of your application

Once you have submitted your application, you can check the progress of this application by selecting 'Show Applications':



You will then be presented with the application that you have made. You may do the following:

- View the current status of your application
- Edit your application
- View your application

Student Request to Return to Campus Applications

Your Applications

Show 10 rows Copy CSV Excel PDF Print Search

Ref	Full-Name	Identity Number	Student Number	Campus	Post Grad/Under Grad	Qualification	Date Submitted	College	School	Current Status	Commands
20					PG	PhD Health Science	2021/04/06 02:09:26 PM	COLLEGE OF HEALTH SCIENCES	SCHOOL OF HEALTH SCIENCES	Pending	Edit View

First Previous 1 Next Last

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Once your application has been either approved or rejected or if more information is requested from you, the current status will change. You will also receive an email in your UKZN student email account advising you of your application's status.

Student Request to Return to Campus Applications

Your Applications

Show 10 rows Copy CSV Excel PDF Print Search

Ref	Full-Name	Identity Number	Student Number	Campus	Post Grad/Under Grad	Qualification	Date Submitted	College	School	Current Status	Commands
				Howard College	UG	BSocScience (Augmented Curriculum)	2021/04/06 04:01:46 PM	COLLEGE OF HUMANITIES	SCHOOL OF APPLIED HUMAN SC	Approved	View

Showing 1 to 1 of 1 entries First Previous Next Last

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If your application has been approved, you must wait for an invitation to return to campus. This invitation may take up to 14 days to be processed. Once you have received your invitation, only then will you be able to apply for a permit.

If your application has been rejected, click on 'view.' In that case, you will then be able to see any comments made as to why your application has been rejected. You will also receive an email confirming the status of your application with a reason for the rejection.

Student Request to Return to Campus Applications

Your Applications

Show 10 rows Copy CSV Excel PDF Print Search:

Ref	Full-Name	Identity Number	Student Number	Campus	Post Grad/Under Grad	Qualification	Date Submitted	College	School	Current Status	Commands
					UG	BEd(Senior and FET PhaseTeaching)	2021/04/01 01:50:05 PM	COLLEGE OF HUMANITIES	SCHOOL OF EDUCATION	Rejected	View

Showing 1 to 1 of 1 entries

First Previous 1 Last

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If your application is rejected, you may make another application.

When you click on view, you will be taken to the screen shown below to review your application and check the comments made by the College

Qualification: BEd(Senior and FET PhaseTeaching)

Year of Study: 1

Reason: Why do I have to put in a reason

ATTACHMENTS

2020 DetailsHC 2021.pdf pdf

Rejection Comments

Your reason is insufficient. Please redo your application with a proper reason

Changes Requested

Upload additional info

Back

Emails You May Receive

Approved Application Email:

Your request to return to campus has been submitted for approval. If your request is approved you will receive an invitation letter in your UKZN email account with your return date from your College. Your invitation letter will advise you on how to access your permit. Please note that approval of your request to return does NOT mean that you will be able to access your permit immediately. You may log in to <https://forms.ukzn.ac.za/> to view your request/application.

Rejected Application Email:

Your application has been rejected log in to <https://forms.ukzn.ac.za/> to view your application." More information is below: "RejectionReason"

Request for more information Email:

An application you submitted has been sent back for further input. You may log in to <https://forms.ukzn.ac.za/> to view all the applications that you have submitted. The information requested is as follows: "ChangesRequested"