

New Applicants - Residence Online Applications 2023.

Open 15 May 2022 – 31 October 2022

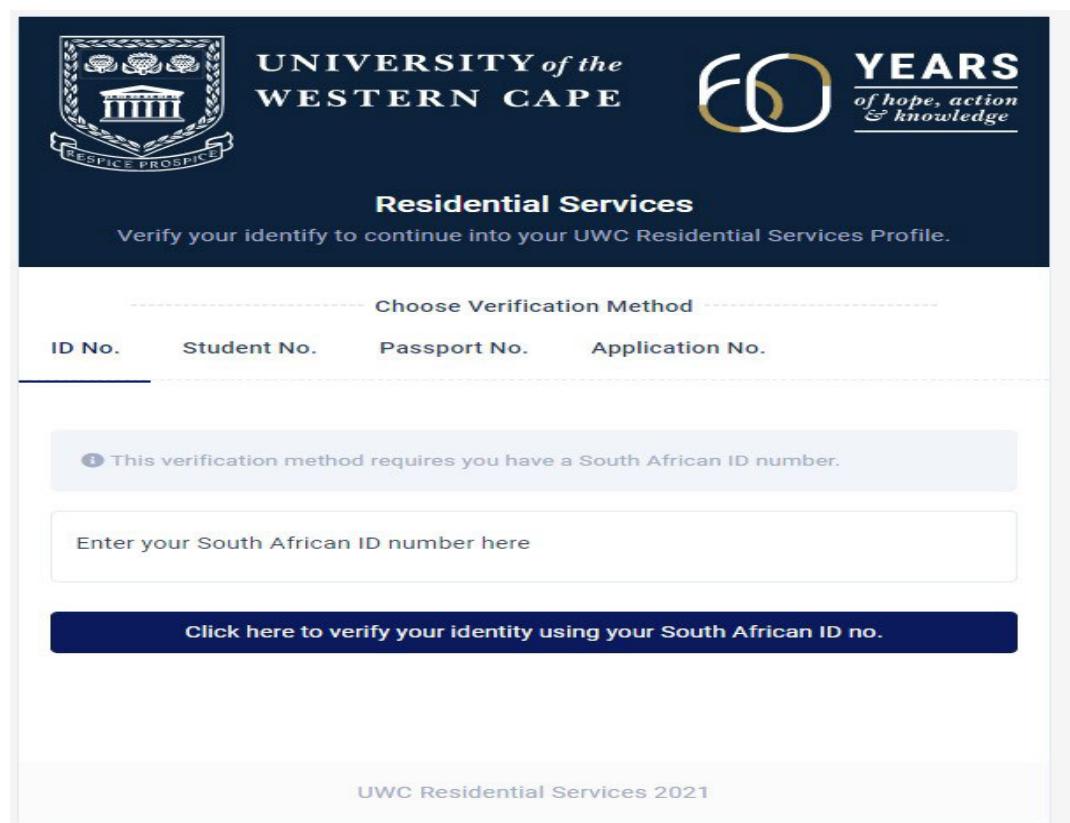
RESIDENTIAL SERVICES MANAGEMENT SYSTEM (RSMS) APPLICATION GUIDE

The following hyperlink is to be used to access the RSMS Online Application Page.

<https://residentialservices.uwc.ac.za/Account/Login>

The student has an option of logging in with the following options with either p.c. / laptop or cell phone.

- 1) I.D. No.
- 2) Student No.
- 3) Passport No.
- 4) Application No.



The screenshot shows the UWC Residential Services login interface. At the top, there is a dark blue header with the University of the Western Cape logo, the text 'UNIVERSITY of the WESTERN CAPE', and a '60 YEARS of hope, action & knowledge' logo. Below this, the page title 'Residential Services' is displayed, followed by the instruction 'Verify your identify to continue into your UWC Residential Services Profile.'.

The main content area has a light blue background. It features a section titled 'Choose Verification Method' with four tabs: 'ID No.', 'Student No.', 'Passport No.', and 'Application No.'. The 'ID No.' tab is currently selected.

Below the tabs, there is a light blue box with an information icon and the text: 'This verification method requires you have a South African ID number.'.

Underneath this box is a white input field with the placeholder text 'Enter your South African ID number here'.

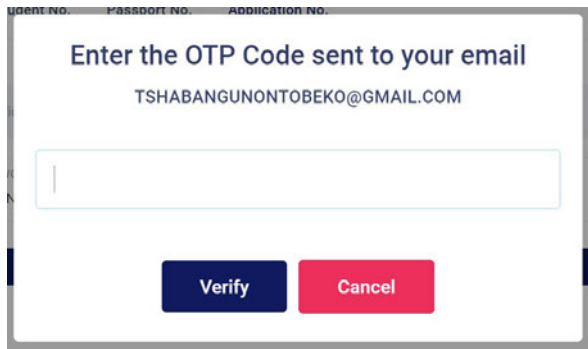
At the bottom of the form is a dark blue button with the text 'Click here to verify your identity using your South African ID no.'.

The footer of the page contains the text 'UWC Residential Services 2021'.

Once the log in option as in the above example is selected and validated an **OTP (One Time Pin)** is generated and sent to the applicant's email address. This is the email address used when applying to U.W.C.

N.B. Please note the applicant's information displayed below is used for example purposes only.

Do not close the OTP Screen.



Enter the OTP Code sent to your email

TSHABANGUNONTBEKO@GMAIL.COM

Verify **Cancel**

Go to your email inbox for the email and search for the Residential Services email



Open the email and the OTP must display

Please Note the OTP is valid for 20min

Once opened the email will display as follows.



Please use the OTP code below for verifying your identify on the Residential Services Application.

5971

Go back to the RSMS Online Application screen and capture the OTP as indicated.

Ident No. Passport No. Application No.

Enter the OTP Code sent to your email
 TSHABANGUNONTOBEKO@GMAIL.COM

5971

Verify **Cancel**

Verify

Then Click / Select the Verify button

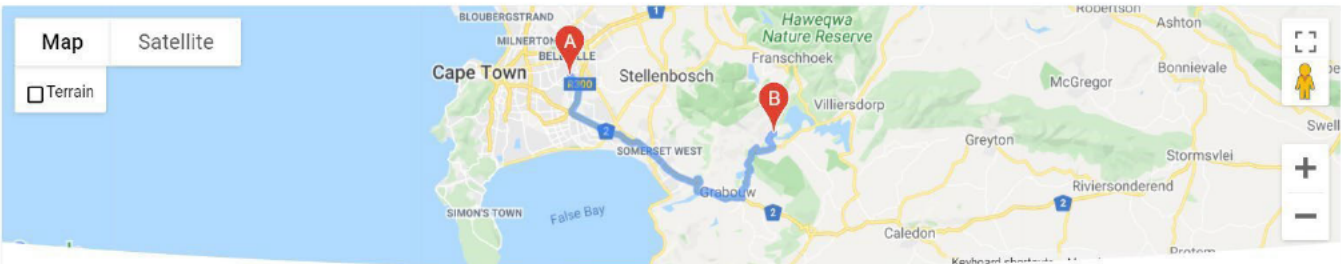
If the RSMS Online Application landing page opens, then the Log-in was successful and it will display as follows.

Personal information

UWC
 Residential Services / Application

Today: Oct 11

Map **Satellite**
☐ Terrain




Residential Address [Redacted]
 You live 78.4 km away from the UWC residence.

Email [Redacted]@myuwc.ac.za
Cell [Redacted]

Faculty : FACULTY OF LAW
Programme : LLB 4 Year (Full Time)
Grad Type : Undergraduate

Application Verification Shortlisting Confirmation


Actions to take

Proof Of Residential Address Please provide a proof of address for your current physical residence as indicated below:- click to see accepted forms of proof	Employment Status Please provide your employment status.
Residential Address: [REDACTED] [REDACTED] <div> Drag and drop a file here or click</div>	<input type="radio"/> Not currently employed <input type="radio"/> Employed full time <input type="radio"/> Employed full time contract <input type="radio"/> Employed part time

You would then be prompted to upload your proof of address.

Please note **"click to see accepted forms of proof"**

You could either use a current file (of your address) on your p.c. / laptop or take a snapshot of your current address on your cell phone and upload the image.

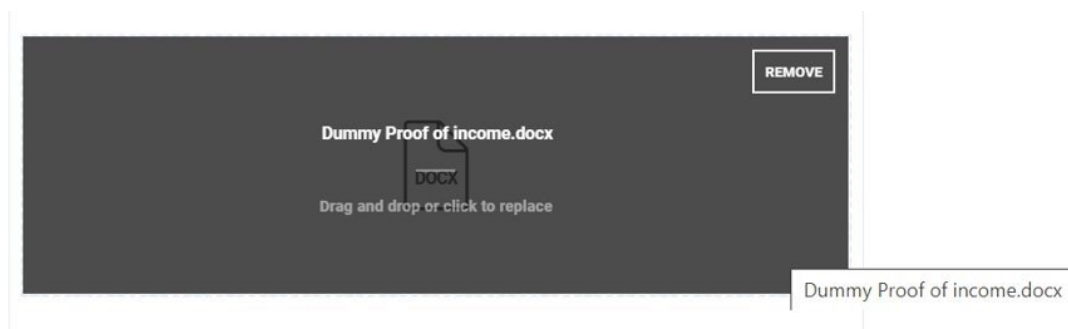
Proof Of Residential Address Please provide a proof of address for your current physical residence as indicated below:- click to see accepted forms of proof
Residential Address: [REDACTED] <div> Drag and drop a file here or click</div>

The system will show you that a document has been added.



If you have made an error, you can hover over the document and click on the remove button.

As per the example below.



The document will be deleted and the system will allow you to upload again.

N.B. Please make sure that your document / image has been uploaded.

Then move down to the Employment Status.

Employment Status
Please provide your employment status.

☐ Not currently employed
☐ Employed full time
☐ Employed full time contract
☐ Employed part time

Please note selecting an option is compulsory therefore select the **relevant** option.

This information will be used in our **validation** process.

- ☒ Not currently employed
- ☐ Employed full time
- ☐ Employed full time contract
- ☐ Employed part time

N.B. Please read the terms and conditions. Tick the checkbox, then click **Submit Application**.
Use the “Clear and start over” button if you are not sure about the information you have entered.

Application Submission

Please read through and accept the Terms and Conditions before submitting your application.

[Read the Terms and Conditions](#)

☐ I accept the terms and conditions and confirm that the information I have provided is true and correct.

Submit Application

[Clear form and start over](#)

Registrations are open.

UWC

Residential Services / Application

Application submitted succesfully!

Logout

[Return to application form](#)

If you select “Return to Application Form”

It will display as follows and give you a brief history of your application as per the example below.

Return to application form



Application Verification Shortlisting Confirmation

- Application = Green = Student Submitted the Application
- Verification = Amber = RES Placement still needs to verify the Application

Application History

A list of previous documents supplied.

Date submitted	Residential address	Proof of address	Employment status	Status	
11 Oct 2021 12:52		Proof of income.docx	Not Employed	Submitted Pending verification	

Showing 1 to 1 of 1 entries

NB: For any queries or assistance, please email resservices1@uwc.ac.za

Thank you

Residential Services Management