GRM – Upload Intention to Submit Service Request

Intention to Submit Upload Important Notes

- All documents are required to be uploaded as part of one service request. Only PDF files can be uploaded.
- If other files are to be uploaded, contact your Faculty Office (Masters Students) or the DDB office (Doctoral Students).
- Thesis/Dissertation and Abstract documents must be named according to a standard convention.
- You must create a new Service Request if the original has been rejected.
- Refer to the following Student Help Document as a guideline before submitting your Intention to Submit.

File Naming Conventions

- Thesis (Uppercase 'T')
- Abstract-Open (Uppercase 'A' and Uppercase 'O')
- Abstract-Restricted (Uppercase 'A' and Uppercase 'R')

Do not add any additional wording to the label of the document. E.g. *Document 1*

❖ Uploading your Intention to Submit

- Login to the PeopleSoft Student Administration Self Service:

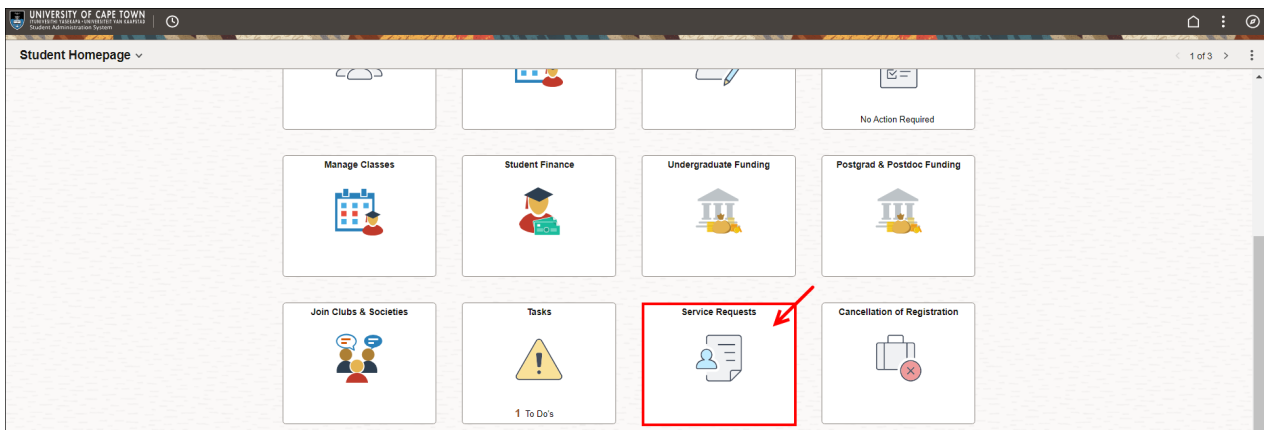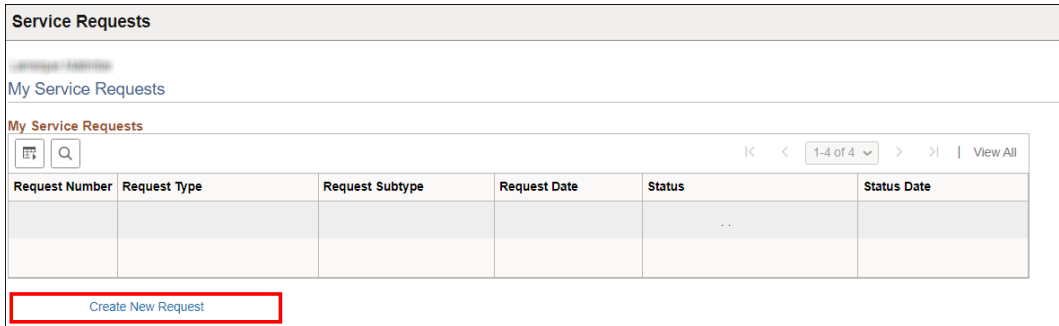- Enter your user ID/Student number in upper case in the **User ID** field. E.g., **XXXYYY001**
- Enter your UCT password into the **Password** field.
- Select the **Sign In** button

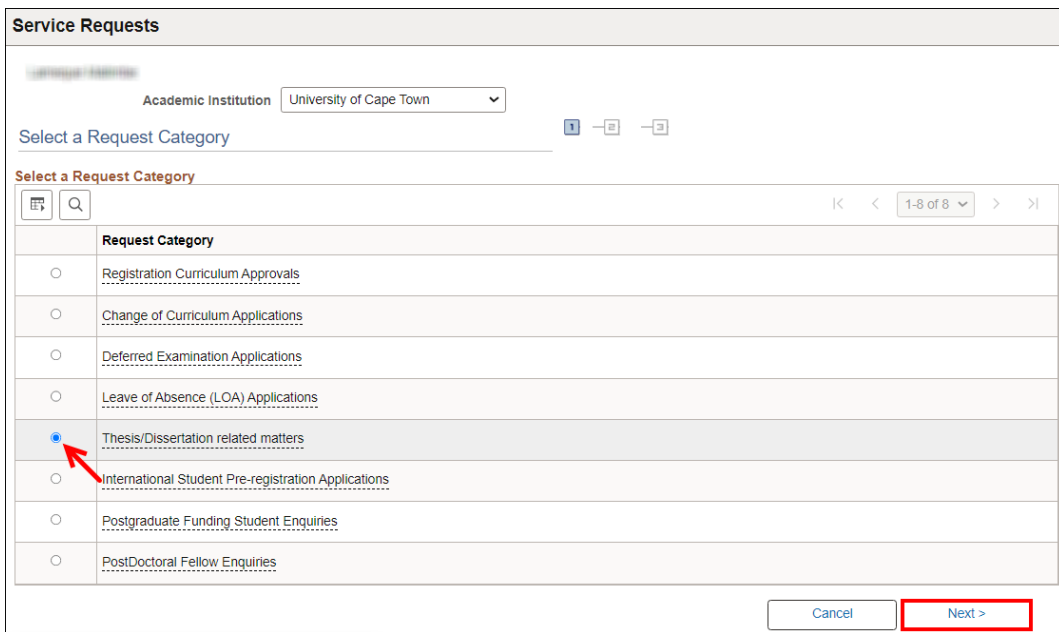- Select the **Service Requests** tile on the Student Homepage

Last Updated: October 2024

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

- Select the **tick box** for **Thesis/Dissertation related matters**.
- Click the **Next** button once the tick box has been selected.

- Select the **tick box** for **Intention to Submit**.
- Click the **Next** button once the tick box has been selected.

- Select the **tick box** for **Intention to submit … Dissertation**
- Click the **Next** button once the tick box has been selected.

- Click the **Add Attachment** button to upload your Intention to Submit form.

- Click the **Choose File** button to locate the file/document.
- Click the **Upload** button once the file/document has been selected.

Create Service Requests

My Request Detail

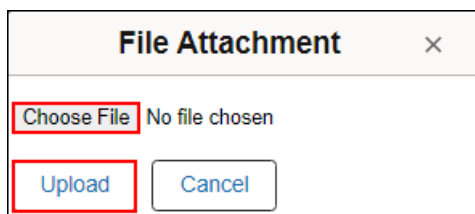|				
Category	Thesis/Dissertation related matters		Type	Intention to submit
Subtype	Intention to submit Humanities Masters Dissertat'n		Request Date	23/10/2024
Status	Submission received			
Comment	I confirm that the correct documents have been uploaded			

⌄ File Attachments

| | | | | | | 1-2 of 2 ⌄ | | |

Attachments   Au_dit   ‖▷

Attached File	Description	View	
Intention_to_Submit.pdf	Intention_to_Submit.pdf	View	—
Abstract-Open.pdf	Abstract-Open.pdf	View	—
+			

[Submit]   [Cancel]

- Click on the **+ button** and upload your **Intention to Submit form**.
- Click on the **+ button** and upload your **OpenUCT suppression form** (if applicable).
- Click on the **+ button** and upload your **Thesis/Dissertation** and your **Abstract-Restricted** (if applicable).

- Click the **View** button to review the attached documents.
- Add a comment to the **Comment Section** confirming that you uploaded all the required documents. (E.g. "Attached are the required forms/documents for my Intention to Submit.").
- Click the **Submit** button.

Service Requests

My Service Requests

My Service Requests

| | | | | | | 1-8 of 8 ⌄ | | View All |

Request Number	Request Type	Request Subtype	Request Date	Status	Status Date
270112	Intention to submit	Intention to submit Humanities Masters Dissertat'n	23/10/2024	Submission received	23/10/2024

- The **Status** column will indicate **Submission Received**, which means that you have successfully created your **Intention to Submit** Service Request and a notification has been sent to the relevant Postgraduate Faculty or Doctoral Degrees Board (DDB) staff member.
- Once your Thesis/Dissertation has been processed, you will receive an email notification from your Faculty or the DDB office.