Sponsorship Upload

Applicants and students can now upload proof of sponsorship in advance of completing Annual Registration. Submitting sponsorship documentation early helps ensure that student records and fee payment information are updated in a timely manner, enabling the Academic Fees and Payment section of Annual Registration to display the correct information.

Please refer to the Sponsorship website for details on the required documentation before uploading your proof of sponsorship.

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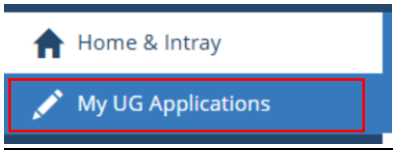
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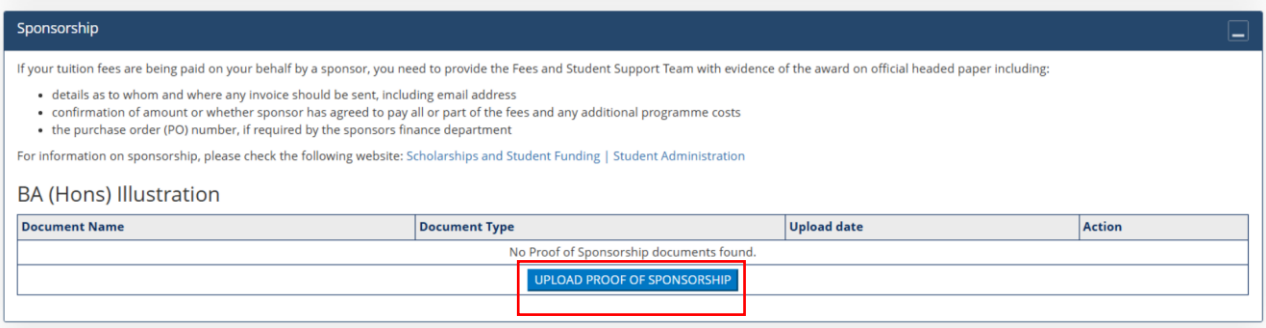
UG Applicant Hub

Accessing the Upload Area

1. Log in to the UG Applicant Hub.
2. Select '**My UG Application**' to open your application details.

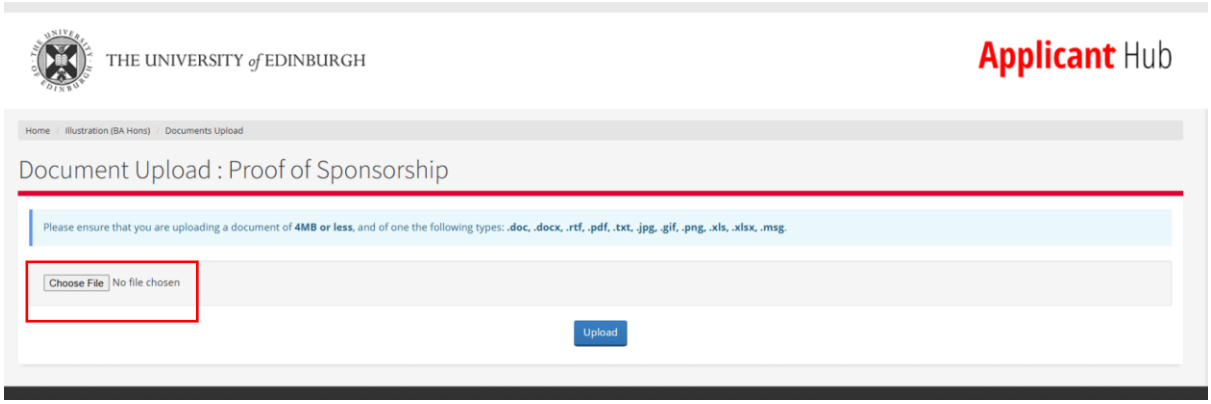


3. Applicants who are listed as Unconditional Firm (UF) will see the '**Upload proof of sponsorship**' option.
4. Click '**Upload proof of sponsorship'** to begin.

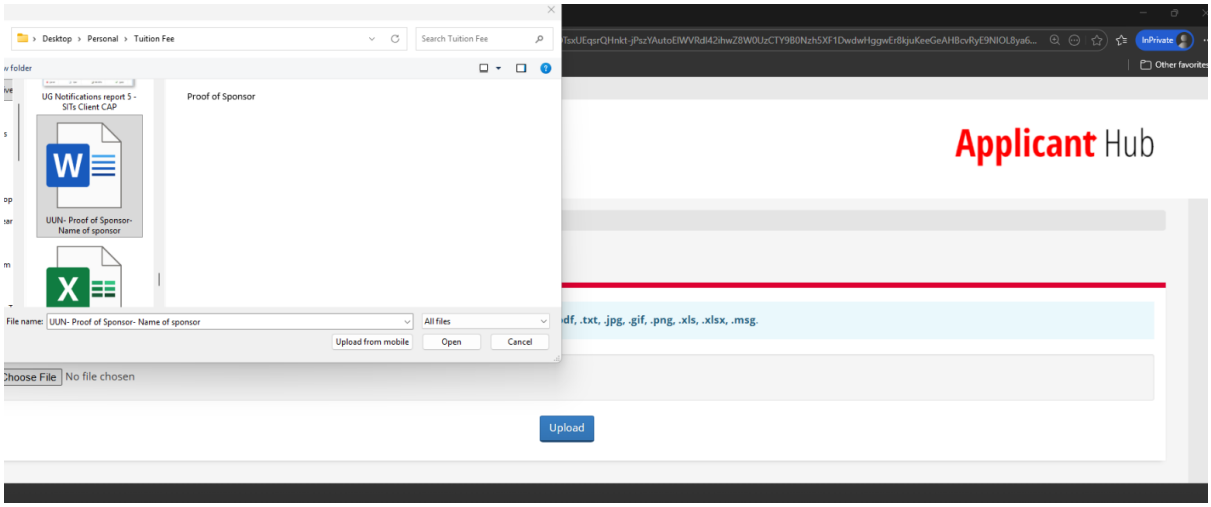


Uploading Your Sponsorship Document

1. 1.Click '**Choose file'**



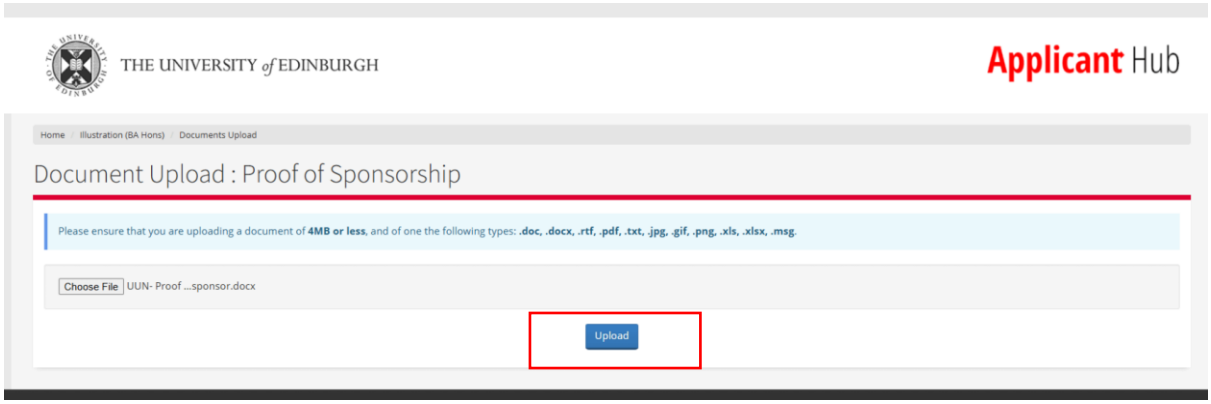
2. A file browser window will open.
3. Locate and select the sponsorship document you wish to upload.



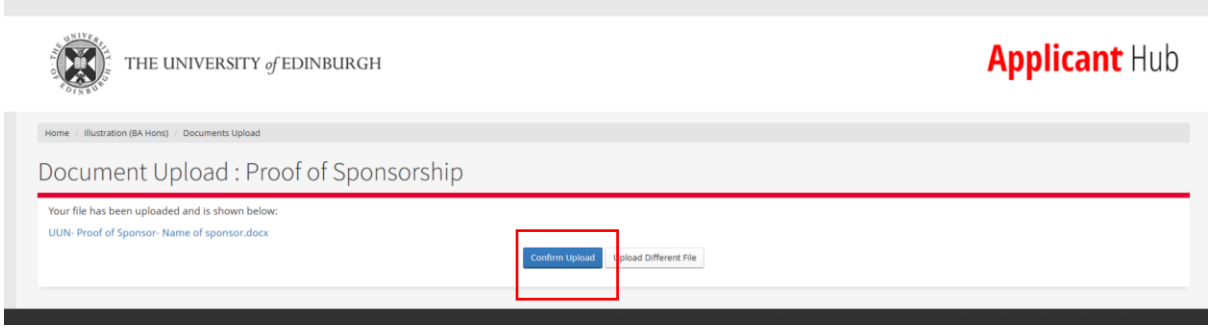
Important

We recommend clearly naming your sponsorship document before uploading.
Suggested naming format:
{Your UUN} – Proof of Sponsor – {Sponsor Name}
Example:
S1234567 – Proof of Sponsor – Government of Japan

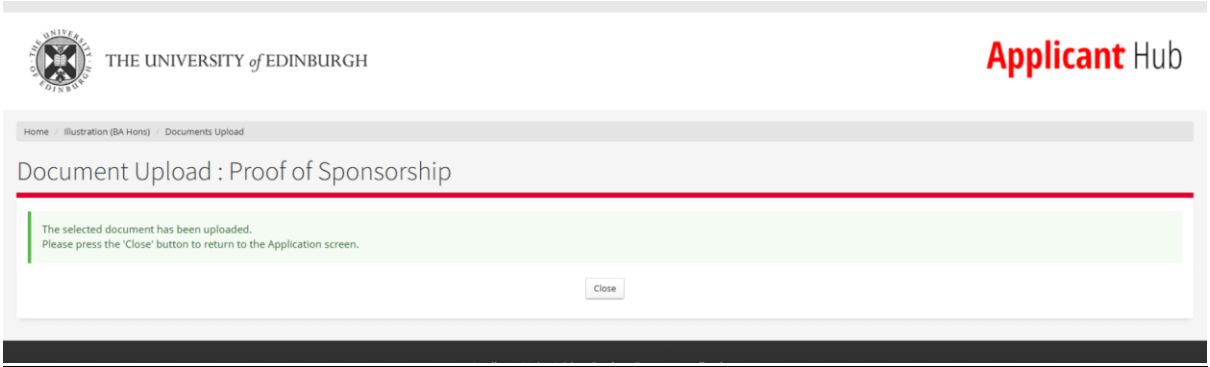
4. Once the file has been selected, click **'Upload'**.



5. Review the selected file details.
6. Click '**Confirm Upload'** to complete the upload.
7. If you selected the wrong document, click **'Upload different file'** and repeat the process.



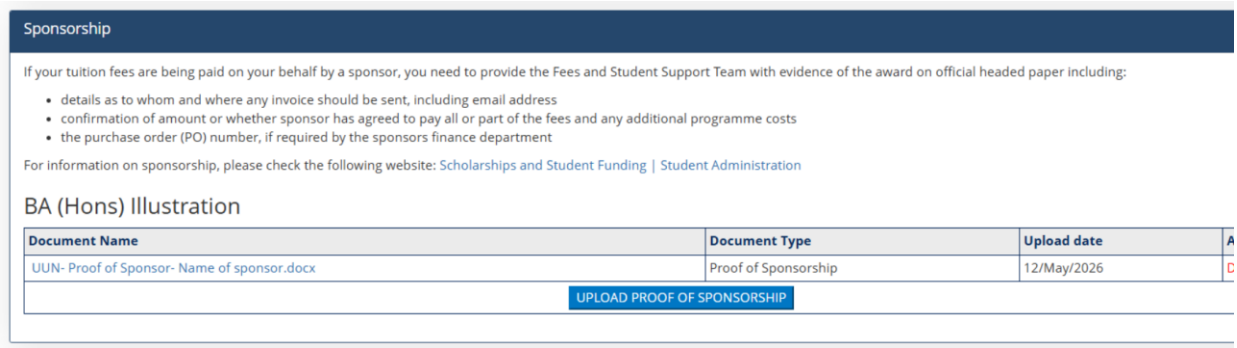
8. Click '**Close**' to close to return to the application



After Uploading

Once uploaded successfully, the document will be available for review by the relevant University teams.

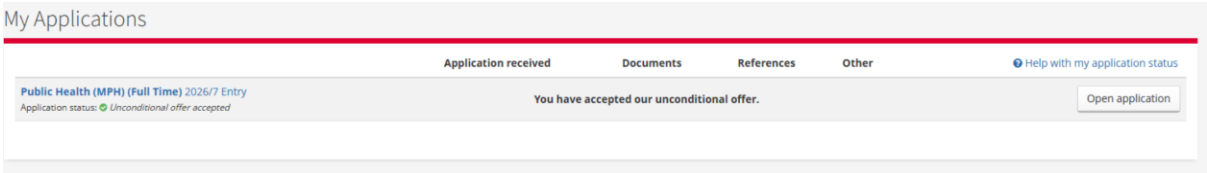
You may be contacted if further information or updated documentation is required.



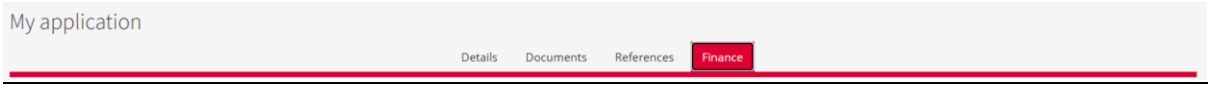
PG/Direct Hub

Accessing the Upload Area

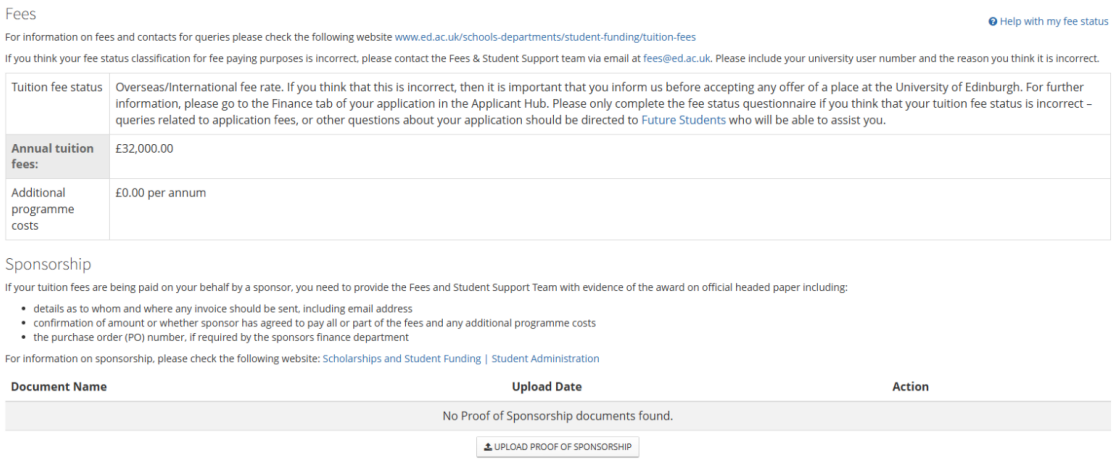
1. Log in to the PG/Direct Applicant Hub.
2. Open your application record.



3. Navigate to the sponsorship section, within the '**Finance**' tab

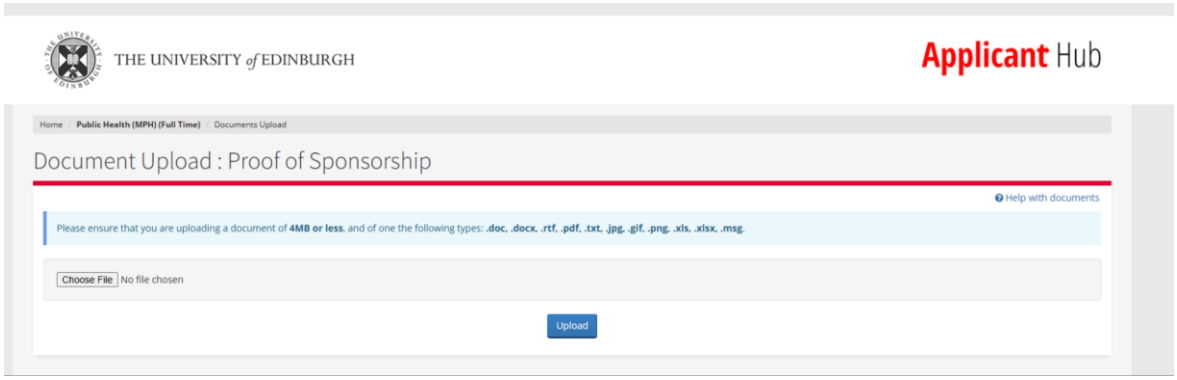


4. Details will be provided of any deposit requirements (if applicable), your Fee amounts and the Sponsorship upload option.
5. Select **'Upload proof of sponsorship'**.



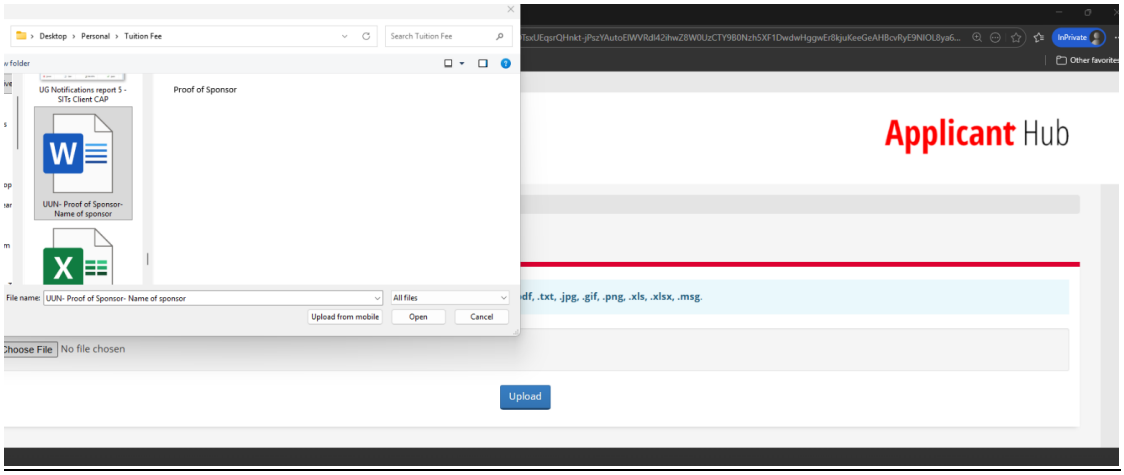
Uploading Your Sponsorship Document

1. Click **'Choose file'**.

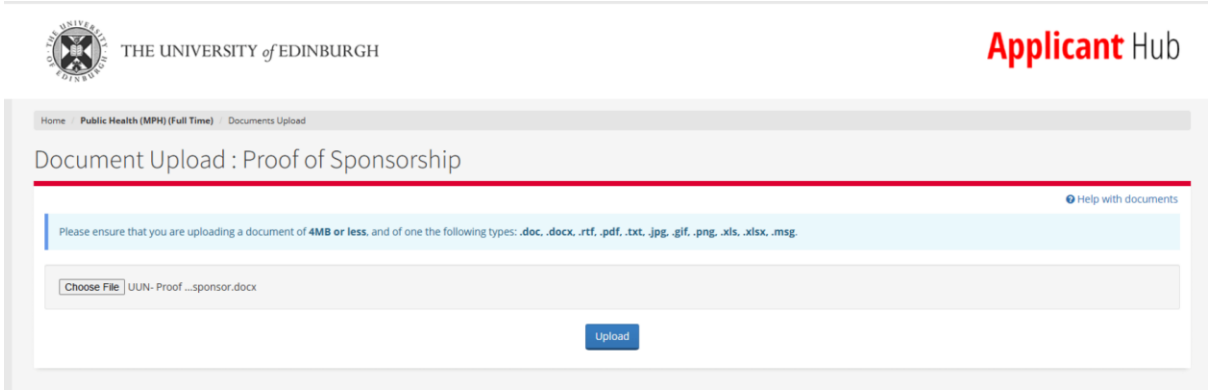


Important
We recommend clearly naming your sponsorship document before uploading.
Suggested naming format:
{Your UUN} – Proof of Sponsor – {Sponsor Name}
Example:
S1234567 – Proof of Sponsor – Government of Japan

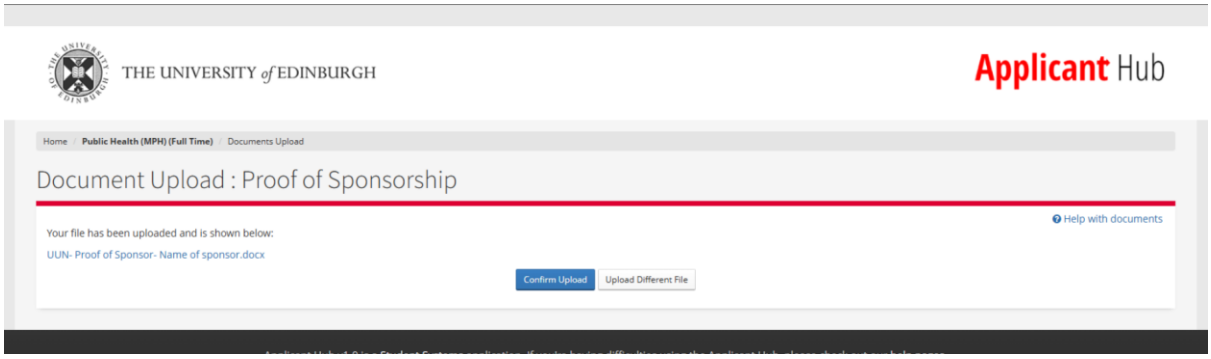
2. Select the correct sponsorship document from your device.



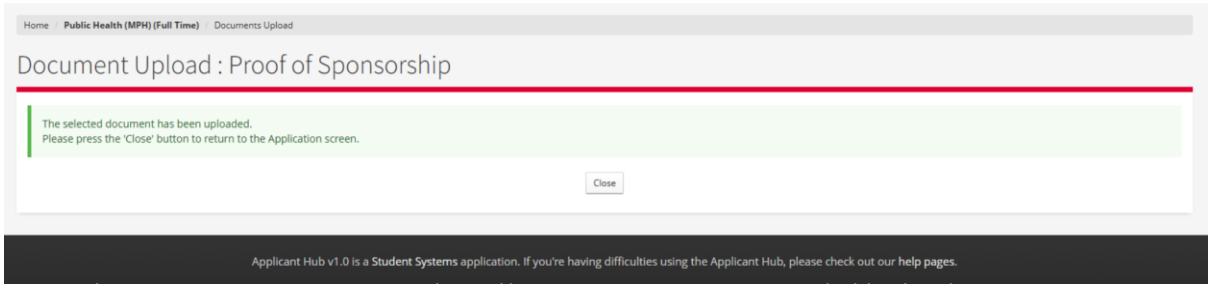
3. Click **'Upload'**.



4. Review the uploaded file details.
5. Click '**Confirm Upload**' to submit the document.
6. If required, select '**Upload different file**' to replace the document before confirming.

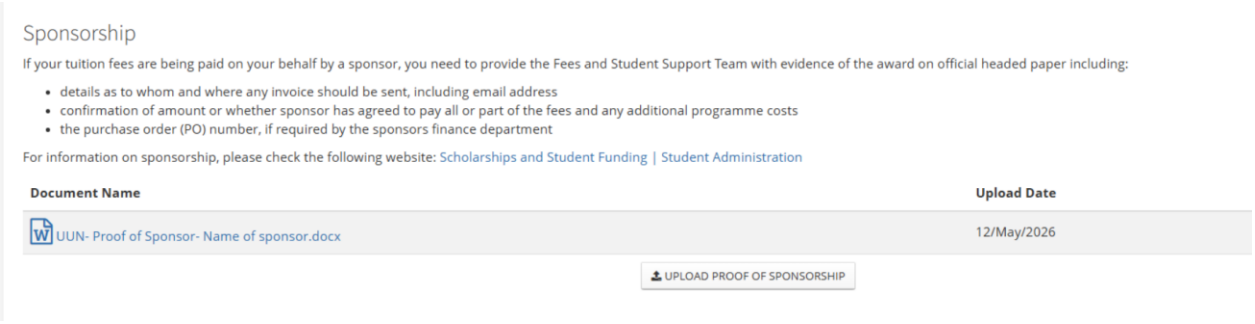


7. Click '**Close**' to close to return to the application.



After Uploading

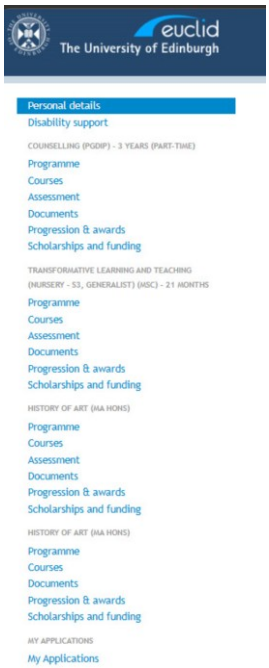
Your sponsorship document will be reviewed by the relevant University teams.
If additional information is required, you may be contacted.

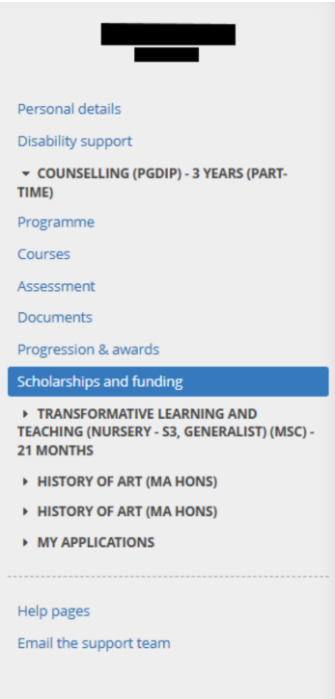


Student Hub

Accessing the Upload Area

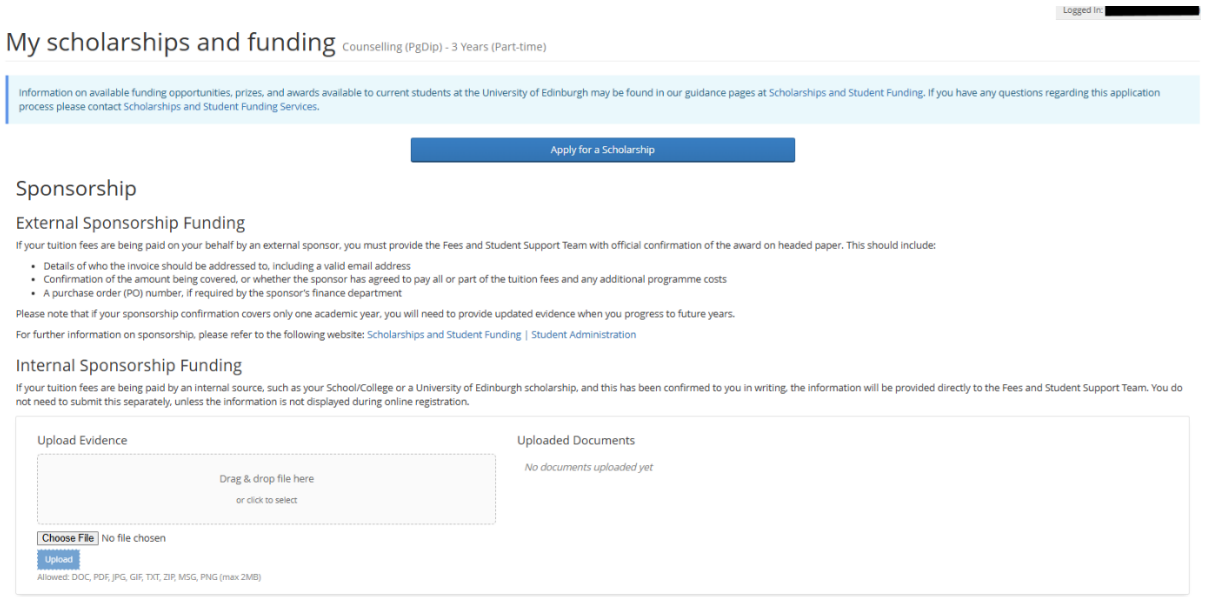
1. Log in to the Student Hub.
2. Click on '**Scholarships and funding'** tab



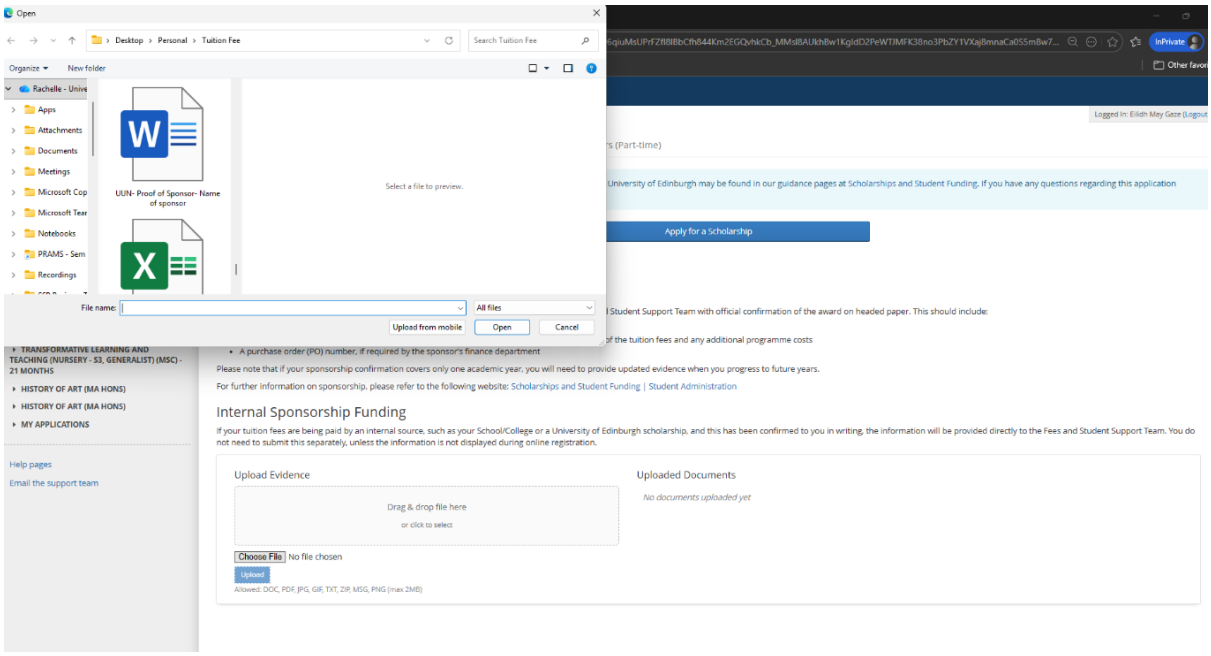


Uploading Your Sponsorship Document

1. Click 'Choose file'.



2. Browse your device and select the sponsorship document.



Important

We recommend clearly naming your sponsorship document before uploading.

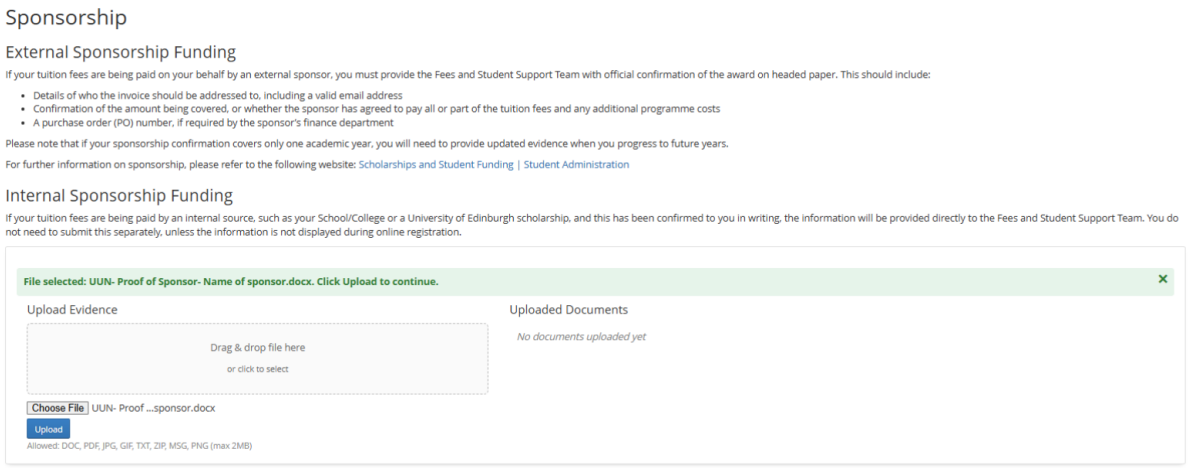
Suggested naming format:

{Your UUN} – Proof of Sponsor – {Sponsor Name}

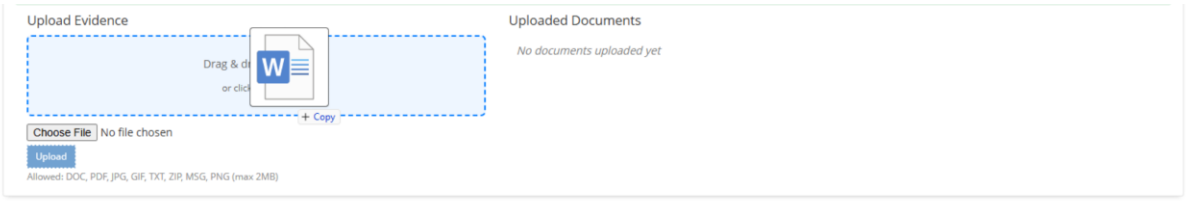
Example:

S1234567 – Proof of Sponsor – Government of Japan

3. Review the uploaded file details.
4. Click '**Confirm Upload**' to submit the document



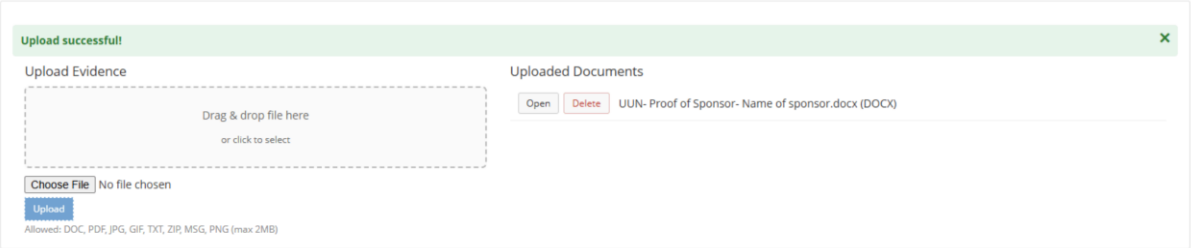
5. You can also '**Drag & Drop**' your proof of sponsorship to upload



After Uploading

Your document will be viewable on the page once upload has been successful.

Your sponsorship information will be reviewed and applied to your student account where appropriate.
You may receive further communication if clarification or additional evidence is needed.



Troubleshooting and Support

If you experience issues uploading your sponsorship document:

- Check that the file format is supported.
- Ensure the document size does not exceed any upload limits.
- Confirm that the document is clear and legible.
- Try refreshing the page or using a different browser.

If problems continue, contact the relevant University support team for assistance.

If you require additional information on Sponsorship documentation, please refer to the **Sponsorship website** for details.