

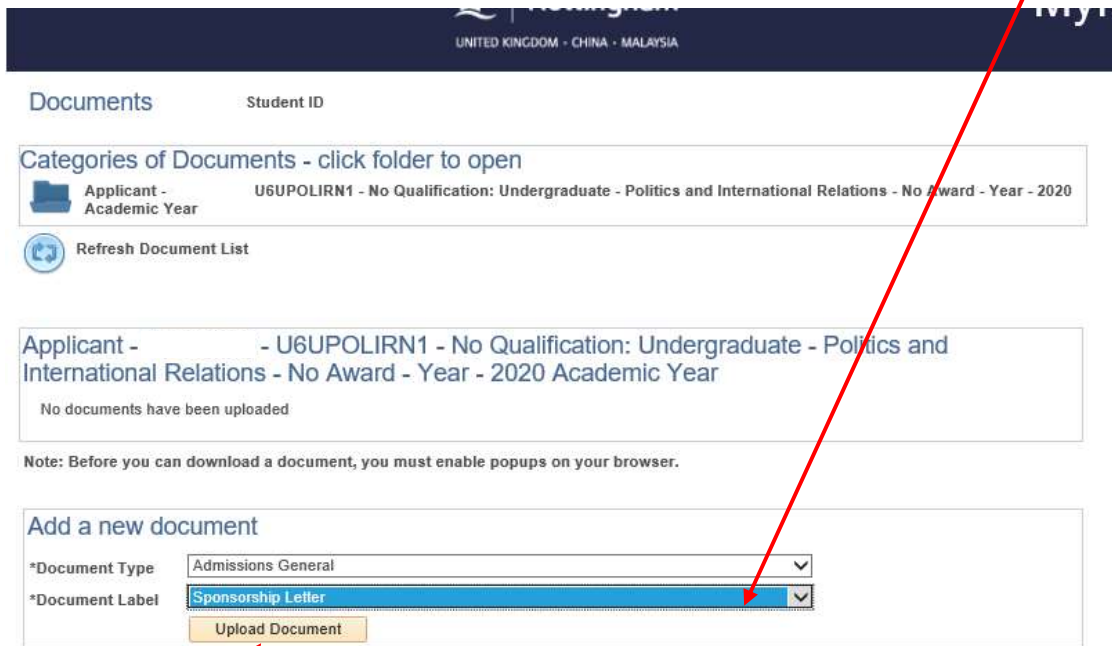
Providing proof of sponsorship for your application

You will need a PDF copy of your sponsorship confirmation or financial guarantee letter, it is best to name the document '*Sponsor Letter*' and include what type of study you are taking in the document name e.g. '*Sponsor Letter CELE*' or '*Sponsor Letter UG*' or '*Sponsor Letter PGT*' or '*Sponsor Letter PGR*'.

Log into your [MyNottingham](#) account and click on the Manage Documents link

The screenshot displays the MyNottingham user interface. At the top, the University of Nottingham logo is on the left, and navigation links for Home, Help, and Sign Out are on the right. Below this is a navigation bar with icons for Finance, Support, Events, and Applications. The main dashboard area is split into two columns. The left column contains three sections: 'No Actions pending' with a checkmark icon, 'To-do list' with a list icon and a red notification badge, and 'No Notifications received in the past 7 days' with a bell icon. The right column features a large green button labeled 'Manage Documents' with an upload icon. A red arrow points from the text above to this button. The footer is divided into four sections: 'Contact Us' with the university's address, 'Legal Information' with links to Copyright, Terms and Conditions, Privacy, Posting Rules, Accessibility, and Freedom of Information, 'Get Social' with social media icons for Facebook, Twitter, YouTube, Instagram, and LinkedIn, and a 'Cookies' notice.

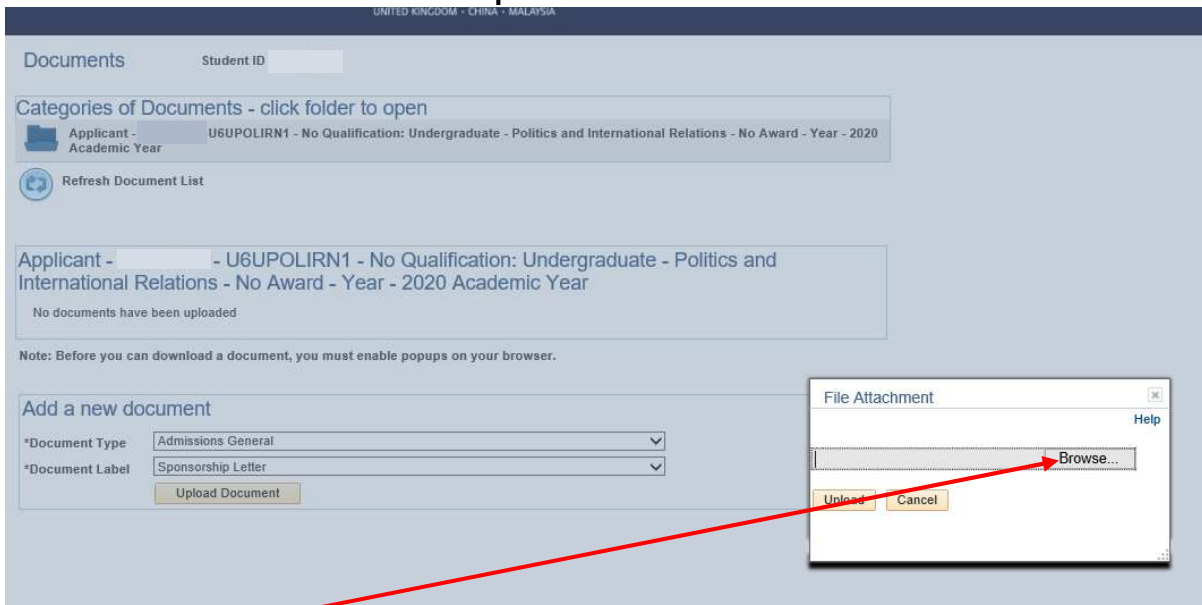
On the next screen, do not change the Document type just select **Sponsorship Letter** as the Document Label.



The screenshot shows the 'Documents' page with a 'Student ID' field. Below it, there are sections for 'Categories of Documents - click folder to open' and 'Refresh Document List'. The main content area displays the applicant information: 'Applicant - U6UPOLIRN1 - No Qualification: Undergraduate - Politics and International Relations - No Award - Year - 2020 Academic Year' and a message 'No documents have been uploaded'. A note states: 'Note: Before you can download a document, you must enable popups on your browser.' The 'Add a new document' section contains two dropdown menus: '*Document Type' set to 'Admissions General' and '*Document Label' set to 'Sponsorship Letter'. An 'Upload Document' button is located below the dropdowns. A red arrow points from the text above to the 'Sponsorship Letter' option in the dropdown menu.

Click **Upload Document**.

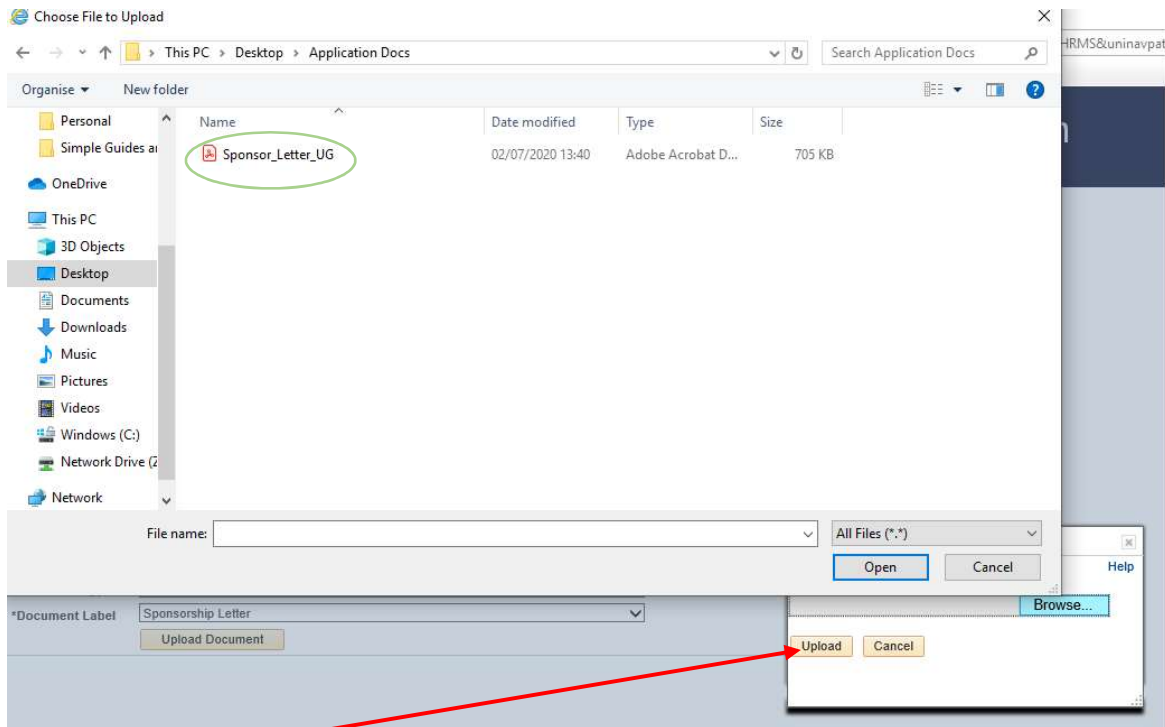
The file attachment window will be presented.



This screenshot shows the same 'Documents' page as before, but with a 'File Attachment' dialog box open in the foreground. The dialog box has a title bar, a close button, and a 'Help' link. It contains a text input field, a 'Browse...' button, and 'Upload' and 'Cancel' buttons at the bottom. A red arrow points from the text above to the 'Browse...' button in the dialog box.

Click **Browse** to select the file from those on your device.

Please ensure that you upload a PDF document, preferably named 'Sponsor Letter' with the type of study you are taking included the document name e.g. 'Sponsor Letter CELE' or 'Sponsor Letter PGT' or 'Sponsor Letter UG' as shown in example below.



Click **Upload** once you have selected the relevant PDF file, and wait for the upload to complete.

The file will now appear in the list of documents associated with your application 😊

