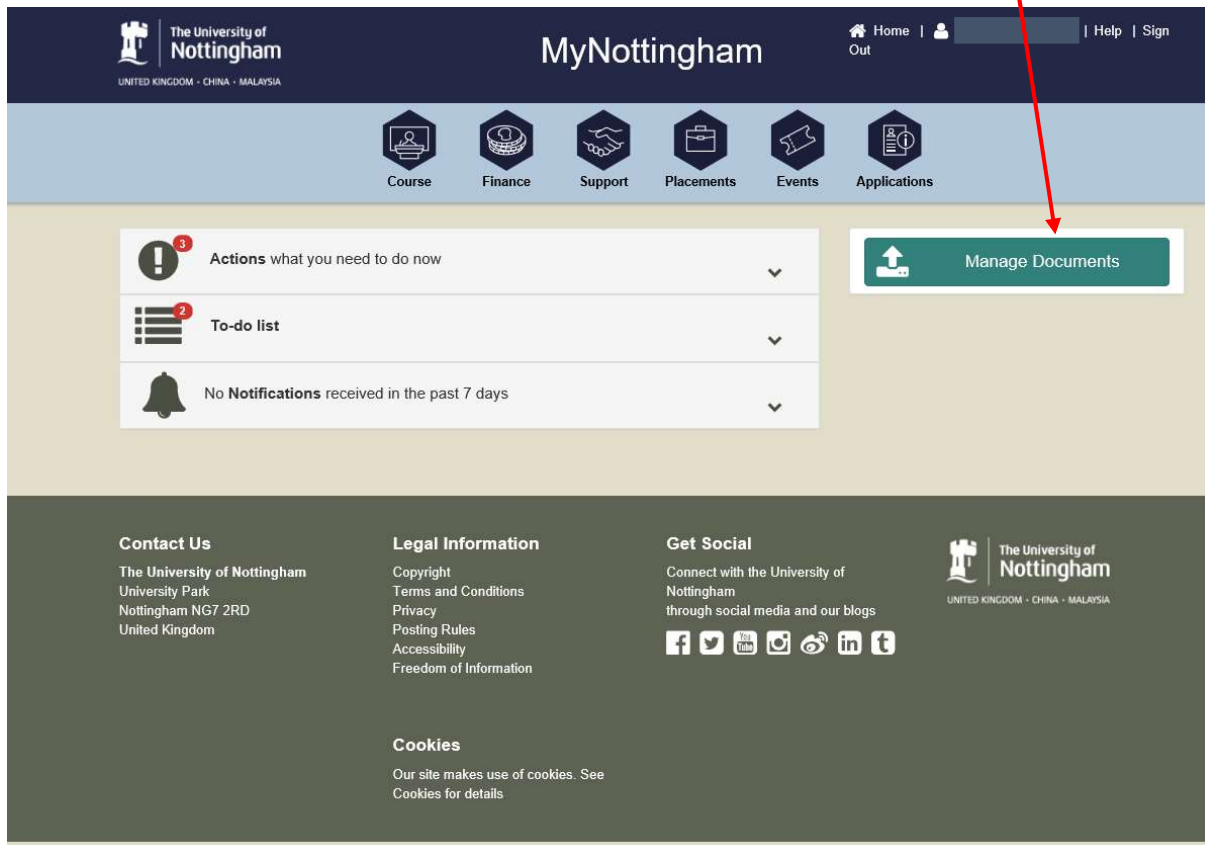


Providing proof of sponsorship for your studies

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 navigation bar includes the University of Nottingham logo, the text 'MyNottingham', and links for 'Home | Sign Out' and 'Help | Sign Out'. Below the navigation bar is a menu with icons for 'Course', 'Finance', 'Support', 'Placements', 'Events', and 'Applications'. The main content area features a sidebar with 'Actions what you need to do now' (3 items), 'To-do list' (2 items), and 'No Notifications received in the past 7 days'. A prominent green button labeled 'Manage Documents' with an upload icon is highlighted by a red arrow. The footer contains sections for 'Contact Us', 'Legal Information', 'Get Social', and 'Cookies'.

Contact Us
The University of Nottingham
University Park
Nottingham NG7 2RD
United Kingdom

Legal Information
Copyright
Terms and Conditions
Privacy
Posting Rules
Accessibility
Freedom of Information

Get Social
Connect with the University of Nottingham through social media and our blogs

Cookies
Our site makes use of cookies. See Cookies for details

On the next screen, choose:

Scholarship/Sponsorship Letter Document type

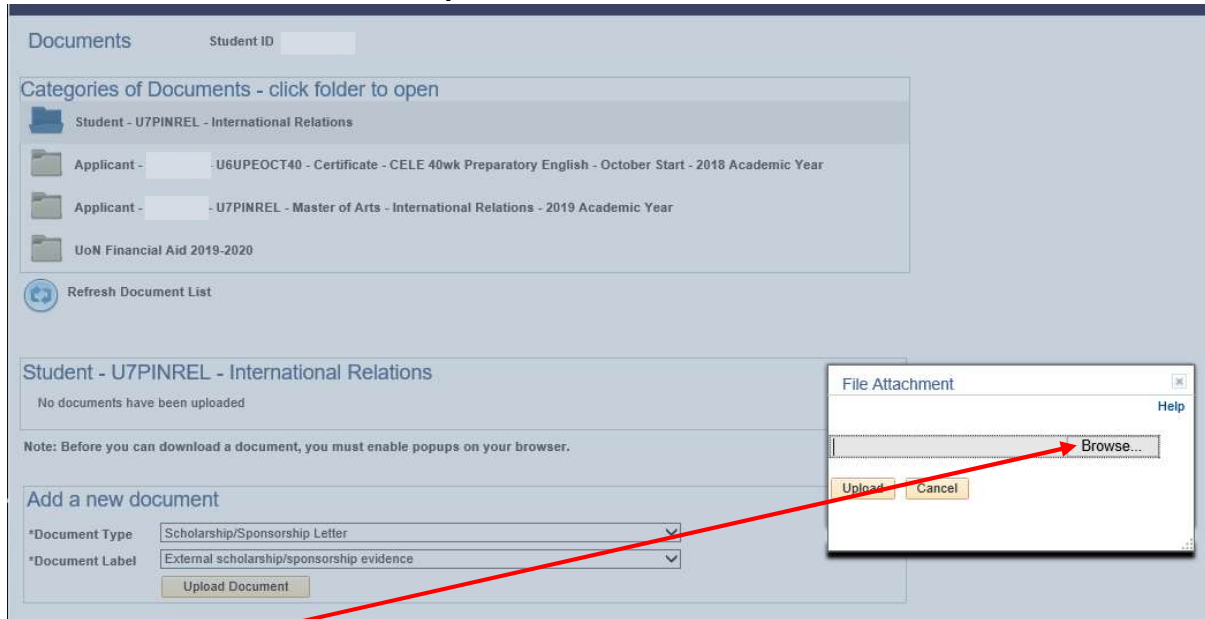
And

External scholarship/sponsorship evidence as the Document Label

The screenshot shows a web interface for document management. At the top, there are tabs for 'Documents' and 'Student ID'. Below this is a section titled 'Categories of Documents - click folder to open' which contains several folder icons and labels: 'Student - U7PINREL - International Relations', 'Applicant - U6UPEOCT40 - Certificate - CELE 40wk Preparatory English - October Start - 2018 Academic Year', 'Applicant - U7PINREL - Master of Arts - International Relations - 2019 Academic Year', and 'UoN Financial Aid 2019-2020'. There is a 'Refresh Document List' button below the folders. A separate box shows 'Student - U7PINREL - International Relations' with the message 'No documents have been uploaded'. A note states: 'Note: Before you can download a document, you must enable popups on your browser.' At the bottom, there is a form titled 'Add a new document' with two dropdown menus: '*Document Type' set to 'Scholarship/Sponsorship Letter' and '*Document Label' set to 'External scholarship/sponsorship evidence'. Below these is an 'Upload Document' button. Red arrows point from the text above to the dropdown menus and the button.

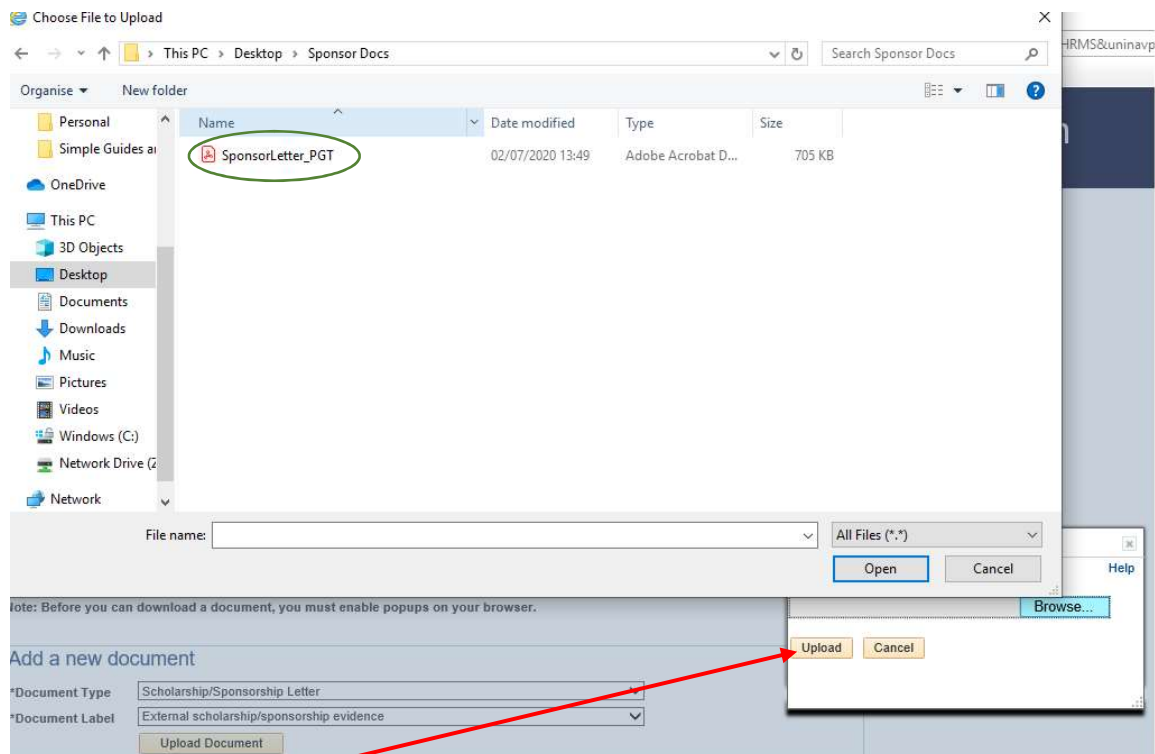
Click **Upload Document**.

File attachment window will be presented.



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 UG*' or '*Sponsor Letter PGT*' 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 study 😊

Documents Student ID

Categories of Documents - click folder to open

- Student - U7PINREL - International Relations
- Applicant - U6UPEOCT40 - Certificate - CELE 40wk Preparatory English - October Start - 2018 Academic Year
- Applicant - U7PINREL - Master of Arts - International Relations - 2019 Academic Year
- UoN Financial Aid 2019-2020

Refresh Document List

Student - U7PINREL - International Relations 1 of 1

Document Name	Document Type	Document Label	Uploaded	File Size
1 SponsorLetter_PGT.pdf	Scholarship/Sponsorship Letter	External scholarship/sponsorship evidence	02-Jul-2020 12:55:08	721,451

Note: Before you can download a document, you must enable popups on your browser.

Add a new document

*Document Type: Change to Personal Details

*Document Label: Evidence for change to personal details

Upload Document