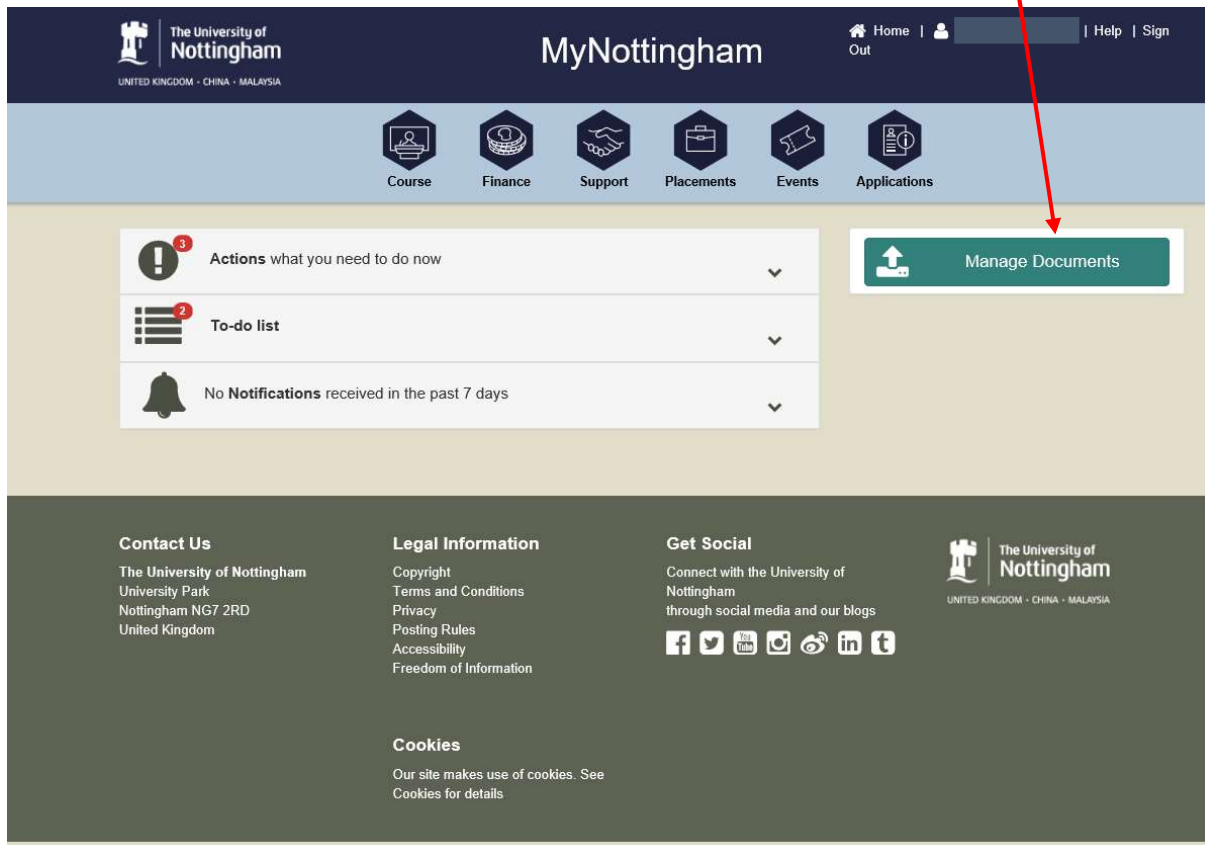# Providing proof of sponsorship for your studies

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*'.

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On the next screen, choose:

Scholarship/Sponsorship Letter Document type

And

External scholarship/sponsorship evidence as the Document Label

Click Upload Document.

File attachment window will be presented.
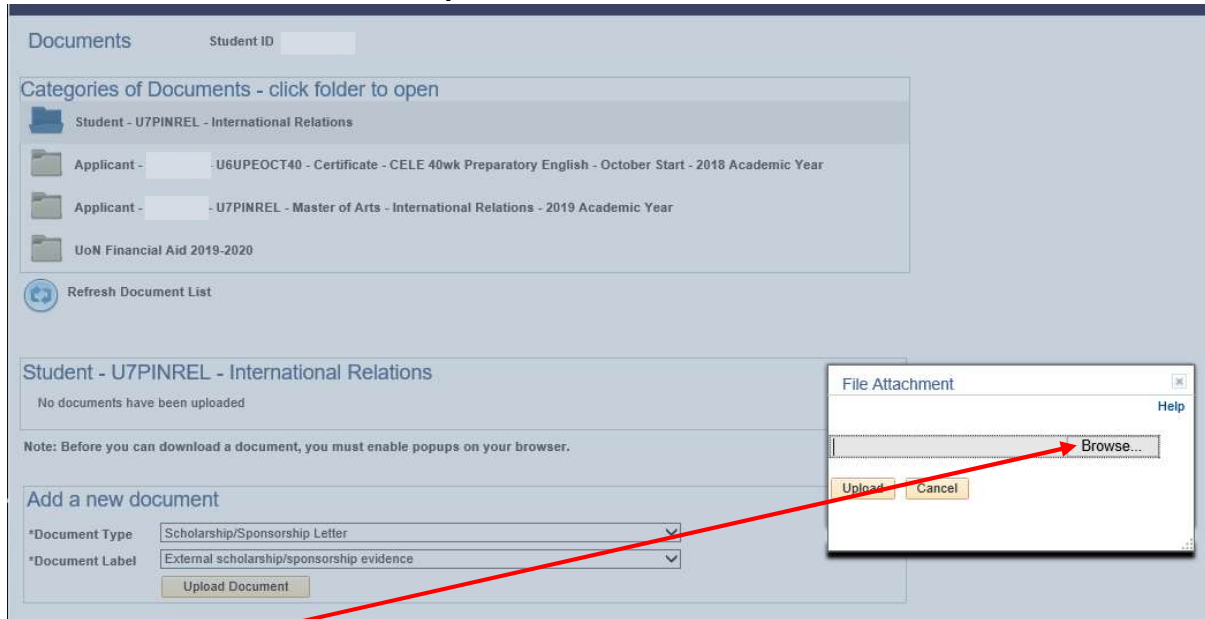
Click <u>Browse</u> to select the file from those on your device.

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.
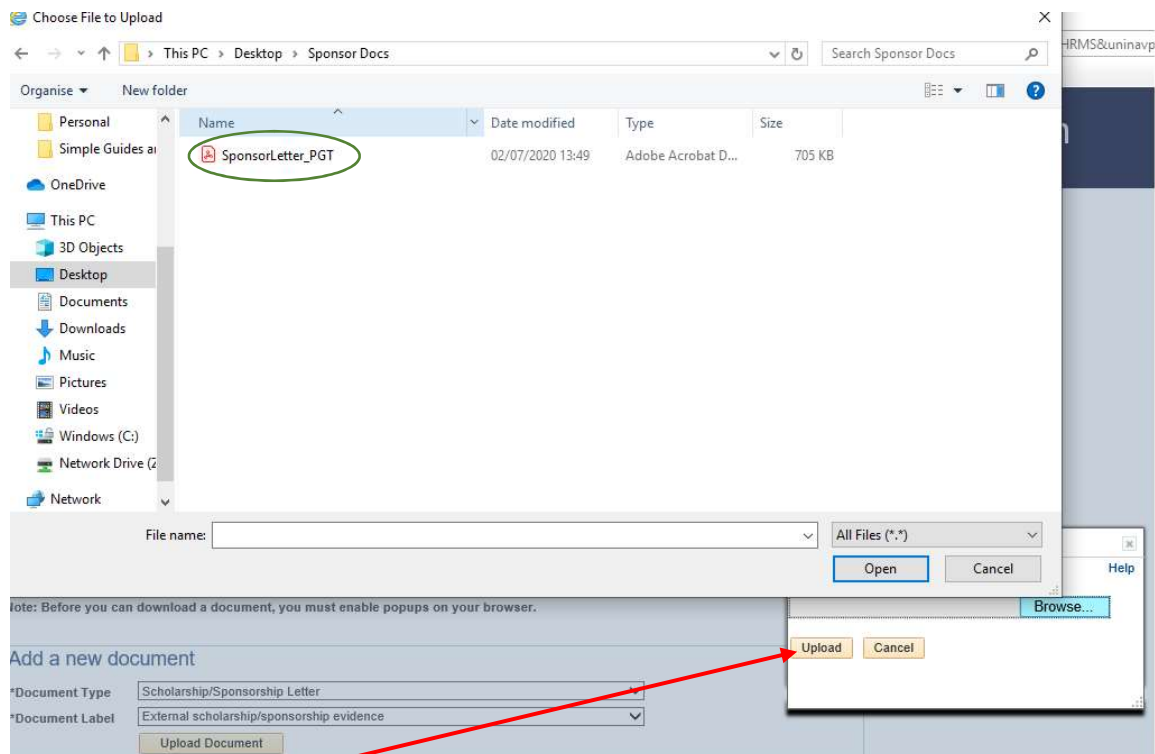
Click <u>Upload</u> once you have selected the relevant PDF file, and wait for the upload to complete.

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

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