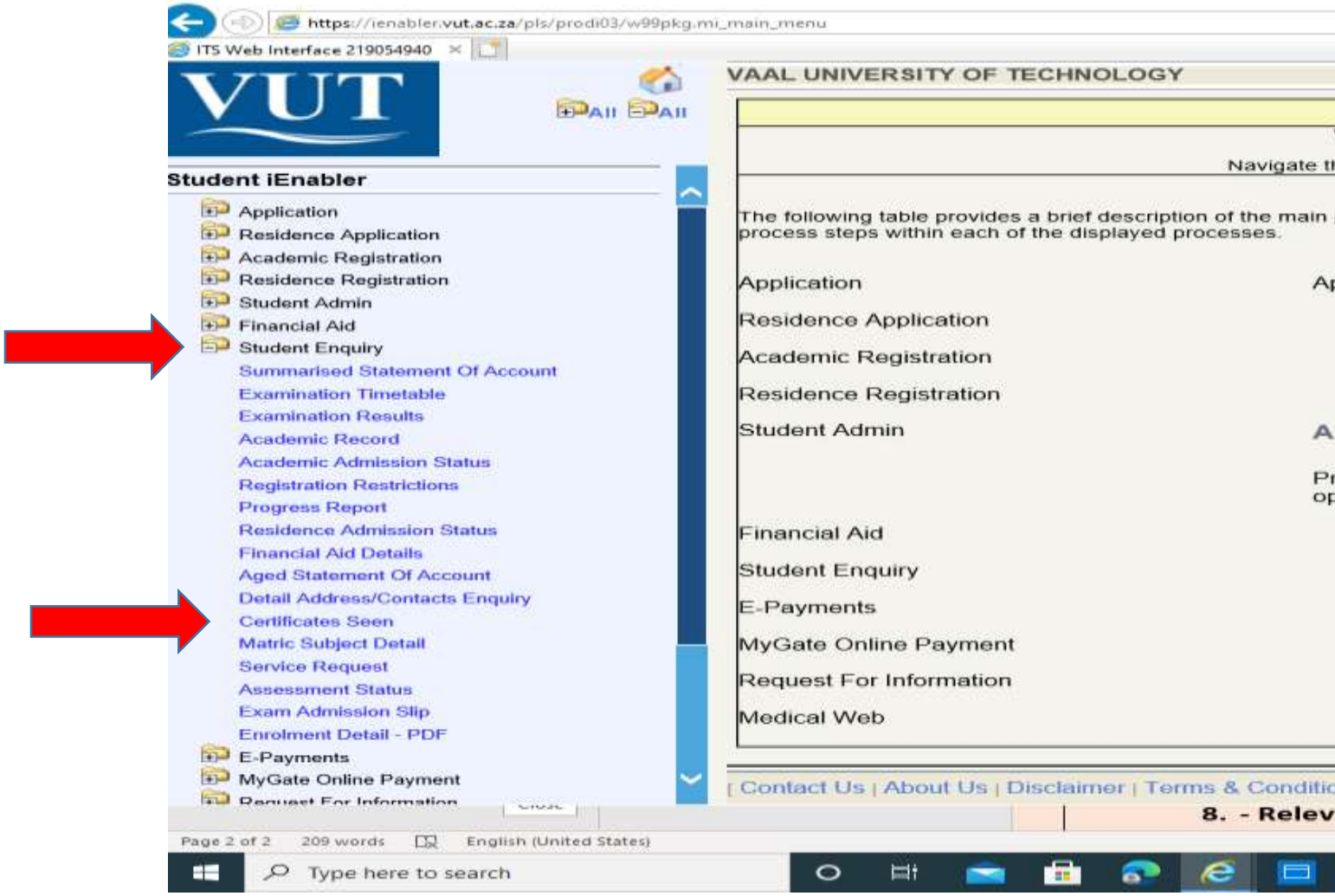
Vaal University of Technology
Your world to a better future

VUT

Credit Management]
Tel: +27(0)16 950 9378
Fax: +27(0)16 950 9971

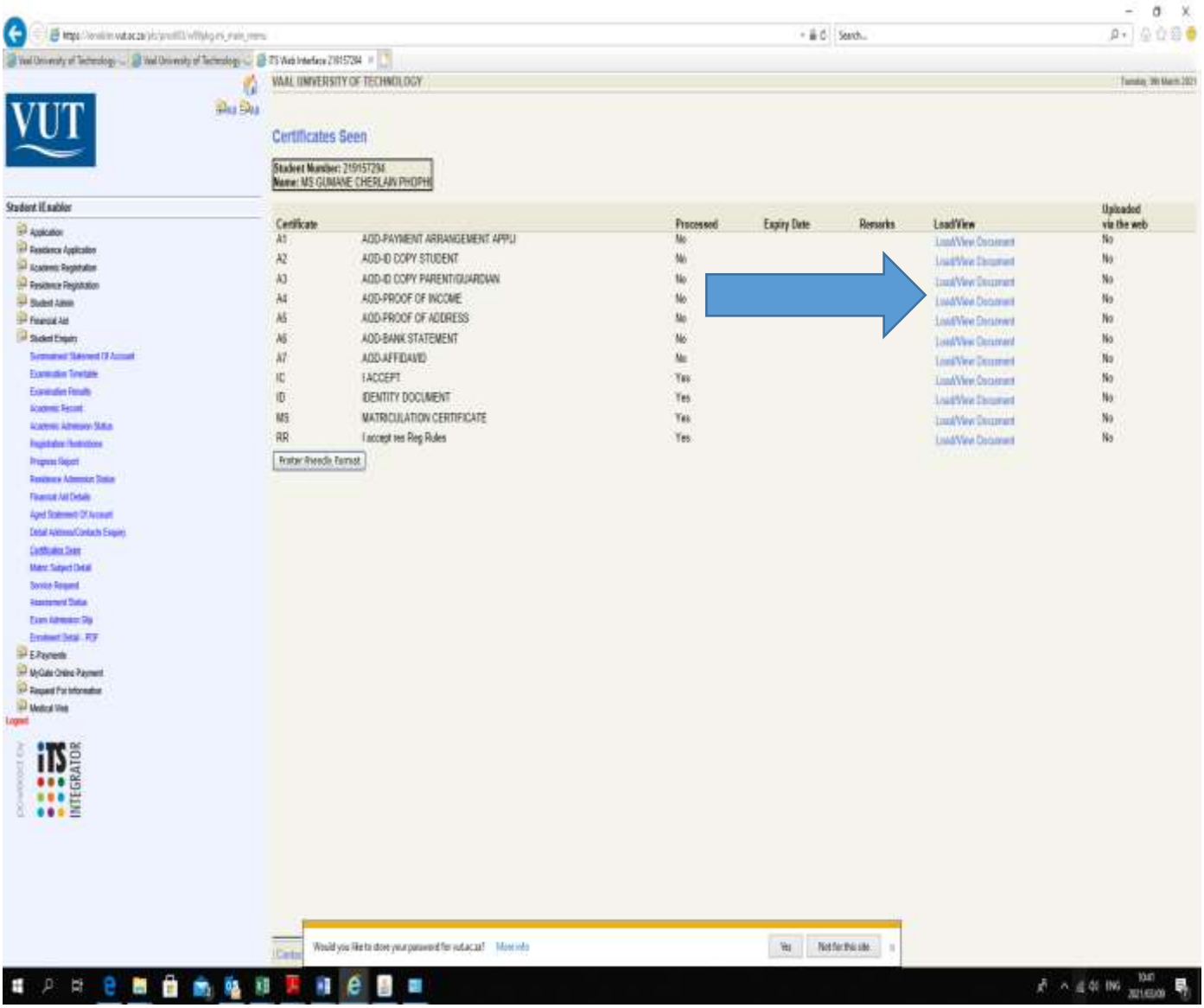
AOD UPLOAD PROCESS OF DOCUMENTS ON STUDENT ITS ENABLER BY THE STUDENT

1. Log on ITS Enabler with student password.
2. Go to Student Enquiry Tap.
3. Press Certificates Seen.



4. Upload and Save documents.

- **AOD 1- payment arrangement form (3 pages) & Deed of Surety form**
- **AOD 2- Certified ID/Passport copy of the student**
- **AOD 3- Certified ID/Passport copy of the Parent/Guardian**
- **AOD 4- Proof of Income/Pay slip (latest)**
- **AOD 5- Proof of Address not older than three months**
- **AOD 6- Bank statement**
- **AOD 7- Affidavit**



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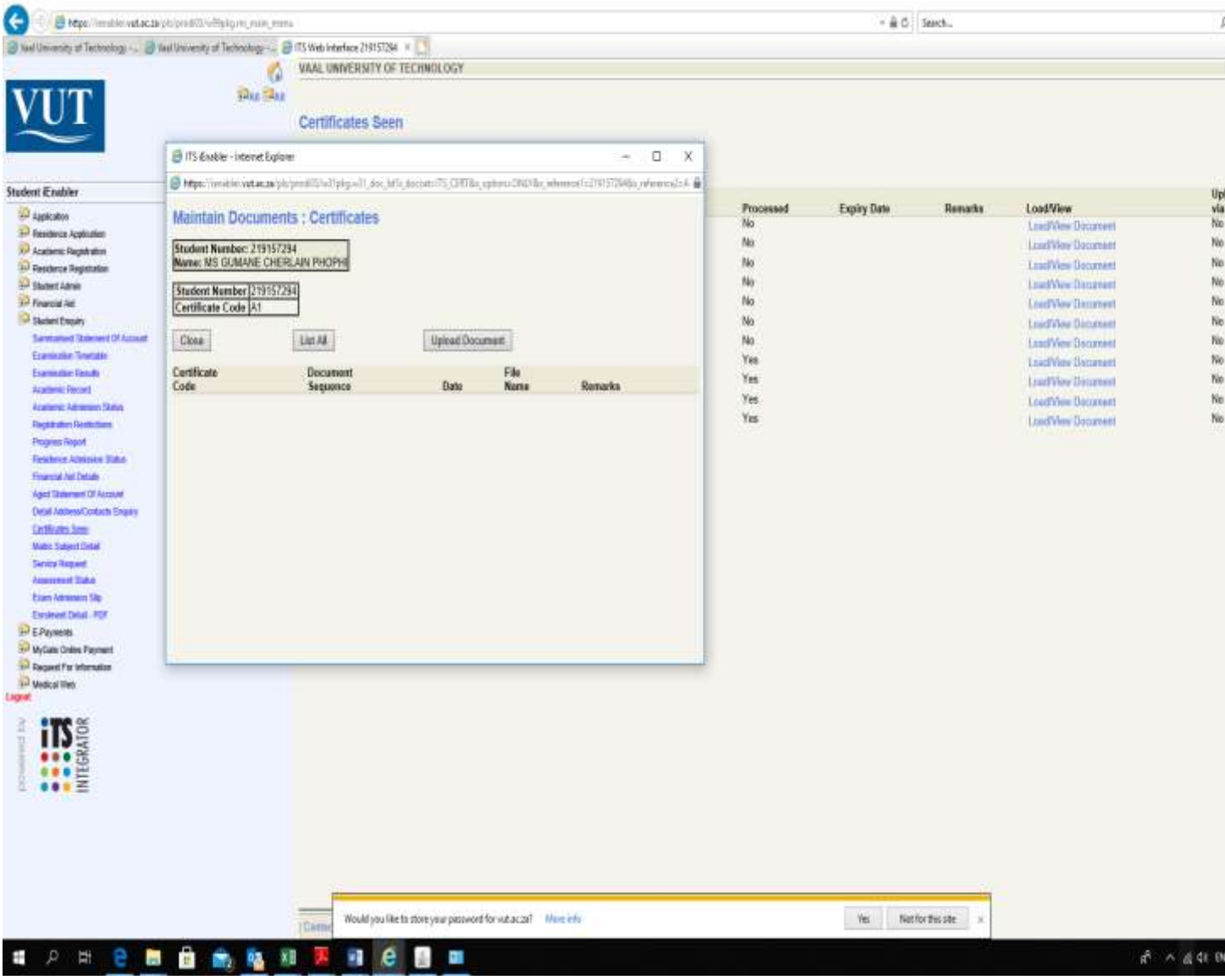

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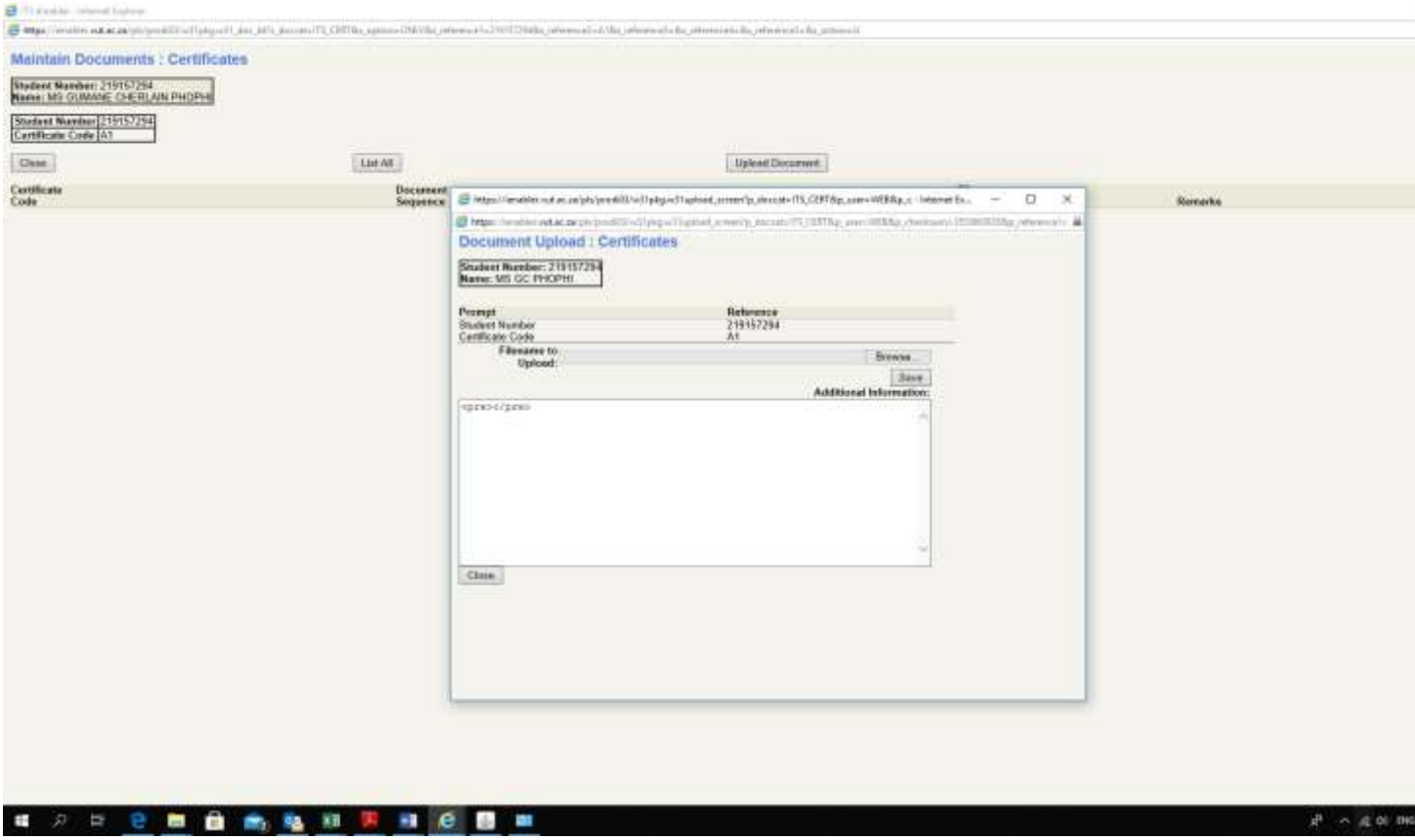

5. **Make sure all uploaded documents are visible & forms are completed in full**
6. **Send email to credit—management@vut.ac.za, use student email address to notify Credit Management of the uploaded documents.**
7. **Auto reply email message will be received by the student.**
8. **Relevant personnel will communicate with student directly via email.**

CREDIT MANAGEMENT OFFICE

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