



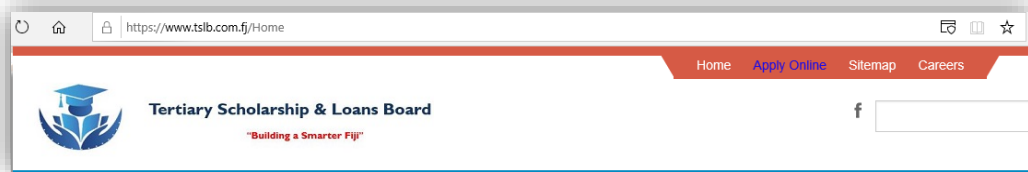
**Tertiary Scholarship & Loans Board**  
"Building a Smarter Fiji"

**A STEP BY STEP GUIDE ON  
HOW TO UPLOAD YOUR FINAL  
HIGER EDUCATION  
INSTITUTIONS PROGRAM  
OFFER LETTER**

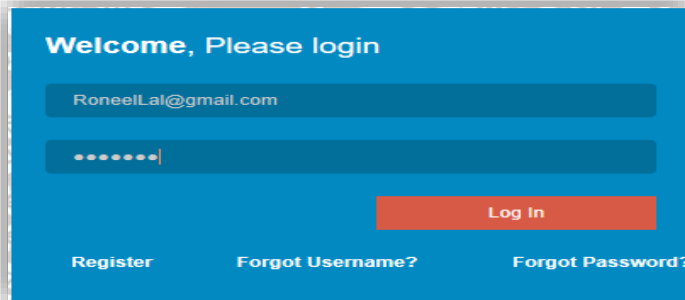
*Version 1 20 January 2020*

# Getting Started.....

1. Visit our website on [www.tslb.com.fj](http://www.tslb.com.fj) and click on Apply Online



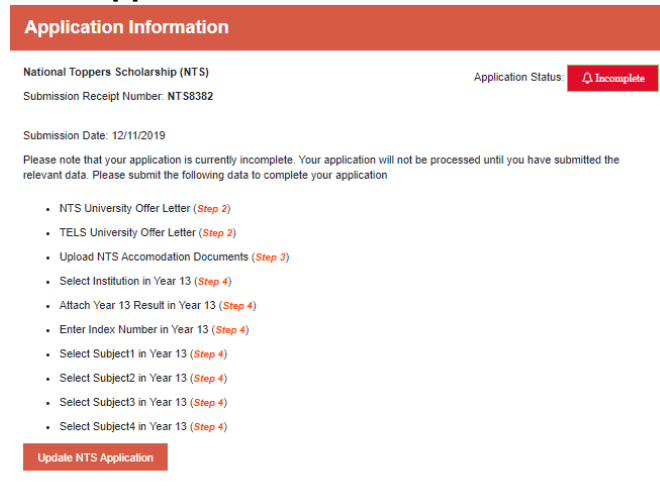
2. Enter your Email (username) and password and Click Login.



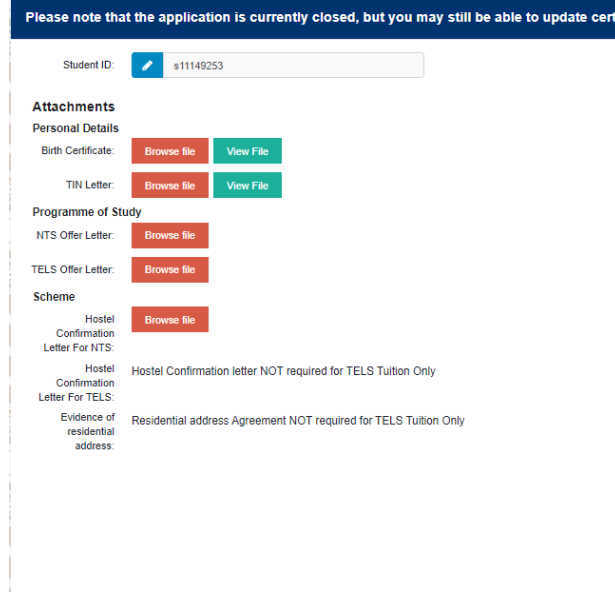
3. Once successfully logged into your TSLB profile page, follow the following steps.

## A. NTS and TELS University Offer Letter for NTS Applicants

1. Click on Update NTS Application as follows.

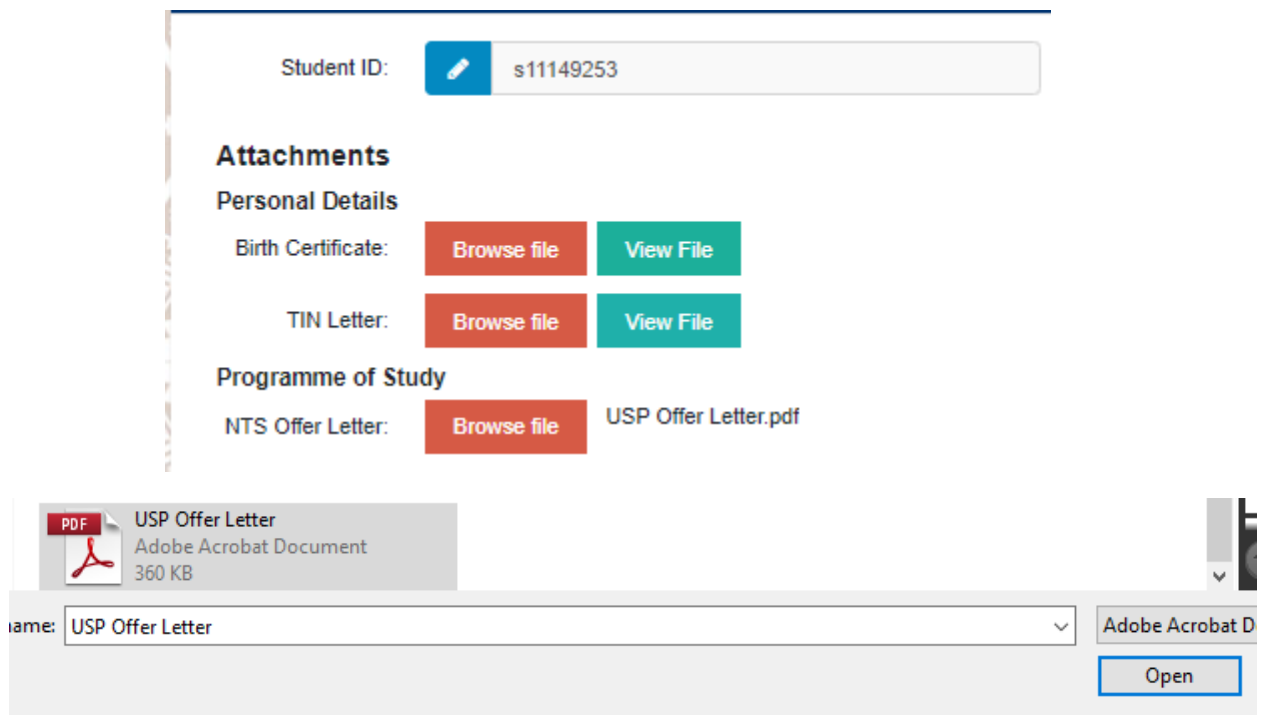


2. After clicking on Update NTS application the following page will appear:



3. To upload the HEI offer Letter for NTS and TELS:

- ✓ Click on browse file
- ✓ locate and select the document
- ✓ click open
- ✓ the document will be uploaded.



4. And click on update button at the bottom of the page.



5. Once update complete option will pop up and the document will be uploaded.



## Update Complete

Please check your application status



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Student ID:

**Attachments**

**Personal Details**

Birth Certificate:

TIN Letter:

**Programme of Study**

NTS Offer Letter:

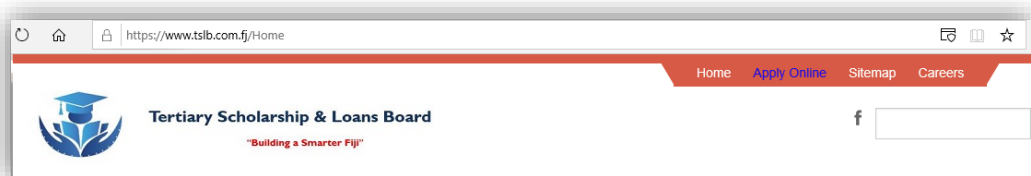
## B. REPLACING THE PREVIOUS/PROVISIONAL OFFER LETTER WITH NEW NTS OFFER LETTER

1. Login to your account by following the same procedures as in A above.
2. Click on Update NTS Application.
3. Then follow the following steps:

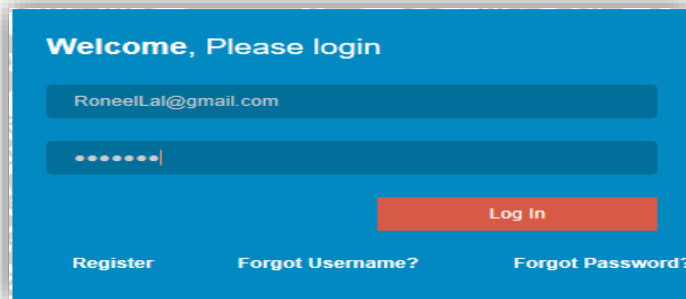
1. Click on browse file
2. Locate and select the correct document
3. click open
4. the document will be uploaded.
5. Click on Update
6. The previous document will overwrite the new document.

## C. To Upload HEI Offer Letter for TELS Applications

1. Visit our website on [www.tslb.com.fj](http://www.tslb.com.fj) and click on Apply Online



2. Enter your Email (username) and password and Click Login



3. Once successfully logged into your TSLB profile page click on Update TELS Application as follows:

**Application Information**

Tertiary Education Loans Scholarship (TELS) Application Status: Incomplete  
 Submission Receipt Number: TEL S58e4

Submission Date: 13/01/2020

Please note that your application is currently incomplete. Your application will not be processed until you have submitted the relevant data. Please submit the following data to complete your application

- Offer Letter ([Step 2](#))
- Upload Bank Statement ([Step 3](#))
- Upload hostel confirmation letter For TELS ([Step 3](#))
- Upload Evidence of residential address ([Step 3](#))
- Select Subject1 in Year 13 ([Step 4](#))
- Select Subject2 in Year 13 ([Step 4](#))
- Select Subject3 in Year 13 ([Step 4](#))
- Select Subject4 in Year 13 ([Step 4](#))
- Select Subject1 in Year 12 ([Step 4](#))
- Select Subject2 in Year 12 ([Step 4](#))
- Select Subject3 in Year 12 ([Step 4](#))
- Select Subject4 in Year 12 ([Step 4](#))
- Household Income Evidence 2 Declaration ([Step 5](#))

[Update TELS Application](#)

4. After clicking on Update TELS Application move to Step 2 of the application.
5. At the bottom of the page at Step 2 option to upload the University Offer Letter option will be available.

University Offer Letter: [Browse file](#)

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[Previous](#) [Next](#)

6. To upload the HEI offer Letter TELS:
  - ✓ Click on browse file
  - ✓ locate and select the document
  - ✓ click open
  - ✓ the document will be uploaded.

File name:  Adobe Acrobat Document

[Open](#) [Cancel](#)

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University Offer Letter: [Browse file](#)

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[Previous](#)

University Offer Letter: [Browse file](#) USP Offer Letter.pdf

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[Previous](#) [Next](#)

7. Once uploaded click next the document will be successfully uploaded.



**Program Details Section**

**Complete**

Please move to next part.

Ok

#### **D. REPLACING THE PREVIOUS/PROVISIONAL OFFER LETTER WITH NEW TELS OFFER LETTER.**

1. Login to your account by following the same procedures as in C above.
2. Click on Update TELS Application.
3. Then follow the following steps
  1. Click on browse file
  2. Locate and select the correct document
  3. click open
  4. the document will be uploaded.
  5. Click Next at the bottom of the page
  6. The previous document will overwrite the new document.

**For all queries/enquiries on this matter email on**  
**[it@tslb.com.fj](mailto:it@tslb.com.fj)**