



Tertiary **Scholarships**
& **Loans** Service
Empowering Fiji's Future

A STEP-BY-STEP GUIDE ON HOW TO DOWNLOAD, FILL AND UPLOAD OFFER LETTER AND BOND FORM/LOAN AGREEMENT



Getting Started

1. Visit www.tsls.com.fj and click on the icon “Apply Now!”



2. Log in by entering the email address (username) and the password.

The image shows a login form with a blue background. At the top, it says 'Welcome, Please login'. Below this are two input fields: 'Email' and 'Password'. A red 'Log In' button is highlighted with a red box. At the bottom, there are three links: 'Register', 'Forgot Username?', and 'Forgot Password?'.

3. Upon successful login you will be directed to the Profile Page as per below snapshot. The below indicates that your application has been approved and that you have been issued with an Offer Letter and Bond Form/ Loan Agreement.

The image shows a profile page with a dark blue header that says 'Select your offer letter choices below'. Below the header are three radio button options: 'Approve the offer provided by TSLS' (which is selected), 'Reject the offer provided by TSLS', and 'Reject and request for different choice'. Under the 'Approve' option, there is an 'Offer Letter' section with the text 'Please download your offerletter and bond form from the link below.' and two buttons: 'Offerletter Download' and 'Bond Form Download'. Below this is another section with the text 'Please click the button below to upload your completed bondform and offerletter.' and a list of instructions: 'Maximum file size is 5MB' and 'Please do not fill Schedule 1 and 2 in the Bond Form.' There is an 'Upload Bond and Offerletter' button.

How to Download the Offer Letter and Bond Form/ Loan Agreement

1. Click on [\[Offer Letter Download\]](#) to download and review your offer letter and click [\[Bond Form Download\]](#) on to download and review your bond form/loan agreement.

Select your offer letter choices below

Approve the offer provided by TSLS

Offer Letter

Please download your offerletter and bond form from the link below.

[Offerletter Download](#) [Bond Form Download](#)

2. After downloading and reviewing your offer letter and bond form/loan agreement, you have three options as follows:
 - a. Approve/Accept the Offer provided by TSLS; or
 - b. Reject the offer provided by TSLS; or
 - c. Reject and request for a different choice.

Option 1: Approve/Accept the Offer provided by TSLS.

3. Means you accept the terms and conditions of the offer letter and bond form/ loan agreement including your allowance rates.
4. Fill in your offer letter and bond form/ loan agreement as follows:

Offer Letter

1. Fill and sign the acceptance on the last page of the offer letter as per below sample.
2. Anybody who can read and understand the offer can witness the document.
3. Initial all the pages of the offer letter on the bottom right-hand corner.

I, **Your Name** the undersigned, hereby accepts the offer under the Fijian Scholarships Scheme for National Toppers Local Scheme on the terms and conditions prescribed above after the contents hereof were first explained to me in the English Language and I appeared fully to understand the meaning and effect of the same.

Signature of Student: **Your Signature** Date: **Date of Signature**

Student ID No: **University ID** Tax Identification Number: **Your TIN**

Name of Witness: **Name of Witness**

[To be witnessed by an Independent Witness]

Signature of Witness: **Signature of Witness**

Bond Form/ Loan Agreement

1. Fill page 1 and page 3 of the bond form/ loan agreement as per below sample.
2. Initial all the pages of the bond form/ loan agreement on the bottom right-hand corner.

Page 1

SIGNED, SEALED and DELIVERED by the said Your Name	} Your Signature (Obligor)
this ... Date ... day of ... Month ... 20... Year ...	

Page 3

<u>SIGNED, SEALED and DELIVERED</u> by the Said Your Name	} Your Left Thumb
this ... Date ... day of ... Month ... 20... Year ...	
after the contents hereof were first explained to him/her in the English language and he/she appeared fully to understand the meaning and effect of the same.	} [Obligor's Left Thumbprint] Your Signature [Obligor's Signature]

5. Once filled, scan all pages of the offer letter and bond form/ loan agreement in a single pdf file not exceeding 5MB in size. Note: Scan Offer Letter and Bond Form/ Loan Agreement as separate files for uploading. Compress online incase your file size if more than 5MB.
6. To upload click on Upload Bond and Offer Letter icon.

Please click the button below to upload your completed bondform, offerletter and Guarantor details.

- Maximum file size is 5MB
- Please do not fill Schedule 1 and 2 in the Bond Form.

Upload Bond and Offerletter

7. Browse and select your scan files as per below sample.

Please upload completed bond form and offer letter.

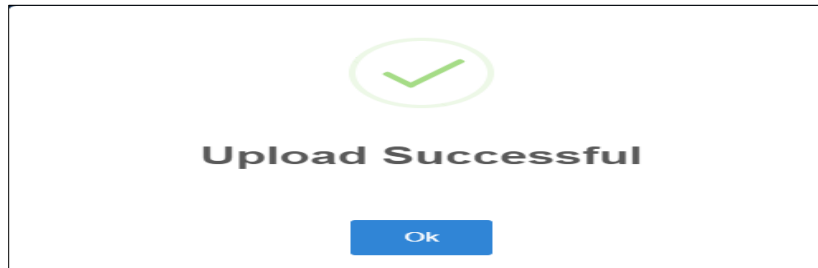
Offerletter: No file chosen Bond form: No file chosen

8. Click on upload once both the files have been loaded.

Please upload completed bond form and offer letter.

Offerletter: Roneel - TSLB Offer.pdf Bond form: Roneel - TSLB Bond.pdf

9. Below snap sample will pop up once successfully uploaded. Click on ok and exit.



Option 2: Reject the Offer provided by TSLs.

10. You should only click on this option if you do not wish to accept the offer. Clicking this means you are totally rejecting the offer and do not wish to benefit from the offer issued to you.

Reject the offer provided by TSLs

Click the button to reject your offer letter.

11. Once you click on reject my offer letter your applications will be marked as rejected and you will need to reapply if applications remain open.

Option 3: Reject and Request for Different Choice.

12. You should only click on this option if you wish to accept the offer but with changes to the programme, institution or request for allowances (Study Loan students only).

Reject and request for different choice

Please click the button below to add your alternate choice.

13. To change the programme that is offered by TSLS with a different programme you need to Select Add/View Alternate Choice.
14. Once you click on the button the following needs to be updated:
- a. Select the Institution.
 - b. Select the Qualification.
 - c. Select Programme.
 - d. Select Major or Minor if it is a non-prescribed programme.
 - e. Select Campus.
 - f. Click on add choice 1.
 - g. Upload the new offer letter.
 - h. And click Save Alternate Choice.
15. After clicking the Save Alternate Choice the application will move back to processing and then new offer letter and bond form/ loan agreement will be issued to you again.
16. To change the allowance that is offered by TSLS you need to Select View/Change Scheme.
17. Once you click on the button the following page will appear where you have to:
- a. Specify Schemes you are applying for.
 - b. Select the Allowances Applied for.
 - c. Enter M-Paisa, My Cash or bank details.
 - d. Enter the preferred allowance amount.
 - e. Upload all the required documents.
 - f. Click on add choice 1.
 - g. And click Save.
18. After clicking the Save icon, the application will move back to processing and then new offer letter and bond form/ loan agreement will be issued to you again with new approved allowance.

Email us on mytsls@tsls.com.fj for generic query or email us on it@tsls.com.fj for all queries in relation to TSLS Online Application System.