

ICSP

Internship and Community Service Program

APPLICANT GUIDE: APPLICANT APPEALS



health

Department:
Health
REPUBLIC OF SOUTH AFRICA



Health Information Systems Program - SA

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1. How to log in for Appeals

First login by clicking on the following URL, or type it into your browser:

<https://icsp2020.dhis.dhmis.org/dhis-web-commons/security/login.action>

Login to your homepage:



The applicant will see a new Appeals tab on the home page.

PLEASE NOTE: Appeals are NOT a compulsory process for applicants. Should an applicant be satisfied with their preliminary allocation, this step may be skipped.

2. Appeals process

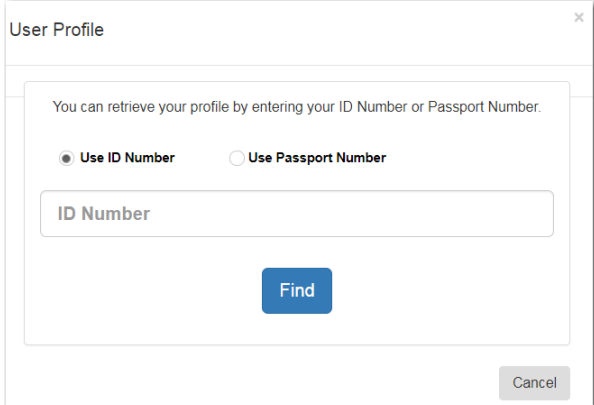
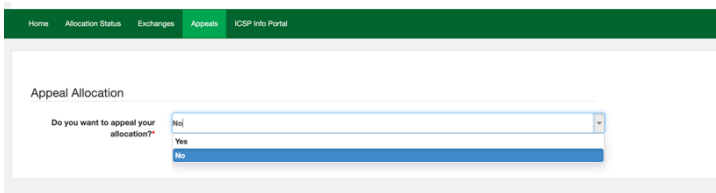
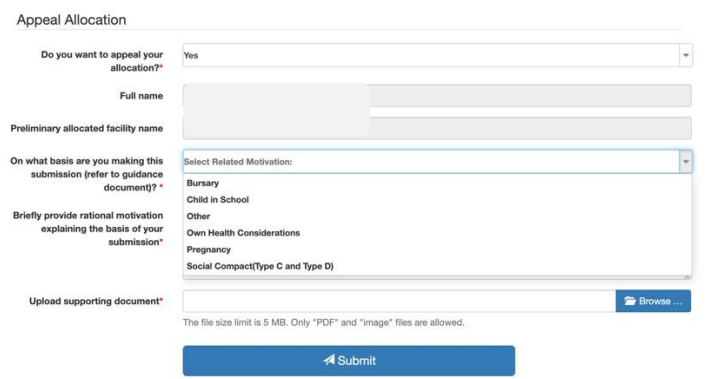
When you click on the “Appeals” tab, you need to type in your ID to confirm the Appeal application is for yourself. Please review the appeals guide for more detailed rules on the appeals process.

The appeals process provides applicants with a second chance to change their allocation, if they were not able to do so during the exchange process. However, the appeals process is governed by a committee that will deliberate over the merits of the appeal before providing feedback. There are 3 outcomes for an appeal;

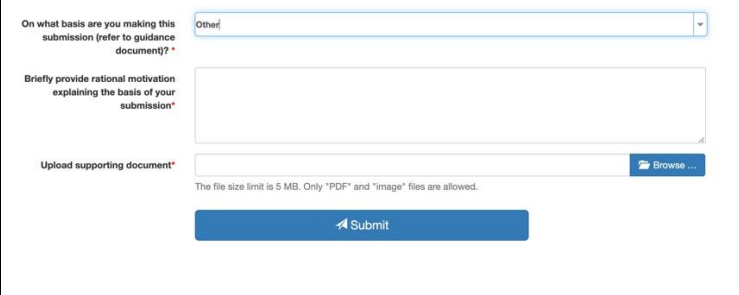
- Approved and allocated within choices (this change can be reviewed in the Preliminary Allocation Status page on ICSP once the appeals process has been concluded)
- Approved, but no resources available to reallocate
- Not approved

Applicants that SHOULD NOT Appeal during the 2021 Annual Cycle include;

- Any applicant who has been placed in their 1st, 2nd or 3rd choice
- Any applicant who is appealing for a personal consideration that was not stated in their initial application form.

	<p>Add your ID then select Find</p>
	<p>Once you have entered your ID you will need to confirm that you would like to make an Appeal by selecting “yes”</p>
	<p>Then you will be asked to enter the category of your Appeals application. Only the following categories will be considered.</p> <ul style="list-style-type: none"> • Bursary • Child in School • Own Health needs • Pregnancy • Social Compact • Other <p>Each category will specify the supporting documents that are required by the Appeals committee. These are shown below.</p>

<p>On what basis are you making this submission (refer to guidance document)? *</p> <p>Bursary</p> <p>Upload letter from Provincial Coordinator with official letterhead from Province</p> <p>The file size limit is 5 MB. Only "PDF" and "image" files are allowed.</p> <p>Submit</p>	<p>For Bursary Appeals.</p> <p>Documentation confirming your bursary is required.</p>
<p>On what basis are you making this submission (refer to guidance document)? *</p> <p>Child in School</p> <p>Upload an official letter from the school Principal which states: Full names of the child in school, identity number of the child, and confirmation that child is attending the particular school</p> <p>The file size limit is 5 MB. Only "PDF" and "image" files are allowed.</p> <p>Upload a certified copy of latest school report of the child/proof of acceptance</p> <p>The file size limit is 5 MB. Only "PDF" and "image" files are allowed.</p> <p>Upload a certified copy of birth certificate or identity document (ID) of the child</p> <p>The file size limit is 5 MB. Only "PDF" and "image" files are allowed.</p> <p>Upload a certified copies of parents identity document (ID)</p> <p>The file size limit is 5 MB. Only "PDF" and "image" files are allowed.</p> <p>Submit</p>	<p>For Child in School Appeals.</p> <p>The following supporting documents are required.</p> <ul style="list-style-type: none"> • A letter or enrolment letter from the school confirming the child's attendance at the school • The latest copy of the child's school report • The child's birth certificate or ID documents • The parents ID documents
<p>On what basis are you making this submission (refer to guidance document)? *</p> <p>Own Health Considerations</p> <p>Upload additional information in an official letter from your Health Practitioner which states: The severity of your illness (mild, moderate, severe), Current treatment plan and prognosis, Dates of current and/or previous consultation dates for treatment/therapy, Dates of admission to hospital (if applicable)</p> <p>The file size limit is 5 MB. Only "PDF" and "image" files are allowed.</p> <p>Submit</p>	<p>For Own Health Appeals.</p> <p>Please note that this refers to health conditions of the applicant and not of family members.</p> <p>Additional information of the medical condition is required (if the applicant had applied for this during the application phase)</p>
<p>On what basis are you making this submission (refer to guidance document)? *</p> <p>Pregnancy</p> <p>Download: ANNEXURE C: AFFIDAVIT IN RESPECT TO CONFIRMING A PREGNANCY</p> <p>Upload the correct information and use the correct form (See Annexure C: Affidavit with regards to confirming a pregnancy).*</p> <p>The file size limit is 5 MB. Only "PDF" and "image" files are allowed.</p> <p>Upload additional information in an official letter from your Health Practitioner which clearly states the following: Pregnancy expected date, Dates of current and/or previous consultation dates for follow-up, Complications experienced during pregnancy (if applicable), Record of previous miscarriages (if applicable), Dates of admission to hospital (if applicable)</p> <p>The file size limit is 5 MB. Only "PDF" and "image" files are allowed.</p> <p>Submit</p>	<p>For Pregnancy Appeals.</p> <p>Applicants who have fallen pregnant after the application phase may apply for an appeal.</p> <p>The following supporting documents are required.</p> <ul style="list-style-type: none"> • Annexure C form (available on the site) • Relevant medical letter from your consulting physician or professional nurse
<p>On what basis are you making this submission (refer to guidance document)? *</p> <p>Social Compact(Type C and Type D)</p> <p>Upload employment contract/company tax clearance certificate*</p> <p>The file size limit is 5 MB. Only "PDF" and "image" files are allowed.</p> <p>Submit</p>	<p>For Social Compact Appeals.</p> <p>Please note that social compact applications are not guaranteed, and applicants are allocated within</p>

	<p>their social compact groups where resources are available.</p> <p>The following supporting documents are required.</p> <ul style="list-style-type: none"> • An employment contract of the spouse confirming their employment • OR a tax clearance certificate, where the spouse is the owner or part owner of a business.
	<p>For other Appeals.</p> <p>Applicant must state the reason for their appeal and provide as much relevant information as possible for the committee to deliberate the claim, as well as supporting documentation</p>

Please note that all supporting documents must be certified copies!

Once you have completed the necessary information on the Appeals application you may submit your application and you will receive an email notification confirming receipt of your Appeals