



# APPLICATION TRACKING SYSTEM

## DEPENDENT BURSARY HELP GUIDE

# **Welcome to the Application Tracking System help guide for the Dependent Bursary Scheme**

This guide walks you through every step of applying for the PepsiCo Dependent Bursary Scheme, from logging in for the first time through to submitting your application. If you'd like a quick overview before diving in, there's a short explainer video available on the ATS homepage.

Keep this guide open alongside the ATS as you work through your application, and if you get stuck at any point, use the chatbot in the ATS or refer to the Help Resources section on the homepage.

# Contents

|                                                  |       |
|--------------------------------------------------|-------|
| <u>Getting started</u>                           | pg 4  |
| <u>If you need help</u>                          | pg 5  |
| <u>Applying for the Dependent Bursary Scheme</u> | pg 6  |
| <u>Download Forms</u>                            | pg 7  |
| <u>Starting your application</u>                 | pg 8  |
| <u>Registration</u>                              | pg 10 |
| <u>Log in</u>                                    | pg 12 |
| <u>Personal details</u>                          | pg 13 |
| <u>Complete your Profile</u>                     | pg 14 |
| <u>Complete vs Incomplete</u>                    | pg 15 |
| <u>Tertiary Details</u>                          | pg 16 |
| <u>Documents</u>                                 | pg 17 |
| <u>Submit</u>                                    | pg 18 |
| <u>Status</u>                                    | pg 19 |

## Welcome to the PepsiCo Bursary Application Tracking System



Application window is open from 3 August – 30 September 2026

### Choose an option below



#### Study Assistance Bursary

Click here to register or login if you are a permanently employed associate of PepsiCo South Africa.

[Continue →](#)



#### Dependent Bursary

Click here to register or login if you are a dependent of an employee.

[Continue →](#)



#### Help Resources

Click here to register or login if you are a dependent of an employee.

[Continue →](#)



## Getting started

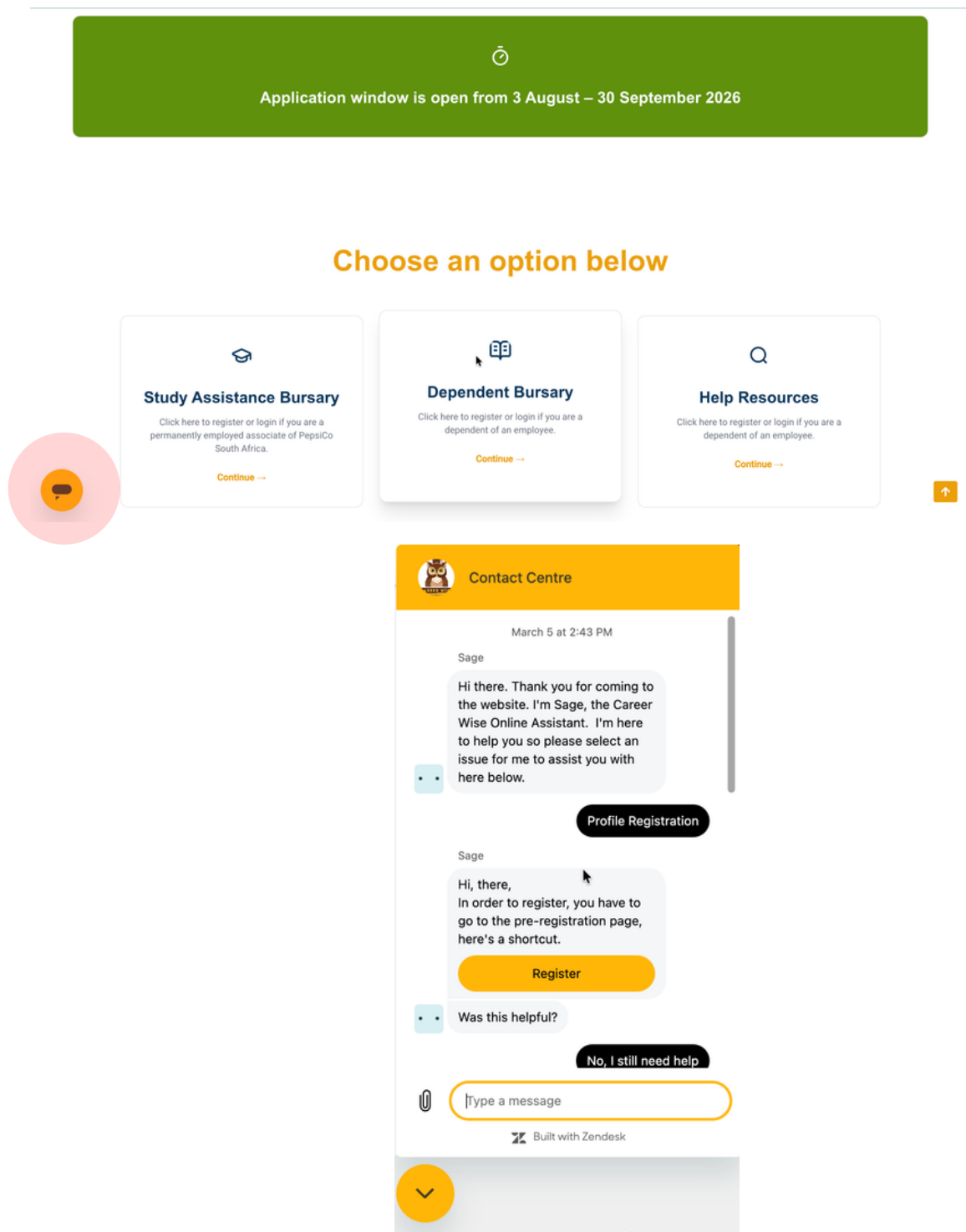
To visit the ATS website, type this address into your browser or click on the hyperlink: [www.pepsico-ats.co.za](http://www.pepsico-ats.co.za).

On the homepage, you will see the welcome message and PepsiCo logo.

Scroll down the page and you will see a green banner with the application window dates for this year. **Take note of these dates and ensure your application is submitted before the window closes.**

Below the green banner, you will see three blocks with different options. See the next section for more information.

**At the bottom of the page, there is a video that explains more about the PepsiCo Study Assistance and Dependent bursaries.**

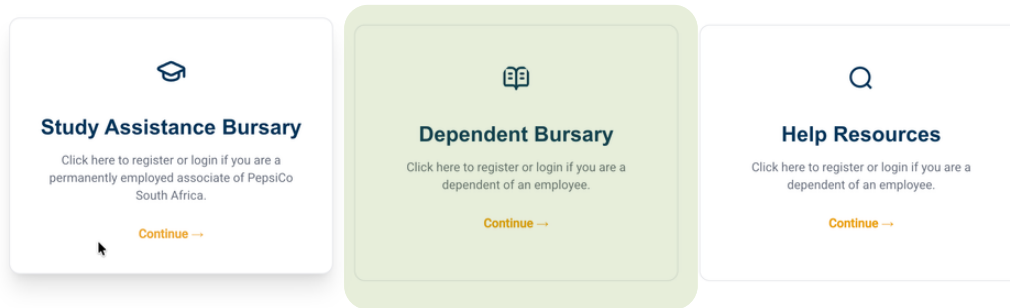


## If you need help

At any point during the application process, you can ask for help via the **Chatbot** in the ATS.

1. Look for the yellow and brown speech bubble icon at the bottom left of the screen. This is available on every page of the ATS.
2. When you first click on the Chatbot, it will present you with some options about what you need help with. Select the **option** that is most relevant to your **query**.
3. If you are not able to resolve your query by selecting an option, select the **'No, I still need help'** option and your query will be logged with the support team. Someone will respond on the chat if you have sent a query during office hours. If it's after hours, a support ticket will be logged and you will be sent an email to confirm the status of your query.

## Choose an option below



## Applying for the Dependent Bursary Scheme

1. On the homepage, click on the 'Continue' button in the **Dependent Bursary** block

2. On the next page, you will see three tabs:

- a. Download Forms,
- b. South African Citizen, and
- c. Foreign National

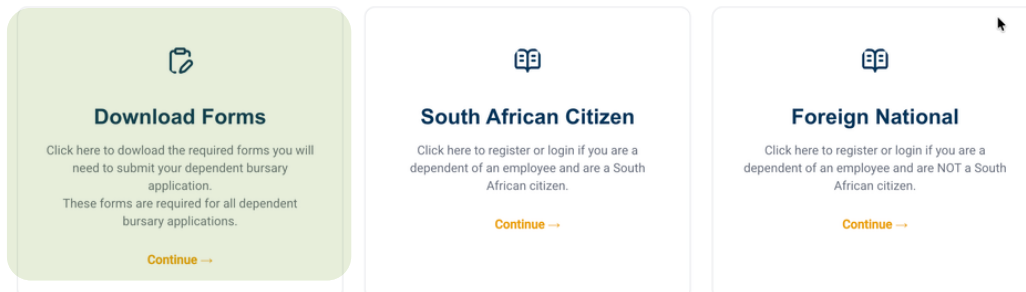
3. Before you start your application, you will need to **download two forms** that you will submit along with the other supporting documents

4. Click on the 'Continue' button in the **Download Forms** block

### DEPENDENT BURSARY

## Choose an option below

Welcome to the dependent bursary application portal, please choose an option below to continue.



# Download Forms

You will need to download and complete two forms for your application.

## DEPENDENT BURSARY

# Download Forms

Please download the forms below, which are required documents in support of your bursary application.



### EEA1 Form

This form is required for audit processes.

[Click to Download →](#)



### Declaration of Unemployment

This document is required to formally verify your current employment status and demonstrate financial need for the application.

[Click to Download →](#)

1. Click on the 'Click to Download' button on the **EEA1 Form** block. The form will be downloaded in a new tab in your browser. This form is required for PepsiCo to submit your details to the Department of Labour.
2. Click on the 'Click to Download' button on the **Declaration of Unemployment** block. The form will be downloaded in a new tab in your browser. This form is to confirm you are unemployed and you have no other sources of funding.
3. For both forms, you can either print a hard copy and fill it in by hand, and then upload it to your device OR you can complete the forms online using a programme such as Adobe Reader.
4. **Submit the forms later in the process with your other supporting documents.**


PAGE 1 OF 1      EEA1

## DEPARTMENT OF LABOUR

| DECLARATION BY EMPLOYEE<br>(Confidential)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                          |                          |                          |                          |         |          |        |       |                          |                          |                          |                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|---------|----------|--------|-------|--------------------------|--------------------------|--------------------------|--------------------------|
| <p><b>PLEASE READ THIS FIRST</b></p> <p><b>Purpose of this form</b></p> <p>This form is used to obtain information from employees for the purpose of assisting employers with conducting an analysis on the workforce profile. Employees should use this form to ascertain which employees are from designated groups in terms of the Employment Equity Act, 55 of 1998.</p> <p><b>Who fills in this form</b></p> <p>Employees should fill in this form.</p> <p><b>Instructions</b></p> <p>Employers must ensure that the contents of this form remain confidential, and that it is only used to comply with the Employment Equity Act, 55 of 1998.</p> <p>'People with disabilities' are defined in the Act as people who have long term or recurring physical or mental impairments, which substantially limits their prospects of entering into, or advancement in, employment.</p> <p>Please note that people have the right to disclose or not to disclose their disability.</p> | <p>1. Name of employee: _____</p> <p>2. Employee workplace No: _____<br/>(This is the number that an employer/company/organization uses to identify an employee in the workplace.)</p> <p>3. Please indicate to which categories you belong with an 'X' below:</p> <table border="1"> <tr> <td>Male</td> <td>Female</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table> <table border="1"> <tr> <td>African</td> <td>Coloured</td> <td>Indian</td> <td>White</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table> <p><input type="checkbox"/> Foreign National</p> <p>If you are not a citizen by birth, please indicate the date you acquired your citizenship: _____</p> <p><input type="checkbox"/> Person with a disability</p> <p>If yes, specify nature of disability: _____</p> <p>4. I verify that the above information is true and correct.</p> <p>Signed: _____<br/>Employee</p> <p>Date: _____</p> | Male                     | Female                   | <input type="checkbox"/> | <input type="checkbox"/> | African | Coloured | Indian | White | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Male                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Female                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                          |                          |                          |                          |         |          |        |       |                          |                          |                          |                          |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                          |                          |                          |                          |         |          |        |       |                          |                          |                          |                          |
| African                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Coloured                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Indian                   | White                    |                          |                          |         |          |        |       |                          |                          |                          |                          |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <input type="checkbox"/> | <input type="checkbox"/> |                          |                          |         |          |        |       |                          |                          |                          |                          |



## CHILD DEPENDENT SELF-DECLARATION FORM

To whom it may concern:

**Subject: Confirmation of unemployment status and declaration of no alternative funding**

I, \_\_\_\_\_ holding ID Number \_\_\_\_\_ hereby declare the following:

1. Unemployment status: I confirm I am currently unemployed
2. Funding status: I am not receiving financial sponsorship or support from any other entity.
3. Exclusive participation: I am not enrolled in any other learning programme funded by a third party during the 2026/2027 financial year.

I understand that false declarations may result in disqualification from the PepsiCo Child Dependent Bursary scheme.

Declared Truthfully and Signed,

Child Dependent Full Name: \_\_\_\_\_

Child Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent or Guardian GPID: \_\_\_\_\_

Parent or Guardian Full Name: \_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_

PepsiCo Southern Africa  
 PepsiCo South Africa (Pty) Ltd, Reg. No. 2003/000401/07, VAT No. 442020283  
 Andrie Geyserstraat, Jordaan, Johannesburg, 2000, PO Box 95, Jordaan, 2000  
 Tel: +27 11 626 6000  
 Directors: GB Roodhooft, TS Mabinela, P Clough, V Sore (Pty)  
 Company Secretary: R Sarnadiah



## DEPENDENT BURSARY

### Choose an option below

Welcome to the dependent bursary application portal, please choose an option below to continue.



#### Download Forms

Click here to download the required forms you will need to submit your dependent bursary application. These forms are required for all dependent bursary applications.

[Continue →](#)



#### South African Citizen

Click here to register or login if you are a dependent of an employee and are a South African citizen.

[Continue →](#)



#### Foreign National

Click here to register or login if you are a dependent of an employee and are NOT a South African citizen.

[Continue →](#)

## DEPENDENT BURSARY – SOUTH AFRICAN

### Register or Login

Choose register if you do not have an existing account on the PepsiCo bursary application system or login to access your existing account.



#### Register

Register an account on the PepsiCo bursary application system.

[Continue →](#)



#### Login

If you already have an account, login to complete your application or view your status.

[Continue →](#)

## Starting your application

Return to the Dependent Bursary application page by clicking the 'Back' button in your browser.

### For South African citizens:

1. Click on the 'Continue' button in the **South African Citizen** block and you will be taken to the Registration or Login page. It is important that you have a **valid South African ID number** if you are applying as a South African Citizen.
2. If this is your first time using the ATS, click on the 'Continue' button in the **Registration** block.
3. If you have used the ATS before and you have already registered, click on the 'Continue' button in the **Login** block.

## Choose an option below

Welcome to the dependent bursary application portal, please choose an option below to continue.



### Download Forms

Click here to download the required forms you will need to submit your dependent bursary application. These forms are required for all dependent bursary applications.

[Continue →](#)



### South African Citizen

Click here to register or login if you are a dependent of an employee and are a South African citizen.

[Continue →](#)



### Foreign National

Click here to register or login if you are a dependent of an employee and are NOT a South African citizen.

[Continue →](#)

## Register or Login

Choose register if you do not have an existing account on the PepsiCo bursary application system or login to access your existing account.



### Register

Register an account on the PepsiCo bursary application system.

[Continue →](#)



### Login

If you already have an account, login to complete your application or view your status.

[Continue →](#)

## Starting your application

### For Foreign Nationals:

1. Click on the 'Continue' button in the **Foreign National** block and you will be taken to the Registration or Login page. It is important that you have a **valid passport number** if you are applying as a Foreign National.
2. If this is your first time using the ATS, click on the 'Continue' button in the **Registration** block.
3. If you have used the ATS before and you have already registered, click on the 'Continue' button in the **Login** block.

# Registration

Register your dependent account

## Dependent Information

The applicant's information, NOT the associate's information

First Name \*

Last Name \*

Dependent ID Number \*

Enter 13-digit SA ID Number

Gender \*

--SELECT--

Date of Birth \*

Phone \*

Personal Email \*

Student Email

## Parent Information

PepsiCo Parent or Guardian GPID \*

GPID Validator \*

Declaration Statement:

- I hereby, declare that **all** the information provided in this application form is complete and correct.
- I hereby, acknowledge that if **any** of the information provided in this application form is found to be incomplete and/or incorrect, my application may not be processed.

We respect your data. By submitting this form, you agree that we may use this information in accordance with our [Privacy Policy](#)

SUBMIT

## Registration

If this is your first time using the ATS, you will need to register your profile.

For South African citizens:

1. **Enter your own personal information** (NOT your parent or guardian's) including your **South African ID number**
2. Enter your **parent or guardian's GPID number**
3. Important to note: if you do not complete **all the required details** and provide a **valid GPID number**, you will not be able to register
4. Once you have filled in all the information and you have **read the declaration statement**, click the **Submit** button.

## Registration

Register your dependent account.

### Dependent Information

The applicant's information, NOT the associate's information

First Name \*

Last Name \*

Nationality \*

Dependent Passport Number \*

Gender \*

Date of Birth \*

### Parent Information

PepsiCo Parent or Guardian GPID \*

GPID Validator \*

#### Declaration Statement:

- I hereby, declare that **all** the information provided in this application form is complete and correct.
- I hereby, acknowledge that if **any** of the information provided in this application form is found to be incomplete and/or incorrect, my application may not be processed.

We respect your data. By submitting this form, you agree that we may use this information in accordance with our [Privacy Policy](#)

SUBMIT

## Registration

If this is your first time using the ATS, you will need to register your profile.

### For Foreign Nationals:

1. **Enter your own personal information**  
(NOT your parent or guardian's) including your **passport number**
2. Enter your **parent or guardian's GPID number**
3. Important to note: if you do not complete **all the required details** and provide a **valid GPID number**, you will not be able to register
4. Once you have filled in all the information and you have **read the declaration statement**, click the **Submit** button.

## Register or Login

Choose register if you do not have an existing account on the PepsiCo bursary application system or login to access your existing account.



### Register

Register an account on the PepsiCo bursary application system.

[Continue →](#)



### Login

If you already have an account, login to complete your application or view your status.

[Continue →](#)

## DEPENDENT BURSARY

## Login

Log into your dependent account

Dependent ID Number | Passport Number

Parent GPID

LOGIN

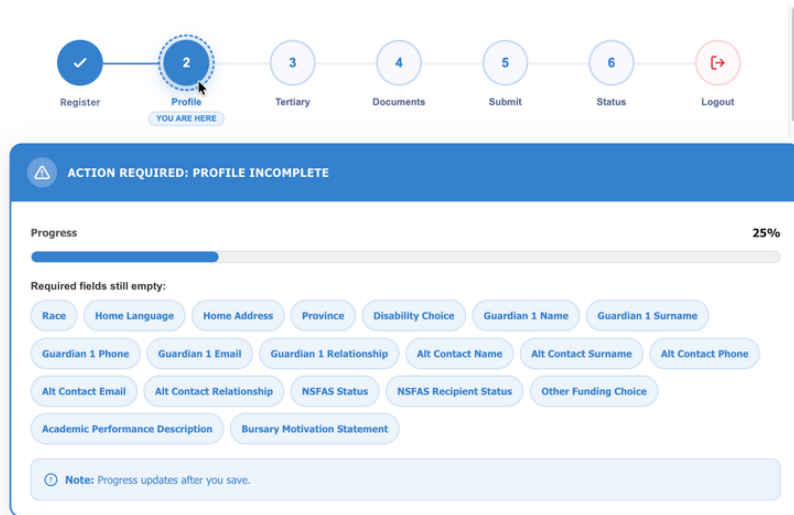
## Log in

If you have **already registered** on the ATS and you are returning to complete your application or check on your application status, click on the **Continue** button in the **Login** block.

Fill in the same details that used to register to log in to the ATS:

- Your ID or Passport number
- Your parent or guardian's GPID number

**Please note:** the ATS will only allow one dependent to register and log in per GPID number. If your parent or guardian has more than one dependent applying for funding, you will need to ask your parent or guardian to contact their PepsiCo HR business partner and they will be able to assist.



## Personal Details

The applicant's information, NOT the associate's information

|                                       |                 |
|---------------------------------------|-----------------|
| First Name                            | Last Name       |
| David                                 | Drake           |
| Dependent ID Number   Passport Number |                 |
| Gender                                | Race *          |
| Female                                | --SELECT--      |
| Date of Birth                         |                 |
| 1979/11/22                            |                 |
| Nationality                           |                 |
| South Africa                          |                 |
| Personal Email *                      | Student Email   |
| daviddrake@gmail.com                  |                 |
| Phone *                               |                 |
|                                       |                 |
| Home Language *                       | Other Languages |

## Personal details

Once you have registered and logged in, the first thing you will see is a diagram with **each step of the application process**. Underneath that, you will see a block which indicates how **much progress you have made for the section that you are currently completing**.

The second section that you need to complete after you have registered, is your Profile.

1. Start by **completing all the boxes next to the fields that are blank** (e.g. Personal email, Phone, Province etc)
2. Important to note: all the fields that have the \* symbol next to them are mandatory. **You have to fill in all all the mandatory fields for your application to be fully complete.**

## Disabilities

The applicant's information, NOT the associate's information

If you are awarded a bursary please note you will be asked to provide evidence of your permanent disability

Do you have a disability? \*

--SELECT--

Is it a permanent disability?

--SELECT--

Disability Description

250

## Parent or Guardian Details

### Alternative Contact (Not already provided details)

First Name \*

Last Name \*

Phone \*

Email \*

Contact is your: \*

## Funding Details

The applicant's information, NOT the associate's information

Have you applied for NSFAS? \*

--SELECT--

Are you a current NSFAS recipient? \*

--SELECT--

Do you have any other funding? \*

--SELECT--

## Academic Performance and Bursary Motivation

The applicant's information, NOT the associate's information

Describe your academic performance \*

Provide a short motivation for the bursary \*

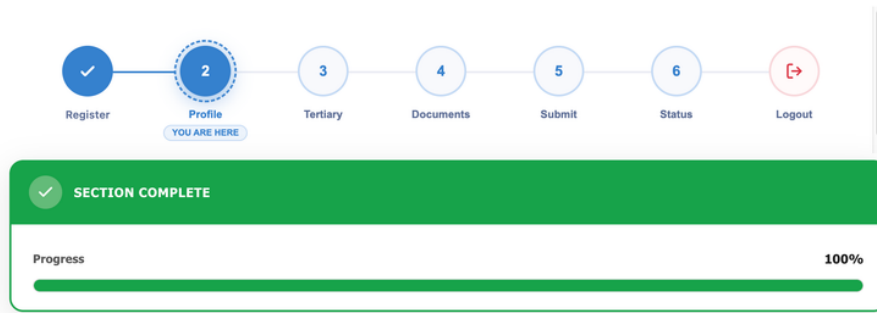
# Complete your Profile

Once you have completed all the mandatory fields under Personal Details, you will need to **complete the rest of your profile**.

1. **Disability** – Indicate if you have a disability and if it's permanent
2. **Parent/guardian details** – the person who is employed by PepsiCo
3. **Alternative contact** – a person who is not your parent/guardian employed by PepsiCo
4. **Funding details** – indicate if you have NSFAS or other funding
5. **Academic performance and bursary motivation** – describe how you have performed academically and explain why you are applying for a bursary.
6. Once you have completed all the required fields, click the **Save** button at the bottom of the page

## Complete vs Incomplete

The ATS system is specifically designed to make sure that you **complete all the required information for your application**. It will help to show you if each section is fully complete or if there is outstanding information.



Personal Email \*

Student Email

Phone \*

Home Language \*

--SELECT--

Required

Other Languages

Home Address \*

Enter a location

Required

Post Address

Enter a location

Province \*

--SELECT--

Required

1. If the section is **complete** and you have provided all the required information, the **Progress bar** at the top of the screen will be **green** and it will show **100%**.
2. If the section is **not complete**, the system will show you which fields still need to be filled in by highlighting them in **red**. The progress bar will not be green and the **missing fields** will also be indicated at the top of the page.

ACTION REQUIRED: PROFILE INCOMPLETE

Progress

25%

Required fields still empty:

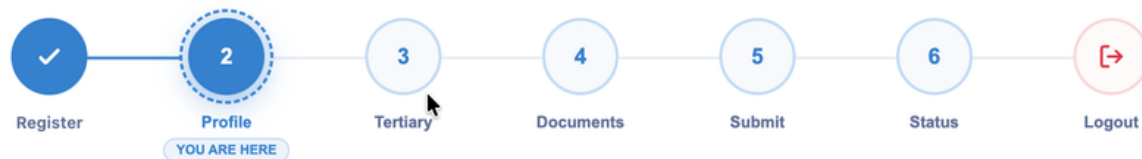
Race Home Language Home Address Province Disability Choice Guardian 1 Name Guardian 1 Surname

Guardian 1 Phone Guardian 1 Email Guardian 1 Relationship Alt Contact Name Alt Contact Surname Alt Contact Phone

Alt Contact Email Alt Contact Relationship NSFAS Status NSFAS Recipient Status Other Funding Choice

Academic Performance Description Bursary Motivation Statement

Note: Progress updates after you save.



### High School Details

If you are currently in high school, please complete the following, otherwise you may skip to the tertiary details section

Are you passing all your subjects?

--SELECT--

What was your overall average? (%)

### Tertiary Details

Are you a continuing applicant? \*

--SELECT--

Is this your first time applying for funding through PepsiCo? \*

--SELECT--

Are you currently a registered student? \*

--SELECT--

Year of Study Applying For \*

--SELECT--

### Tertiary Academic Record

- Please provide details below as per the Latest Academic Record that you have.
- If you only have results for 1 semester then enter those.
- Not applicable to current high school learners.

Student Number

Current Year of Study

### Institution Details

If you cannot find your qualification name, please click [HERE](#), otherwise please skip to the 'Tertiary Modules' section.

- Provide details for the institution and qualification you would like funding for

Institution Name

Type of Qualification

No options available

Faculty

No options available

Qualification Name

No options available

NQF Level

--SELECT--

Course Duration

--SELECT--

### Funding Required

Amount Applying For | Quote Value \*

SAVE

## Tertiary

Once you have **completed all the required information on your Profile** you will move on to the **Tertiary** section by clicking on the third circle at the top of the page and complete all the required fields.

### 1. High school and tertiary details –

provide your high school overall average and your status as a current tertiary student, as well as the details of your current PepsiCo application

### 2. Tertiary academic record – only

complete this section if you are currently a tertiary student

### 3. Institution details – provide details

about the institution and qualification for which you are applying for funding.

### 4. Funding required – provide the amount

of funding that you are applying for (you will need to provide proof of this when you upload your documents later).

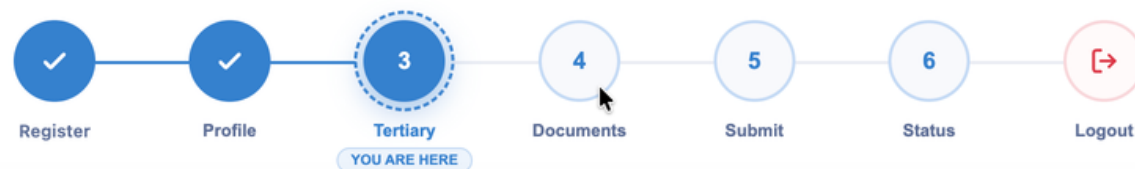
## Documents

Once you have completed all your Tertiary details and clicked Save, you will now click on the fourth circle at the top of the page to move to the **Documents** section.

You will need to have these documents uploaded and saved on your device in order to upload them. **Each file cannot be more than 1MB in size.**

**Picture, Certified ID or Passport Copy for you AND your parent/guardian, Unabridged birth certificate, Affidavit, Quotation from your institution, Completed EEA1 form.**

- Academic record – upload your most recent academic transcript OR your matric certificate OR your latest report.
- Acceptance/registration letter – upload this only if you are currently a registered student.
- Proof of application/provisional acceptance – upload this if you have applied but are not currently registered.



Each file must be less than 1MB in size.

Your Picture (head and shoulders photo) \*

Choose file No file chosen

ID Copy (Certified) | Passport Copy \*

Choose file No file chosen

PepsiCo Parent or Guardian ID Copy \*

Choose file No file chosen

Unabridged Birth Certificate \*

Choose file No file chosen

Affidavit confirming you are a student and are unemployed \*

Choose file No file chosen

Completed EEA1 Form \*

Choose file No file chosen

Quotation for Application Year \*

Choose file No file chosen

### Academic Record

- if you're currently in university, upload your latest academic transcript
- if you've passed matric but are not in university, upload a copy of your matric certificate.
- if you're currently in matric, upload your latest report (June report).

Academic Record \*

Choose file No file chosen

Please note the following files are only for applicants currently registered at a tertiary institution.

Acceptance or Registration Letter

Choose file No file chosen

Please note the following files are only for those who have applied but are not currently registered.

Proof of Application | Provisional Acceptance

Choose file No file chosen

## Submit

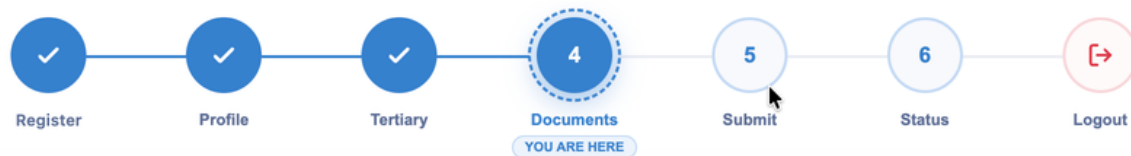
Once you have uploaded all your documents, you are at the final stage of your application. Click on the fifth circle, **Submit**.

Remember, all **required fields** must be **complete** for you to submit. If any of the previous sections are incomplete, you will not be able to submit.

Next to the field Ready to Submit:

1. If it says **YES**, you have completed all the required information.
2. If it says **NO**, you must go back and check where you have left out any information.
3. If it says YES and you are confident that all the information you have provided is correct then select **YES** in the **Submit Application** field and then click **Save**.

***Please note that you will NOT be able to make any changes via the ATS after you have submitted your application.***



### Submit Information

Please note you will only be allowed to submit if all required fields across your entire profile are entered.

Ready to Submit

Yes

Submit Application

--SELECT--

### Your application is complete and ready for submission

Please note you will not be allowed to make any further changes once submitted.

SAVE

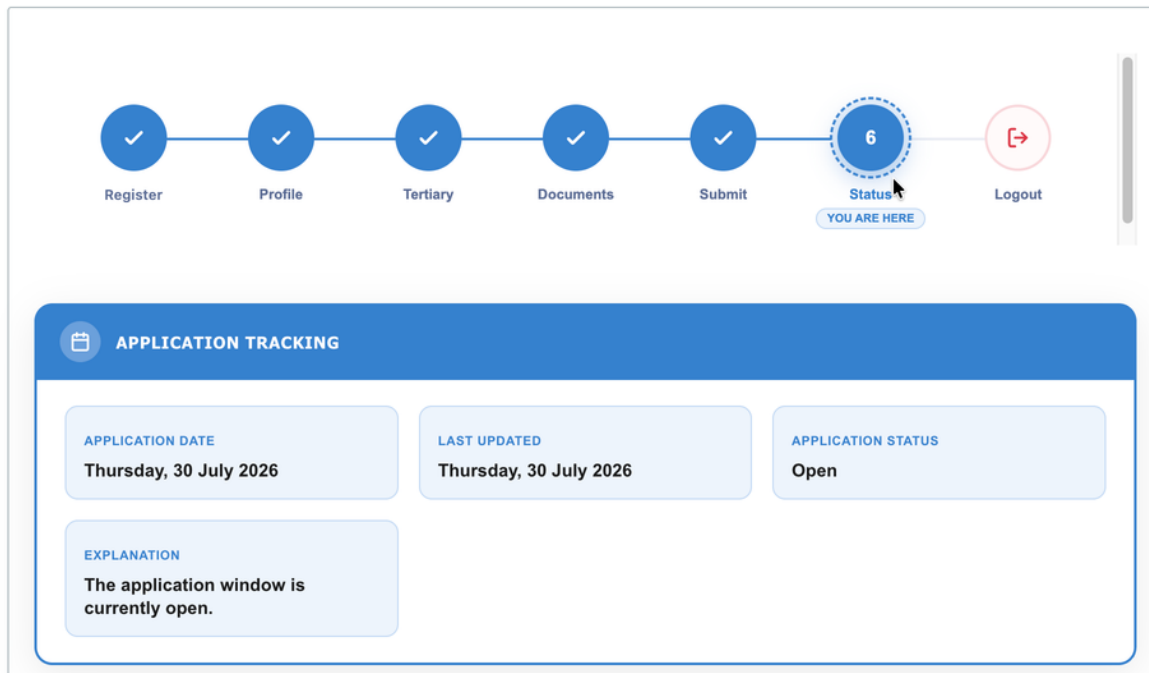
## Status

Once you have submitted your application, you will be able to track the status of your application by clicking on the sixth circle at the top of the page, **Status**.

The status page will indicate when your application was submitted and whether the application window is still open.

Once the application window closes, the status will say **Closed**. There will be a review period after the window closes, and you will be notified via email if your application is successful.

***Please note this process can take a number of weeks so please be patient in waiting to hear the outcome***



## **Thank you!**

Congratulations on submitting your application for the PepsiCo Dependent Bursary Scheme!

PepsiCo is committed to Raising the Bar on Talent and we appreciate you taking the time to apply.

We will review all applications and notify you via email if your application is successful.

If you have any questions reach out to your line manager or your People Business Partner.

