



***Why do I have to apply online?***

Our **online application** is secure and easy to use. Applying online provides you with immediate notification that your application has been received. You will also be able to follow the progress of your application. **Applying online is free!**

***Where can I apply?***

From your home, work or any computer with Internet connection anywhere in the world! Strategic Online Application Stations at the Main Campus as well as at the Regional Centres are established for those applicants who do not have access to internet services. These points will be in operation from 08h00 – 16h00 on weekdays.

***What must be in place before I apply?***

**Valid e-mail address:** You need a valid email address before submitting an electronic application. An email address can be obtained from any one of the free e-mail providers e.g. [www.hotmail.com](http://www.hotmail.com), [www.yahoo.com](http://www.yahoo.com) or [www.gmail.com](http://www.gmail.com) etc.

***How does Current or previous NUST students apply?***

Current or previous NUST students who wish to apply for another or change their programme of study or who wants to resume with their studies, should NOT complete a new application record but MUST login under "Registered Users" on the Student Kiosk.

***When is my application completed?***

Your application is completed when:

- You have completed all the necessary steps and receive the message "your application has been successfully lodged"; and
- You have uploaded all supporting documents.

***What documents should be uploaded?***

The following documents must accompany your application:

- **All Applicants**
  - Identity Document / Birth Certificate (Namibian Citizens); Passport (non-Namibian citizens)
  - Latest School Results e.g. Namibian Senior Secondary Certificate (NSSC), International General Certificate of Education (IGCSE) or for current Grade 12 learners, August Results.
  - Declaration and Undertaking. If you are under the age of 18, the form must be co-signed by legal guardian or parent


*In addition to the documents mentioned above the following applicants must ALSO submit the following documents:*

- **Postgraduate and Advanced Standing Applicants:**
  - Qualification(s) obtained after Grade 12 (e.g. Diploma, Degree etc.);
  - Original Academic Record//transcript from the institution where you have studied as well as the complete syllabi.
- **Foreign applicants:**
  - Latest qualification in original language;
  - Translation of the qualification if in foreign language; and
  - NQA Evaluation if the qualification is obtained outside the SADC Region.
- **Mature Age Entry Scheme Applicants:**
  - Reference Letter from your employer(s).

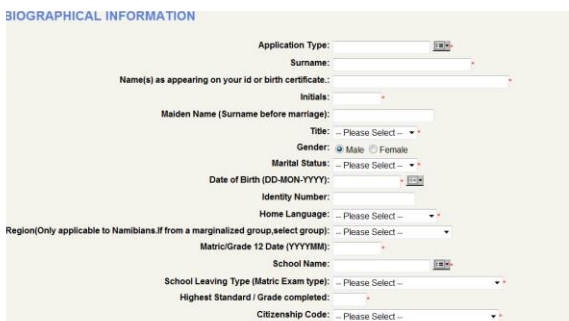
***How can I upload my documents?***

- Scan your certified documents and save on your computer.
- Go to STEP 3 and click on "upload documents"
- Click on "upload document". Click on browse and search for your documents on your computer.
- Click on Save. Your document has been uploaded.

### How do I apply online?

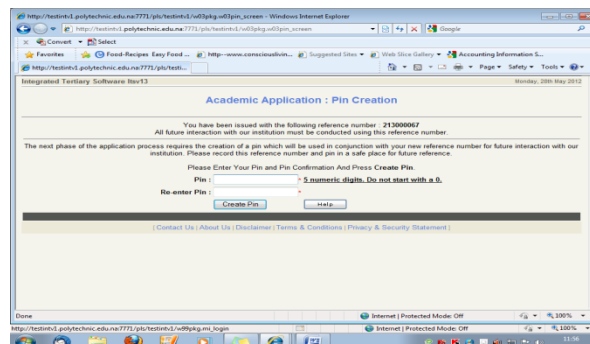
- Log on to the NUST Website at [www.nust.na](http://www.nust.na) and click on the Admissions Link. Click on “**online application**” and choose the type of application e.g. Undergraduate, Postgraduate etc.
- Read the Notes** at the top of each page before you continue to the next page.
- Some fields have drop-down lists to choose from.
- Click on the “Help button”  should you get stuck.
- Our Admission Officers are on standby to assist you should you have any problems. You can send an email to [admissions@nust.na](mailto:admissions@nust.na)

### PART A – COMPLETE YOUR BIOGRAPHICAL INFORMATION



- You must provide us with a valid email address.

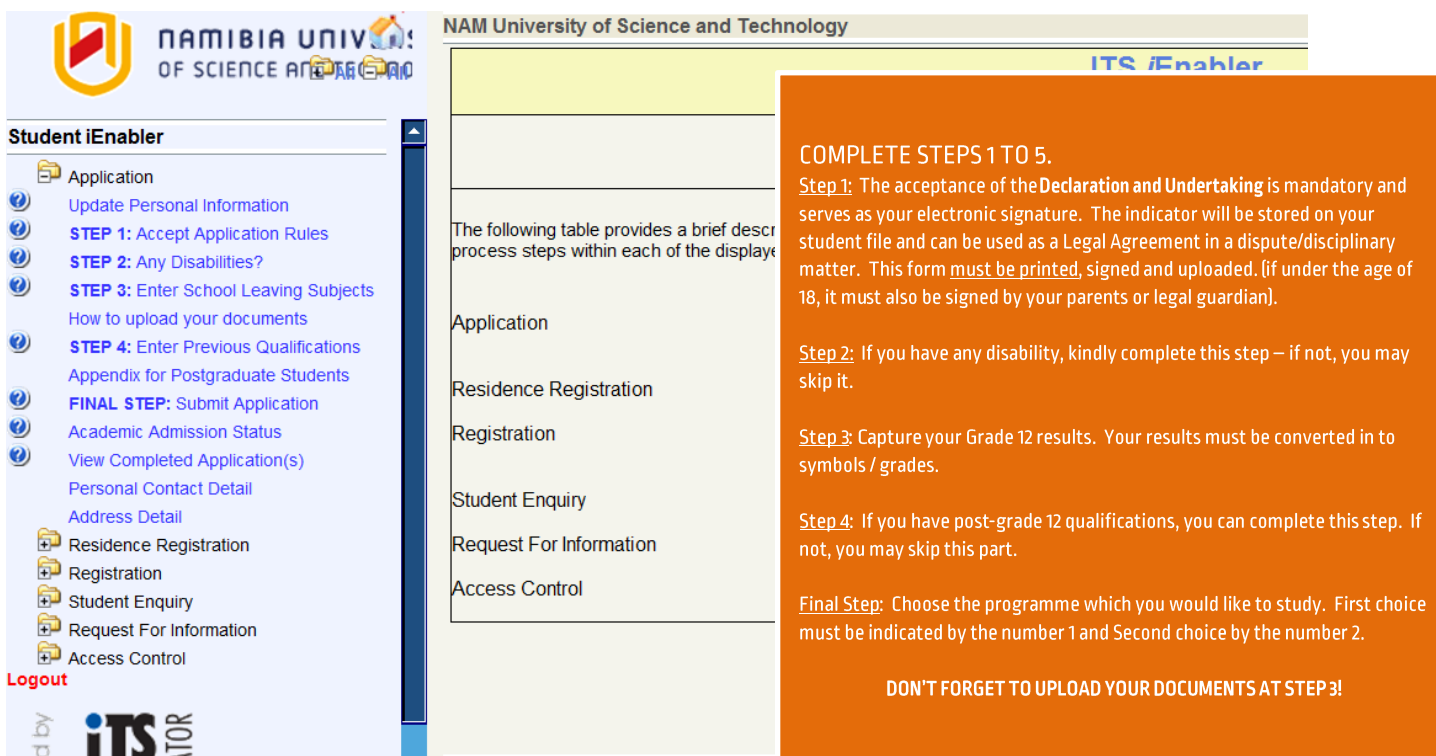
### PART B: CREATE YOUR PIN NUMBER



Remember your reference number and pin.

### PART C – COMPLETE YOUR APPLICATION.

The system will automatically take you to the STUDENT KIOSK to complete your application.



**Student iEnabler**

- Application
  - Update Personal Information
  - STEP 1: Accept Application Rules**
  - STEP 2: Any Disabilities?**
  - STEP 3: Enter School Leaving Subjects**  
How to upload your documents
  - STEP 4: Enter Previous Qualifications**  
Appendix for Postgraduate Students
  - FINAL STEP: Submit Application**
  - Academic Admission Status
  - View Completed Application(s)
  - Personal Contact Detail
  - Address Detail
  - Residence Registration
  - Registration
  - Student Enquiry
  - Request For Information
  - Access Control
- Logout

**NAM University of Science and Technology**

ITS /Enabler

The following table provides a brief description of the process steps within each of the displays:

Application
Residence Registration
Registration
Student Enquiry
Request For Information
Access Control

**COMPLETE STEPS 1 TO 5.**

**Step 1:** The acceptance of the **Declaration and Undertaking** is mandatory and serves as your electronic signature. The indicator will be stored on your student file and can be used as a Legal Agreement in a dispute/disciplinary matter. This form **must be printed**, signed and uploaded. (if under the age of 18, it must also be signed by your parents or legal guardian).

**Step 2:** If you have any disability, kindly complete this step – if not, you may skip it.

**Step 3:** Capture your Grade 12 results. Your results must be converted in to symbols / grades.

**Step 4:** If you have post-grade 12 qualifications, you can complete this step. If not, you may skip this part.

**Final Step:** Choose the programme which you would like to study. First choice must be indicated by the number 1 and Second choice by the number 2.

**DON'T FORGET TO UPLOAD YOUR DOCUMENTS AT STEP 3!**

### When is the Mature Age Entry Tests taken place?

The Mature Age Entry Test will take place on the following dates: Thursday, 11 August 2016 (13h00-19h00); Friday, 12 August (13h00 – 19h00) and Saturday, 13 August 2016 (08h00-14h00). You are expected to turn up on one of these days to write the tests.

### I completed my application, what now?

You will receive an acknowledgement letter soon. Your admission letter will be sent to you by email and postal services by December 2016. Please make sure that your email address is valid.

**To enquire send an email to [admissions@nust.na](mailto:admissions@nust.na) or call us at +264 612072056.**