

# 6 EASY STEPS TO REGISTER ONLINE!

Welcome and best wishes with your studies. Successful registration depends on the following:

- You must have at least N\$4,500 (undergraduate) and N\$9,000 (Masters and Doctorate) on your student account.
- NSFAF Loan-holders must have an annual result of PASS (Senior Students).
- Private Bursary/sponsorship letter has been forwarded and processed by Finance Department (2 days waiting period). If not, send an e-mail to [bursaries@nust.na](mailto:bursaries@nust.na)
- Bank deposits / electronic transfers has been processed (3 days waiting period). Check your financial statement on the Student Kiosk, or send an e-mail to [studentdebtors@nust.na](mailto:studentdebtors@nust.na)
- You have received an SMS / E-mail stating that you are fully admitted.

To register visit our website at [www.nust.na](http://www.nust.na), click on “My Nust Portal”, and choose STUDENT KIOSK.

## STEP 1 – INSERT STUDENT NUMBER AND PIN

NAM University of Science and Technology

**Prospective Students**

If you are a prospective student, not registered at this institution, please select one of the following options:

- View a list of study areas and qualifications offered at this institution.
- Apply, Register, Change personal information, get academic and other information and make payments.

**Registered Users: Login Credentials**

Student  Personnel  Other  Alumni

**Student Number:**  
221000003

**Pin:**  
|

(5 numeric digits. Do not start with a 0.)

Login Forgot Pin Change Pin Request A Pin  
Forgot Student Number

Notes:

- If you forgot your pin or did not receive a pin, type in your student number and click on “Request a Pin”, and check your inbox. Otherwise contact the Admissions office at [admissions@nust.na](mailto:admissions@nust.na) or +264 61 207 9999.

## STEP 2 – CLICK ON “REGISTRATION”

NAM University of Science and Technology

**Student iEnabler**

- Application
- Residence Registration
- Registration
- Rules and Regulations
- Declaration and Agreement
- Add Subjects to a Registration
- Proof of Registration with Fin Statement
- Subject Cancellation
- Personal Contact Detail
- Process Status
- Student Enquiry
- Maintain Banking details
- Request For Information
- Access Control
- Medical Web

Logout

**NAM University of Science and Technology**

TWENTY-TWENTY ONE, TESTING

Student Nbr	221000003
Gender	Male
Birthdate	03-Jun-2000
ID Nbr	
Marital Status	Single
Home Lang	SILAZI
Citizenship	NAMIBIA

Email Address  
pkerutjaya@nust.na

Cellphone  
0813156325

Postal Address  
PO BOX 20 WINDHOEK NAMIBIA 9000

School Leaving Information  
Application Information  
Registration Information  
Residence Information  
Financial Information

**STEP 3 – READ AND ACCEPT THE RULES AND REGULATIONS AS WELL AS THE DECLARATION & AGREEMENT AND ACCEPT.**

**NAMIBIA UNIVERSITY OF SCIENCE AND TECHNOLOGY**

**Student iEnabler**

- Application
- Residence Registration
- Registration
  - Rules and Regulations**
  - Declaration and Agreement
  - Add Subjects to a Registration
  - Proof of Registration with Financial Statement
  - Subject Cancellation
  - Personal Contact Detail
  - Process Status
- Student Enquiry
- Maintain Banking details
- Request For Information
- Access Control
- Medical Web

**Logout**

**NAM University of Science and Technology**

**REGISTRATION RULES AND PROCEDURES**  
(Short version of Rules not replacing Prospectus)

Please select your courses in a way that avoids timetable clashes

The pre-requisite for most courses are fulfilled by your examination admission mark. Please consult your Faculty Officer for exceptions.

Please note that you may not register for higher English Modules unless you have passed or was exempted from the lower modules.

If you have second opportunity examinations for a course, please do not register for that course here.

You may not be registered for tuition for a pre-requisite course and its higher level course at the same time. If this is found to be the case you will be deregistered for the higher level course. If you have not passed a pre-requisite course and have to re-register for it here, please do not attempt to register for higher level courses at the same time.

Please ensure that you receive a properly initialed and stamped proof of registration before leaving the registration venue.

I hereby certify that I have read and understood these rules and procedures.

**I Accept**

**Printer Friendly Format**

Note: The acceptance of the “Rules & Regulations” and “Declaration and Agreement” is mandatory and serves as your electronic signature. The indicator is stored on your Student File and can be used as a Legal Agreement in a dispute / disciplinary matter.

**STEP 4: CLICK ON “QUALIFICATION REGISTRATION” AND SAVE.**

**NAMIBIA UNIVERSITY OF SCIENCE AND TECHNOLOGY**

**Student iEnabler**

- Application
- Residence Registration
- Registration
  - Rules and Regulations
  - Declaration and Agreement
  - Qualification Registration**
  - Add Subjects to a Registration
  - Proof of Registration with Financial Statement
  - Subject Cancellation
  - Personal Contact Detail
  - Process Status
- Student Enquiry
- Maintain Banking details
- Request For Information
- Access Control
- Medical Web

**Logout**

**NAM Univ of Sci and Tech TEST Dec2020**

Process Trail: [Qualification](#) > Study Choice

**Qualification Registration**

**Student Number:** 221000003  
**Name:** MS. TWENTY-TWENTY ONE TESTING

**Note:** All fields indicated with a \* must be completed.  
Click 'Save and Continue' to continue with registration process.  
Click 'Restart Process' to select different 'Admitted Application' if available.

**Academic Year:** 2021  
**Qualification:** 07BOAC - BACHELOR OF ACCOUNTING NQF: 7

**How am I going to study for this qualification:** DISTANCE EDUCATION: WINDHOEK

**When am I going to study for this qualification:** 0 - YEAR BLOCK

**My intended study period:** 1 - FIRST YEAR

**Should we Create a Meal Account for you:** No

**Your Employment Status:** Unemployed\*

Required Registration Credits	
Minimum	Maximum
None	None

**Save and Continue** **Save - Continue Later** **Restart Process** **View Calendar Information**

Note: New students can only register for the **mode of studies** they have been admitted to.

**STEP 5: SELECT THE SUBJECTS YOU WANT TO REGISTER FOR, AND CLICK ON "SAVE AND CONTINUE".**

Process Trail: [Qualification](#) » [Study Choice](#) » [Subject Choice](#)

**Possible Subject Selection**

Student Number: 221000003  
Name: MS. TWENTY-TWENTY ONE TESTING

AcademicYear	2021
Qualification	07BOAC - BACHELOR OF ACCOUNTING NQF: 7
Mode of Study	DI - DISTANCE EDUCATION: WINDHOEK
Academic Period	0 - YEAR BLOCK
Period of Study	1 - FIRST YEAR

**Note:** Please select the subjects or modules you plan to register for by clicking on the check box alongside the subject detail. When all of your selections have been made, click on the 'Save and Continue' button, to proceed with the registration process.

Possible Subjects	
Subject	Compulsory
<input type="checkbox"/> CML111S - COMMERCIAL LAW 1A	Yes
<input type="checkbox"/> PLU411S - PRINCIPLES OF ENGLISH LANGUAGE USE	Yes

Other Subjects Available for Selection		
Subject	Compulsory	Study Period
<input type="checkbox"/> BSC410S - BASIC SCIENCE	No	1 - FIRST YEAR
<input type="checkbox"/> CUS411S - COMPUTER USER SKILLS	No	1 - FIRST YEAR
<input checked="" type="checkbox"/> EAP511S - ENGLISH FOR ACADEMIC PURPOSES.	No	1 - FIRST YEAR
Subject EPR511S - ENGLISH IN PRACTICE must be completed before this subject may be selected.		
<input checked="" type="checkbox"/> EPR511S - ENGLISH IN PRACTICE.	No	1 - FIRST YEAR
Subject PLU411S - PRINCIPLES OF ENGLISH LANGUAGE USE must be completed before this subject may be selected.		
<input type="checkbox"/> FAC511S - FINANCIAL ACCOUNTING 101	No	1 - FIRST YEAR
<input type="checkbox"/> PMI511S - PRINCIPLES OF MICROECONOMICS	No	1 - FIRST YEAR
<input type="checkbox"/> QTM511S - QUANTITATIVE METHODS	No	1 - FIRST YEAR

Save and Continue   Save - Continue Later   Restart Process

**NOTES:**

- Accuracy of Registration:** To ensure and verify that you are registered for all required courses (subjects), refer to the Programme Coding Forms at <https://www.nust.na/?q=programme-coding-forms>.
- Application for Credits/Exemptions:**

**1<sup>st</sup> Year Students:** Some institutional core courses or programmes offers exemptions when you have obtained certain Grades in Grade 11 and 12 final examinations. This include certain courses in the Introduction to Science, Technology, Engineering and Mathematics (InSTEM) bridging programme, English Modules, Basic Science, Basic Mathematics and Computer User Skills. For further information kindly refer to the Registration Guide on our website at [www.nust.na](http://www.nust.na).

**Exemptions for courses at other institutions of higher learning:** Complete a Credit/Exemption form, attach the syllabi as well as academic record and email to [facultyofficers@nust.na](mailto:facultyofficers@nust.na). You can download the forms from <https://www.nust.na/?q=download/annual-reports-documents>.
- Registration for English Modules:** will be done manually by your Faculty officer. If you qualify for an exemption for an English Module, you can scan and email your final Grade 11 or 12 examination results to the Faculty Officer. Kindly refer to the Registration Guide for more information.

**CHOOSE THE MODE OF STUDIES AND SAVE**

Process Trail: [Qualification](#) » [Study Choice](#) » [Subject](#) » [Mode](#)

**Subject Mode of Study Selection**

Student Number: 221000003  
Name: MS. TWENTY-TWENTY ONE TESTING

AcademicYear	2021
Qualification	07BOAC - BACHELOR OF ACCOUNTING NQF: 7
Mode of Study	DI - DISTANCE EDUCATION: WINDHOEK
Academic Period	0 - YEAR BLOCK
Period of Study	1 - FIRST YEAR

**Note:** Please select ONE Mode of Study which represents how you would like to study for each of the chosen subjects.

Selected Subjects	
<b>BSC410S - BASIC SCIENCE</b>	
<b>Mode of Study Selection</b>	<input checked="" type="radio"/> DISTANCE EDUCATION: WINDHOEK <input type="radio"/> FULLTIME STUDY: MAIN CAMPUS <input type="radio"/> PARTTIME STUDY: MAIN CAMPUS
<b>CML111S - COMMERCIAL LAW 1A</b>	
<b>Mode of Study Selection</b>	<input checked="" type="radio"/> DISTANCE EDUCATION: WINDHOEK <input type="radio"/> FULLTIME STUDY: MAIN CAMPUS <input type="radio"/> PARTTIME STUDY: MAIN CAMPUS
<b>CUS411S - COMPUTER USER SKILLS</b>	
<b>Mode of Study Selection</b>	<input checked="" type="radio"/> DISTANCE EDUCATION: WINDHOEK <input type="radio"/> FULLTIME STUDY: MAIN CAMPUS <input type="radio"/> PARTTIME STUDY: MAIN CAMPUS
<b>FAC511S - FINANCIAL ACCOUNTING 101</b>	
<b>Mode of Study Selection</b>	<input checked="" type="radio"/> DISTANCE EDUCATION: WINDHOEK <input type="radio"/> FULLTIME STUDY: MAIN CAMPUS

**STEP 6 ACCEPT REGISTRATION AND PRINT YOUR PROOF OF REGISTRATION**

**NOTES:**

- You can add or cancel subjects **online** till 28 February 2023 with 100% refund.
- It is the responsibility of the student to ensure that his/her biographical information is correct.
  - For changing personal biographical information changes send an email to [admissions@nust.na](mailto:admissions@nust.na)
  - For postal address & contact details changes: Click on “Personal Contact Detail”.

**KINDLY UPLOAD YOUR FINAL GRADE 12 RESULTS UNDER “APPLICATION, FINAL STEP”.**

**What to do when you received error messages below:**

1. “The institution has not yet permitted....”

**Student iEnabler**

The institution has not yet permitted the use of this option to you.  
Please contact us with any queries.  
Thank You.

Did you pay the registration fees yet? If yes, contact finance at [studentdebtors@nust.na](mailto:studentdebtors@nust.na) or +264 61 207 9888

Are you fully admitted? If yes, contact Admissions at [admissions@nust.na](mailto:admissions@nust.na) or +264 61 207 9999.

2. *Financial Error Message:* send email to [studentdebtors@nust.na](mailto:studentdebtors@nust.na)

**Registration Details**

Student Number: 221000003  
Name: MS. TWENTY-TWENTY ONE TESTING

Academic Year	2021
Qualification	07BOAC - BACHELOR OF ACCOUNTING NGF: 7
Mode of Study	DI - DISTANCE EDUCATION: WINDHOEK
Academic Period	0 - YEAR BLOCK
Period of Study	1 - FIRST YEAR

Required	Minimum	Maximum
	None	None

Subjects	Mode of Study	Academic Period	Attendance Type
CML111S - COMMERCIAL LAW 1A	DI - DISTANCE EDUCATION: WINDHOEK	1 - SEMESTER 1 BLOCK	N - NORMAL EXAM
PLU411S - PRINCIPLES OF ENGLISH LANGUAGE USE	DI - DISTANCE EDUCATION: WINDHOEK	1 - SEMESTER 1 BLOCK	N - NORMAL EXAM

- Note:**
- Click on 'Continue' button to display Registration Costs.
  - To make amendments use the "Process Trail" at the top of the page that will take you to the appropriate page.

PRINCIPLES OF ENGLISH LANGUAGE USE - ORA-20101: i06pkg\_raise\_fees:invsq=3825 : Event 07 Qual/Subj PLU411S Fees not Finalized : Registration Stopped \*

Continue Restart Process Print Registration Details