



Office of the Registrar

Student Admissions

Application for Admission with Advanced Standing

Academic Year:

For Office Use Only

Application fee received (receipt no)	
Date received	
Biographical computed (Initials)	
Pre-evaluation done (Initials)	
Date to selection	
Date received back	
Admission status computed (Initials)	
Student Number	
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

This form is only applicable to holders of tertiary qualifications or accumulation of university credits. Read and follow the instructions on the last page of this application form.

Part 1 Programme of study for which you wish to enroll

First choice	<input type="text"/>	Full-time	<input type="checkbox"/>	Part-time	<input type="checkbox"/>	Distance	<input type="checkbox"/>
Second choice	<input type="text"/>	Full-time	<input type="checkbox"/>	Part-time	<input type="checkbox"/>	Distance	<input type="checkbox"/>

If distance, select the appropriate Examination Centre below:

Gobabis	<input type="checkbox"/>	Katima Mulilo	<input type="checkbox"/>	Keetmans- hoop	<input type="checkbox"/>	Opuwo	<input type="checkbox"/>	Ongwediva	<input type="checkbox"/>	Otjiwarongo	<input type="checkbox"/>	Outapi	<input type="checkbox"/>	Rundu	<input type="checkbox"/>	Tsumeb	<input type="checkbox"/>	Walvisbay	<input type="checkbox"/>	Windhoek	<input type="checkbox"/>
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Part 2 Personal details

Title (e.g. Mr, Ms, Dr, etc.)	<input type="text"/>	Surname	<input type="text"/>
First name(s)	<input type="text"/>		
Date of birth	<input type="text"/>	Identity number	<input type="text"/>
Home language	<input type="text"/>	Home town	<input type="text"/>
Gender:		Male	<input type="checkbox"/>
		Female	<input type="checkbox"/>

Region: Select the region of origin below (Namibian citizens only):

Erongo	<input type="checkbox"/>	Hardap	<input type="checkbox"/>	Karas	<input type="checkbox"/>	Kavango East	<input type="checkbox"/>	Kavango West	<input type="checkbox"/>	Khomas	<input type="checkbox"/>	Kunene	<input type="checkbox"/>
Oshana	<input type="checkbox"/>	Omaheke	<input type="checkbox"/>	Omusati	<input type="checkbox"/>	Oshana	<input type="checkbox"/>	Oshikoto	<input type="checkbox"/>	Otjozondjupa	<input type="checkbox"/>	Zambezi	<input type="checkbox"/>

If not a Namibian citizen, please provide the following details:

Country of origin	<input type="text"/>	Passport number	<input type="text"/>	Expiry date	<input type="text"/>
Type of permit	<input type="text"/>	Permit number	<input type="text"/>	Expiry date	<input type="text"/>

Part 3 Contact details

	Self	Parents, guardian, next of kin
Postal address	<input type="text"/>	<input type="text"/>
Town	<input type="text"/>	<input type="text"/>
Country	<input type="text"/>	<input type="text"/>
Telephone home	<input type="text"/>	Telephone work <input type="text"/>
		Mobile number <input type="text"/>

E-mail address

Kindly provide us with a valid email address, as all correspondence will be conducted via email.

Part 4 Payment details

Name of person / institution responsible for payment	<input type="text"/>
Postal address	<input type="text"/>
Email address	<input type="text"/>

Part 5 Physical challenges

NJUST strives to create opportunities for people with disabilities. In many instances, we have not yet eliminated all the barriers. It would therefore be helpful for us to know in advance whether or not you have any special needs so that we can work together to achieve equal access to the programme. Please supply us with the following information.

Indicate whether you are physically challenged: Yes No If your answer is "yes" kindly complete the table below by indicating with a tick in the appropriate box:

<input type="checkbox"/>	Visually impaired: blind	<input type="checkbox"/>	Wheelchair bound
<input type="checkbox"/>	Visually impaired: partially blind – find it difficult to read printed text. CANNOT study through reading. Need help in the form of audio cassettes, enlarged print.	<input type="checkbox"/>	Muscular/skeletal/joint/limb deficiencies / diseases, such as polio or muscular dystrophy
<input type="checkbox"/>	Deaf	<input type="checkbox"/>	Diabetes

Please describe any other challenge that you experience:

Part 6 Specially designated ethnic minorities

Are you a member of the following ethnic minorities? Please tick (✓).

Ovazemba/Ovahimba

San

If your answer is "yes" attach hereto, your full birth certificate, a sworn declaration by your Regional Councilor or Headman, confirming your ethnic group of origin.

Part 7 Educational particulars

SECONDARY EDUCATION DETAILS: Please attach a certified copy of school-leaving results.

Name of last school attended			Highest grade passed	
Year of examination		Examination authority		Candidate number

TERTIARY EDUCATION DETAILS:

Your application will be considered on the basis of your education. You should therefore give full and accurate details of your educational background in this section. You must include details of all studies undertaken. Please enclose ORIGINAL transcripts/academic records.

Institution	Year of studies	Course title	Main subjects studied (including results/grade obtained)

Admission with Advanced Standing shall be considered under the following conditions: (Please read General Rule GI2.5 in the Yearbook 2016)

- In the case of credits being presented:
 - Such credits must make up at least the equivalent of one study period (one semester or one year) of the programme for which such advanced standing is applied for.
 - Such credits must not be older than eight years and must be presented in an official academic transcript from the institution concerned.
- In the case of completed qualifications being presented, such application must be accompanied by a detailed original transcript issued by the certifying institution.
- The volume of advanced standing granted shall not exceed 50% of the credit requirements for a degree, except in such cases where a National Diploma is considered appropriate for enrolment in the fourth year level of a degree.

Part 8 General information

Name of employer			Telephone number	
Postal address				

Do you have access to the following: (State "Yes" or "No")

Computer

Internet

Cellphone

Part 9 Declaration and undertakings by applicant

I/we, the undersigned hereby declare:

To the best of my/our knowledge and belief, the information furnished in this application is true and correct and that if it be found to be false and misleading in any respect, this application may be invalidated and the applicant's registration terminated;

That I/we will accept liability for any damage to NUST property caused by me and indemnify NUST against any loss or damage howsoever caused in respect of property left at NUST by the applicant. I/we also indemnify NUST against any claim whatsoever for damages howsoever caused or arising which the applicant may sustain whilst registered as a student at NUST, acknowledging the applicant's participation in any sporting or other activity at NUST or conveyance of the applicant in any NUST vehicle, shall be at the applicant's sole and absolute risk. This indemnity shall be binding on the applicant's executors and heirs;

That I/we acknowledge that a Specified Minimum Deposit is required before or on the date of registration each semester. The balance on the account is then payable monthly as per dates specified in the Yearbook, Fees section;

That a statement signed by the Bursar or his/her delegate shall represent the amount owing to NUST by me/us, and further that in the event of such amount being handed over for collection, I/we shall pay all legal charges incurred on the attorney and client scale;

That I/we shall pay all interest on all overdue fees, and disbursements at a rate of 15% per annum compounded monthly and calculated from the first day of each month following the date by which final payment of all fees and disbursements must have been made;

That I/we shall abide by all regulations of NUST – and further that the applicant shall, if accepted, be under the disciplinary control of NUST as from the date on which he/she takes up residence at NUST or the day on which he/she commences studies or attends an orientation week or registers as a student, whichever is earliest, until NUST accepts a notice of withdrawal from me/us or the applicant fails to renew his/her registration on the due date;

That I/we accept that NUST keeps documents, including this Declaration and Agreement, electronically and distributes them as such. NUST shall at all times be entitled to utilize such documentation in electronic format for whatever purpose required and I/we agree that the electronically generated documents shall replace the originals signed by me;

That although NUST does not take any responsibility for informing parents or guardian or major fee contributor of disciplinary action against a student (whether pending or finalised), academic performance or any other matters relating to the student, NUST may in its discretion report to the parents or guardian or major fee contributor such breaches of the rules by the applicant as NUST deems necessary and further to report on any matter concerning progress, conduct, well-being or health of the applicant, and further that NUST may take all such steps as it considers reasonable in the event of the applicant becoming ill or requiring medical attention without NUST undertaking any legal obligation to do so.

Signature of Applicant:

Date:

D	D	M	M	Y	Y	Y	Y
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DECLARATION BY PARENT / LEGAL GUARDIAN (if applicant is under the age of 21 or is a legal minor)

I agree and consent to the above declaration, undertakings, waiver and indemnity by the applicant. I consent to the applicant signing the registration forms if admitted. I hold myself jointly and severally liable with the applicant as co-debtor for all amounts due by the applicant to NUST until I notify NUST in writing to the contrary, in which event such notification shall take effect only from the beginning of the following academic year. I irrevocably undertake that I shall not, in any capacity, hold NUST liable for any damage or loss which the applicant or any person may suffer under any of the circumstances set out in the applicants' declaration.

Signature of Parent / Legal Guardian:

Date:

D	D	M	M	Y	Y	Y	Y
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CHECK LIST: Items that must be submitted before your application will be processed. Please mark ✓

Application form: All parts of the application has been completed	ORIGINAL official translation of the foreign qualification - if in foreign language	
Application Fee: Proof of payment is attached e.g. bank deposit slip	A certified copy of the Namibian Qualification Authority (NQA) evaluation of foreign qualifications (if qualification is obtained in another country other than (SADC)	
A certified copy of school-leaving results		
ORIGINAL transcript(s) or academic record(s) from other institution(s).	A certified copy of ID document (Namibian Citizens) or Passport (foreign students)	
Certified copy of foreign qualification	A certified copy of marriage certificate (where applicable) or divorce order (where applicable)	

For Office use only:

Accept 1st choice		Accept 2nd choice		Year admitted to		Waiting list		Rejected	
<p>Conditions to admission:</p>									
<p>Courses to be done from lower study periods (if any):</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>									
<p>Courses exempted at the year admitted (if any):</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>									
<p>Reasons for non-admittance:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>									
<p>HOD: name and surname: Signature: Date:</p>									
<p>Comments from Registrar</p> <p>.....</p> <p>.....</p> <p>.....</p>									
<p>Signature: Registrar: Date:</p>									

Instructions for the completion of the form

1. Form to be used by applicants with credits or completed qualifications from other accredited institutions of higher learning, who wish to apply for higher levels of study (e.g. 2nd, 3rd year etc.) within a programme.
2. The application is not binding on the applicant or NUST.
3. Complete the form in BLOCK LETTERS in BLACK INK. Where a choice is given, mark only the appropriate answer with a tick [✓].
4. Refer to the Guide for Prospective Students 2017 or our Yearbooks 2016 at www.nust.na when completing this form. The closing date for applications is 31 August 2016. A non-refundable application fee of N\$150 must accompany this application. Please do not send cash when posted. Payments can be made by bank deposit. Enclose your original deposit slip with this application. Our banking details: First National Bank, Account Number 55500126319, Corporate Branch Windhoek, Branch Code 281872. Postal orders are NOT accepted as payment. Late applications will be accepted until 30 September 2016. A late application fee of N\$440 is payable.
5. Apply online at www.nust.na for free!
6. This application must be accompanied by certified copies of birth certificate/identity document, relevant academic certificates / latest school results and ORIGINAL academic record / transcript.
7. Applicants with Foreign Qualifications must attach English Translations of their school qualifications. Such translations must be done by a sworn translator in the country of origin or in Namibia. Original transcripts and certified copies of certificates / diplomas in the original language must also be attached. NUST will not be held responsible for the loss of any original document(s). All certified documents will be used for filing purposes. (No copies will be returned to the applicant)
8. Candidates with non-Namibian qualifications must have these qualifications evaluated by the Namibia Qualifications Authority. A copy of the evaluation, together with the relevant documents, must be attached to the application form.
9. Forms must be submitted to:

BY MAIL:

NUST,
The Office of the Registrar,
The Admissions Department,
Private Bag 13388,
Windhoek,
Namibia.

IN PERSON:

The Student Administration Service Centre,
NUST Main Campus,
13 Storch Street , Windhoek West

or

form may be submitted at any NUST Regional Centre.

10. All information will be treated as confidential.