

NB: Off-campus self-help registration is only available for current NUST students who are continuing in the same programme of study.

Students with Internet Access:

Senior Students can register from anywhere, on any day and time between 14 to 18 January 2019.

STEP 1: Pay a N\$4 200 deposit on your tuition fees. If through the bank, it should be at least 2 working days before your scheduled registration date. It is not necessary to fax the deposit slip, provided that your student number is correctly indicated on the reference line or as recipient reference [for on-line banking]. Otherwise fax to 061-207 9254/9743. For enquiries regarding on-line payments contact: Tel: 061-2072254/2072743 or Email: studentdebtors@nust.na.

STEP 2: Log on to our website at www.nust.na and click on Student Kiosk. Log on with your student number and pin and click on Registration. Read and follow the steps for online registration. Register and print proof of registration. For assistance regarding online registration contact: the HelpDesk at 061 -2072056/2775 or refer to the 6 EASY STEPS FOR ONLINE REGISTRATION on the website.

STEP 3: If you have registered for distance study mode, collect your study materials on weekdays on or before 18 January 2018 from COLL or your nearest Regional Centre. You will be expected to present proof of registration to collect your study materials.

REGIONAL DISTANCE EDUCATION STUDENTS will register online at their respective Regional Centres.

Registration for all full-time, part-time and Windhoek-based distance education students will take place as indicated on the schedule below from 14 to 18 January 2019 at the Science and Technology Building, NUST Lower Campus:

Fees:

1. Students with outstanding accounts will NOT be allowed to register.
2. Deposit on Tuition Fees (including a non-refundable registration fee of N\$1 600) is N\$4 200 for undergraduate and honours degrees and N\$8 400 for master and doctorate degrees. If the total fee account is below the minimum amount specified above, then the full fee account is payable on the day of registration.
3. Deposit on Residence Fees: N\$4 200 (including a refundable breakage fee of N\$1 120). All NSFAF loan holders must pay the deposit.
4. Students may pay directly into the NUST banking account: Account number: 55500126319, First National Bank, Ausspannplatz Branch, Branch Code: 281872. Please ensure that your valid student number is indicated in the reference block. Kindly pay at least 2-3 business days before the scheduled registration day to ensure timely processing of funds.
5. Speed Point facilities will be available for payment by credit or debit card.

Other Important Notices:

- **COMPULSORY VACATION SCHOOL: ALL DISTANCE EDUCATION STUDENTS**
 - Computerized Accounting: 28 to 31 January 2019
 - Business Applications 1A, 2A and 3A: 04 to 08 February 2019
- All continuing Postgraduate students may register on any day of their choice during the period 14 to 18 January 2019.
- **Late Registration:** 30 January to 01 February 2019 (late fee of N\$460 payable in addition to the registration fee).
- **TIMETABLES** can be downloaded from the NUST website: <http://www.nust.na/?q=timetables>
- **CLASSES COMMENCE: Wednesday, 06 February 2019**

REGISTRATION SCHEDULE

14 to 18 January 2019

Science and Technology Building, NUST Lower Campus

DATE	PROGRAMME	TIME	SURNAME	DATE	PROGRAMME	TIME	SURNAME
Monday, 14 January	Faculty of Management Sciences: • Business Management / Administration • Entrepreneurship • Logistics and Supply Chain Management • Office Management Faculty of Human Sciences: All Programmes	08:00 - 09:00	A-D	Thursday, 17 January	Faculty of Natural Resources and Spatial Sciences: All Programmes Faculty of Management Sciences: • Economics • Marketing	08:00 - 09:00	A-D
		09:00 - 10:00	E-G			09:00 - 10:00	E-G
		10:00 - 11:00	H-I			10:00 - 11:00	H-I
		11:00 - 12:00	J-K			11:00 - 12:00	J-K
		12:00 - 13:00	L-M			12:00 - 13:00	L-M
		13:00 - 14:00	N-O			13:00 - 14:00	N-O
		14:00 - 15:00	P-S			14:00 - 15:00	P-S
		15:00 - 16:00	T-Z			15:00 - 16:00	T-Z
Tuesday, 15 January	Faculty of Management Sciences: Accounting and Finance Faculty of Health and Applied Sciences All Programmes	08:00 - 09:00	A-D	Friday, 18 January	Faculty of Engineering: All Programmes	08:00 - 09:00	A-D
		09:00 - 10:00	E-G			09:00 - 10:00	E-G
		10:00 - 11:00	H-I			10:00 - 11:00	H-I
		11:00 - 12:00	J-K			11:00 - 12:00	J-K
		12:00 - 13:00	L-M			12:00 - 13:00	L-M
		13:00 - 14:00	N-O			13:00 - 14:00	N-O
		14:00 - 15:00	P-S			14:00 - 15:00	P-S
		15:00 - 16:00	T-Z			15:00 - 16:00	T-Z
Wednesday, 16 January	Faculty of Management Sciences: • Human Resources Management • Transport Management Faculty of Computing and Informatics: All Programmes	08:00 - 09:00	A-D	Students are advised to register during the timeslots allocated in accordance with the first letter of their surname in order to minimize waiting times.			
		09:00 - 10:00	E-G				
		10:00 - 11:00	H-I				
		11:00 - 12:00	J-K				
		12:00 - 13:00	L-M				
		13:00 - 14:00	N-O				
		14:00 - 15:00	P-S				
		15:00 - 16:00	T-Z				