



# Self-help Registration 2nd Semester 2022

Self-help/Online registration is only available for current NUST students who are continuing their studies in the same programme that they registered for at the beginning of 2022. Due to COVID-19 restrictions, no registration will be conducted on campus. Students are encouraged to contact their respective faculty officers via e-mail or telephone, should they need assistance with registration.

## Dates

Registration will start on 08 July and end on 02 August. There will be no late-registration.

## Fees

- **Deposit on Tuition Fees:** N\$4 200 (for undergraduate and honours degrees) and N\$8 400 (for Master and PhD degrees). In addition to the deposit, outstanding fees must be settled. Full Deposit must be paid regardless of the number of subjects to be registered.
- **Deposit on Residence Fees:** N\$4 200 including refundable breakage fee of N\$1 230.
- **Due to the ongoing COVID-19 pandemic, students are strongly urged to use electronic (EFT) or direct deposit payment methods.**
- Payments on campus should be the last resort.
- NUST Banking Details: First National Bank, Account Number: 55500126319, Branch Code: 281872
- International Swift Code: FIRNNANX, Reference: Your Student Number (very important)
- E-mail payment confirmation to [studentdebtors@nust.na](mailto:studentdebtors@nust.na)
- Bank payments do not immediately reflect on your student account, therefore, allow at least three working days for processing.
- NSFAF loan holders who have received their FINAL award letter, should email the letter to [bursaries@nust.na](mailto:bursaries@nust.na)

## Distance Education Students

1. All distance students will be enrolled in e-Learning for their relevant courses. Study Guides will be uploaded onto the MOODLE platform in a flipbook file format. The tutorial letters will be uploaded under the Course Material Section. No hard copies will be issued to students.
2. **Compulsory Vacation School at the Main Campus in Windhoek, will take place as follows: Business Applications (BAP521 and BAP621) from 01 to 04 August, and (BAP721) from 03 to 06 August. Computerized Accounting (IAD720S) from 09 to 13 August.** The Vacation School is an opportunity for all distance education students to attend face-to-face classes and engage with their lecturers for a stipulated period. **Kindly note that the above arrangements are subject to change, in line with the COVID-19 national guidelines.**

## Process

After payment of your registration fee, log onto [www.students.nust.na](http://www.students.nust.na) and click on "Student Kiosk"

1. Login with your Student Number and PIN then click on "Registration".
2. Read and accept the "Rules and Regulations" as well as the "Declaration" then click on "Add Subjects to a Registration". This will enable you to add your second semester subjects/courses.
3. Register and print a Proof of Registration. Students who were not registered in the first semester 2022, must complete a Resumption of Studies form, which can be found on [www.nust.na](http://www.nust.na). Email the completed form to the Faculty Officer.

Faculty	Faculty Officer	Contact Details
<b>Computing and Informatics</b>		
Computer Science	Ms Julia Semi	T: +264 61 207 2923, E: <a href="mailto:jsemi@nust.na">jsemi@nust.na</a>
Informatics, Journalism and Media Technology		
<b>Engineering and Spatial Sciences</b>		
All Engineering Departments	Ms Sonja Samuels	T: +264 61 207 2016, E: <a href="mailto:ssamuels@nust.na">ssamuels@nust.na</a>
Architecture and Spatial Science, InSTEM programme	Ms Neriene Hoebes	T: +264 61 207 2963, E: <a href="mailto:nhoebes@nust.na">nhoebes@nust.na</a>
<b>Faculty of Health, Applied Sciences and Natural Resources</b>		
Health and Applied Sciences	Ms Mercia Richards	T: +264 61 207 2964, E: <a href="mailto:mrichards@nust.na">mrichards@nust.na</a>
Agriculture and Natural Resource Sciences		

Faculty	Faculty Officer	Contact Details
<b>Faculty of Commerce, Human Sciences and Education</b>		
Management	Mr Gilbert /// Hoabeb	T: +264 61 207 2320, E: <a href="mailto:ghoabeb@nust.na">ghoabeb@nust.na</a>
Accounting Economics and Finance	Ms Yvonne Shipanga	T: +264 61 207 2671, E: <a href="mailto:yshipanga@nust.na">yshipanga@nust.na</a>
Human Sciences	Ms Gillian Feris	T: +264 61 207 2160, E: <a href="mailto:gferis@nust.na">gferis@nust.na</a>
Marketing and Logistics	Ms Indira Mbako	T: +264 61 207 2170, E: <a href="mailto:imbako@nust.na">imbako@nust.na</a>
Harold Pupkewitz Graduate School of Business	Ms Neriene Hoebes	T: +264 61 207 2963, E: <a href="mailto:nhoebes@nust.na">nhoebes@nust.na</a>
<b>Technical and Vocational Education and Training</b>		
Programmes: DTVT, DTVM	Ms Gillian Feris	T: +264 61 207 2160, E: <a href="mailto:gferis@nust.na">gferis@nust.na</a>
Programmes: Culinary Arts, Hospitality and Tourism	Ms Indira Mbako	T: +264 61 207 2170, E: <a href="mailto:imbako@nust.na">imbako@nust.na</a>

## Enquiries:

### General

T: +264 61 207 2999, E: [admissions@nust.na](mailto:admissions@nust.na)

### Student Debtors

T: +264 61 207 2888, E: [studentdebtors@nust.na](mailto:studentdebtors@nust.na)

### Bursaries/NSFAF

T: +264 61 207 2888, [bursaries@nust.na](mailto:bursaries@nust.na)

### Distance Education Support

T: +264 61 207 9777