



2025 Study Permit Application Notice



Officials from the Ministry of Home Affairs will be on campus from **Monday, 17 February to Friday, 21 February 2025**, to collect study permit applications. Ensure you have all the required documents ready to avoid delays.

New Temporary Student Permit:

- Copy of passport (including personal details and visa/permit pages)
- Two (2) passport photos
- Original medical certificate and radiological report
- Deed of surety
- Police clearance certificate (original from country of origin)
- Proof of registration
- Written undertaking with sponsor's valid contact details
- Motivation letter
- Medical aid proof
- Lease agreement or proof of residence
- Progress report from previous institution

Study Permit Renewal:

- Proof of registration
- Previous academic transcript
- Written undertaking with sponsor's valid contact details
- Copy of current permit endorsed in passport
- Namibian police clearance certificate
- Proof of residence

Important Information:

- Apply before the deadline of **31 March 2025**, to ensure timely processing.
- Students aged 18 and above are not permitted to study under an accompanying permit; this also applies to spouses accompanying their partners, except for diplomatic exemptions.
- Use reputable agents or apply directly to avoid fraudulent activities. The university and Ministry are not liable for agent-related fraud.
- Students without valid study permits will face deregistration.
- Part-time (PostGrad) students must obtain a support letter from the institution.
- If you experience challenges, visit Ms Kiimba's office before the deadline.

Kindly Take Note:

- All documents must be in English (or translated) and certified.
- Bring original documents.
- A valid passport is required.
- Sign relevant application forms where necessary.
- Medical and radiological certificates cost approximately N\$ 350.

Date: Monday, 17 February - Friday, 21 February 2025

Time: 09:00 - 16:00

Venue: 1ST Floor, Room 103, Poly Heights, NUST Main Campus

Enquiries:

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