



# Application for Admission 2025

## Free Postgraduate Studies: Honours and Masters

Refer to the Guide to Prospective Students or our Yearbooks at <http://www.nust.na> when completing this form.

**FOR OFFICIAL USE ONLY**

Receipt Number	
Date Received	

**STUDENT NUMBER**

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**PART 1: Programme of study for which you wish to enroll**

**Before completion of this part, read the definitions of mode of study and offering types on the last page of this form. Familiarise yourself with what programmes are on offer before choosing your preferred campus.**

**Programme of study you wish to enrol**

Choose the appropriate campus.

**Campus: (Classes are offered face-to-face, online or hybrid learning)**

Lüderitz Campus		Eenhana Campus					
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**Current Status**

New Applicant		
Registered Student		Student Number

**PART 2: Personal Details**

Title		Surname	
First Name(s)		Previous Surname (if changed)	
Namibian Identity Number		Date of Birth	
Gender	Male	Female	Home Language
			Home Town

Choose the appropriate region of origin below: (Namibian nationals only)

Erongo	Hardap	Karas	Kavango East	Kavango West	Khomas	Kunene
Ohangwena	Omaheke	Omusati	Oshana	Oshikoto	Otjozondjupa	Zambezi

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

Country of Origin		Passport Number		Expiry Date	
Type of Permit		Permit Number		Expiry Date	

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Accept 1 <sup>st</sup> Choice		Accept 2 <sup>nd</sup> Choice		Year admitted to		Waiting list		Rejected	
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Conditions Applicable (if any)

Selection Committee: \_\_\_\_\_ HoD: \_\_\_\_\_

### PART 3: Contact Details

**Note:** Postal addresses of schools or hostels are unacceptable for application purposes since the correspondence may be mailed to you well after you have left your school or hostel.

Address			
Town		Country	
Home [Street] Address			
Telephone [Home]		Telephone [Work]	Mobile
Email Address			<b>Very Important Note:</b> All correspondence will be via email. Kindly provide us with a valid email address.

### Parent / Guardian Contact Details *(This information is required in the case of an emergency)*

Full Name and Surname			
Postal Address	Town	Country	
Home [Street] Address			
Telephone Home	Telephone Work	Mobile	

### PART 4: Physical Challenges

NUST 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" tick (✓) the appropriate challenge you are experiencing.
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<input type="checkbox"/>	Visually impaired: blind
<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"/>	Deaf

<input type="checkbox"/>	Wheelchair bound
<input type="checkbox"/>	Muscular / skeletal / joint / limb deficiencies / diseases, such as polio or muscular dystrophy
<input type="checkbox"/>	Diabetes

State any other challenge you might experience and assistance that you might need:


## PART 5: Educational Particulars

**Secondary education details:** *[Please attach a certified copy of the latest school-leaving results]*

Name of last school attended		Highest Grade passed	
Year of examination		Examination Authority	Examination 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 study undertaken at degree level or above. Please enclose original transcripts / academic records and certified copies of qualification obtained.*

Awarding Institution	Award and Course Title	Main subjects studied	Results (including grade)
Date of award or expected award	Month	Year	Mode of attendance

Awarding Institution	Award and Course Title	Main subjects studied	Results (including grade)
Date of award or expected award	Month	Year	Mode of attendance

Have you ever done Research Methodology / Supervised Research before?	Yes	No
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Do you have access to the following: (State "Yes" or "No")	Computer	Internet	Cellphone
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How would you rate your competence in the areas of Mathematics and Computer Skills using the following rating scale?

1. No experience, 2. Some previous experience (need refreshment), 3. Proficient (need no refreshing)

Algebra	Statistics	PC Skills (e.g. word processing, spreadsheets)
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## PART 6: Professional Membership

Name and Address of Professional Organisation	Type of Membership	Dates of Membership	
		From	To

Professional and Vocational Qualifications (non-university)

Institution	Name of Award / Qualification	Dates of Attendance	
		From	To

## PART 7: Work Experience

Your application will be considered on the basis of your work and other relevant experience. You should therefore give full and accurate details of all your relevant previous work experience in this section. You may add an additional sheet if space provided is not sufficient.

Name and Address of Organisation	Job Title and Summary of Responsibilities / Achievements	From		To	
		Month	Year	Month	Year

Name and address of Organisation	Job Title and Summary of Responsibilities / Achievements	From		To	
		Month	Year	Month	Year

## PART 8: Declaration and Undertaking by Applicant

I/we, the undersigned hereby declare:

To the best of my 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 shall abide by all regulations of NUST – and further that the applicants 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 of disciplinary action against a student (whether pending or finalized), academic performance or any other matters relating to the student, NUST may in its discretion report to the parents or guardian 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 Legal Guardian (If Applicant 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. 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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## DEFINITIONS FOR PART 1 OF THIS APPLICATION FORM

<b>Full-time</b>	<b>Face-to-Face:</b> Students who attend in-person classes taking a full course load per semester.
	<b>Online:</b> Students are taking a full course load per semester, with courses being delivered online.
	<b>Flexible and Hybrid:</b> Students can attend classes simultaneously in person or online, either synchronously (online at the same time as the face-to-face) or asynchronously (going through learning resources on MS Teams at their own pace), taking a full course load per semester. This is the preferred mode of offering for students who cannot attend face-to-face classes.
<b>Assessments</b>	Unless otherwise indicated in the <b>course outline</b> , all assessments will be administered either face-to-face or online but examinations are administered face-to-face in a controlled environment.

### Instructions for the Completion of the Form

1. The application is not binding on the applicant or NUST.
2. Applicants must support their application with a detailed Curriculum Vitae highlighting all academic and work-related achievements as well as contact details of **three** referees.
3. Applicants must enclose ORIGINAL transcripts / academic records and certified copies of qualification obtained.
4. Complete the form in BLOCK LETTERS in BLACK INK. All parts including the Essay writing below must be completed. Refer to the Prospectus 2023 when completing this form. Where a choice is given, mark only the appropriate answer with a tick (✓).
5. The closing date for applications is **05 March 2025**.
6. No late applications will be accepted.
7. Candidates with **Non-Namibian Qualifications** must have their qualifications evaluated by the Namibia Qualifications Authority. A copy of the evaluation, together with the relevant documents, must be attached to the application form. Should these qualifications be in another language than English, 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.
8. 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)
9. Forms must be submitted: BY EMAIL to:
  - Eenhana Campus - snshilongo@nust.na
  - Lüderitz Campus - awentworth@nust.na and pshaningwa@nust.na
  - Alternatively, all applications can be hand submitted at all NUST Regional Centres and Main Campus at the Office of the Registrar, The Admissions Department.

## APPENDIX TO APPLICATION FOR MASTERS

### ALL FACULTIES

1. Curriculum Vitae (including three referees)
2. A short essay / letter of motivation providing reasons for wishing to enroll in the Master / Doctorate programme.

### FACULTY OF COMMERCE, HUMAN SCIENCES AND EDUCATION: Harold Pupkewitz Graduate School of Business

For the Master of Business Administration (MBA) and Executive Master of Business Administration (EMBA) and Master of Leadership and Change Management (MLCM):

Applicants will be required to write an admission test based on a simplified numerical and analytical skills test modelled in line with internationally recognised Graduate Management Admission Test (GMAT) or a computer based test with similar predictive attributes concerning the applicant's general aptitude and proficiency. Applicants will be required to demonstrate proficiency in English language at the appropriate level through written assessments under controlled conditions and may also be required to take part in an interview. Alternatively, where appropriate, applicants are eligible to submit recent GMAT results in lieu of the admission test mentioned above.

Additionally;

For the Master of Leadership and Change Management (MLCM)

Between 400 – 600 words per question

- Write an essay illustrating three most important values you demonstrate as a leader and show how you have applied each of these leadership values in practice within your workplace.
- What is the most difficult situation you have encountered in your career and explain how you handled it? Explain how your career has benefited or suffered from that experience.
- Evaluate your career progress to date? Elaborate on your future career plans and your motivation for pursuing a graduate degree at Harold Pupkewitz Graduate School of Business.

OPTIONAL (no more than 350 words): If there is further information that you believe would help the admissions committee make a more informed decision, please elaborate.