



**NAMIPIA UNIVERSITY  
OF SCIENCE AND TECHNOLOGY**

Department: Academic  
Administration

# Notice to current and prospective NUST students.

## PRE-ARRIVAL PLANNING





International students are required to prepare all necessary supporting documents before travelling to Namibia.

**NB:**

- ❖ All documents must be in English or officially translated into English.
- ❖ All documents must be certified.
- ❖ Original documents must be brought along.
- ❖ A valid passport is mandatory.
- ❖ Police clearance (original) from your country of origin is required.

**REGISTRATION**

1. International Block:

All new international students must present proof of their legal status to Ms Alma Kiimba for validation before registration. Having a valid legal status prior to registration is essential to avoid being blocked or deregistered.

2. Senior/Returning Students:

Students who did not have legal status during the 2024 academic year will be blocked in 2025 and will not be permitted to register until their permit issues are resolved.

Students registered at NUST who are studying online or from their home country must inform the university by sending an email to Ms Kiimba, indicating that they are pursuing their studies from their country of origin, so the registration block can be lifted.

Important Notice:

Part-Time and Distance Studies:

International students are not allowed to pursue part-time or distance education while in Namibia unless granted special permission. Students requiring such an arrangement must obtain a letter from Ms Kiimba explaining the circumstances. However, students studying in their home country but registered with NUST are exempt from the study permit requirement.

3. Updating Contact Information:

Please ensure your current Namibian cell phone number and email address are updated with Ms Kiimba. This is essential for effective communication. Updates can be made at the Registrar's Office.



#### 4. Final Selection and Registration:

After the final selection, students must pay their registration fees to complete the process. Ensure you bring:

- ❖ A valid passport with legal status.
- ❖ Original high school certificate documents.
- ❖ Your admission letter.
- ❖ Once registered, you will receive proof of registration, which is required for your study permit application and to obtain your student card.

#### **PLEASE NOTE:**

1. First-year students over 18 must provide a Police Clearance Certificate from their home country, while senior students need a local certificate.
2. The annual fee for a Student Permit is N\$2 200.00 for tertiary education, payable only after the application's approval.
3. Students pursuing courses shorter than a year may apply any time with an institution offer letter. Applicants must have legal status in Namibia while awaiting the outcome.
4. Approval letters or acknowledgment receipts from the Ministry of Home Affairs, Immigration, Safety and Security cannot serve as proof of a Student Permit at entry points.
5. Employment Permit and Temporary Resident Permit cannot be used as student permits until the applicant has applied for a change of condition or permission of their permits through the Immigration Selection Board.
6. Students aged 18 and above are not permitted to study under an accompanying permit; this also applies to spouses accompanying their partners. By law, each student is required to obtain their own study permit or permission to study, with exceptions only for those on a diplomatic accompanying permit.
7. We advise students to use only reputable agents, or ideally to apply without agents, and to reach out to the University for assistance if any challenges arise. Please note that the institution and the Ministry cannot be held accountable for any fraudulent activity if an agent has been used.

**STUDENTS ARE ADVISED TO APPLY FOR THEIR STUDY PERMIT BEFORE THE DEADLINE ON 31 MARCH 2025. IT IS HIGHLY RECOMMENDED THAT STUDENTS SUBMIT THEIR STUDY PERMIT APPLICATIONS WHILE MINISTRY OFFICIALS ARE ON CAMPUS, AS THIS FACILITATES FASTER PROCESSING AND APPROVAL. THE DATES FOR THEIR PRESENCE WILL BE ANNOUNCED.**



## **NEW STUDENT PERMIT**

1. Proof of Registration from the university you plan to attend for the specified academic year
2. Copy of travel document or passport only pages reflecting the personal and passport details as well as the current status (visa or permit in the passport)
3. Two (2) Passport Photos
4. Medical Certificate (Original)
5. Radiological Report (Original)
6. Deed of Surety
7. Police Clearance Certificate from country of origin (Original)
8. Proof of Registration
9. Written Undertaking with Valid Contact Details of the Sponsor
10. Motivation Letter stating your reasons for studying in Namibia.
11. Medical Aid
12. Lease Agreement and Proof of Residence Progress Report from Previous School/ Institution

## **RENEWAL OF STUDY PERMIT**

1. Proof of Registration
2. Previous Academic Transcript
3. Written Undertaking with Valid Contact Details of the Sponsor
4. Copy of the Permit Endorsed in the Passport
5. Namibian Police Clearance Certificate
6. Proof of Residence - Address

## **CONTACT INFORMATION**

If you have any questions or need further assistance, please do not hesitate to contact Ms Alma Kiimba at [akiimba@nust.na](mailto:akiimba@nust.na) or +26461 207 2727.

Our office is situated at the Ground Floor, Office of the Registrar, Main Campus.