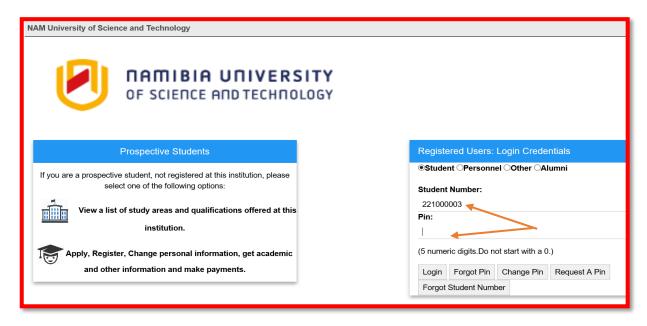
6 EASY STEPS TO REGISTER ONLINE!

Welcome and best wishes with your studies. Successful registration depends on the following:

- You must have at least N\$4,500 (undergraduate) and N\$9,000 (Masters and Doctorate) on your student account.
- NSFAF Loan-holders must have an annual result of PASS (Senior Students).
- Private Bursary/sponsorship letter has been forwarded and processed by Finance Department (2 days waiting period). If not, send an e-mail to bursaries@nust.na
- Bank deposits / electronic transfers has been processed (3 days waiting period). Check your financial statement on the Student Kiosk, or send an e-mail to studentdebtors@nust.na
- You have received an SMS / E-mail stating that you are fully admitted.

To register visit our website at www.nust.na, click on "My Nust Portal", and choose STUDENT KIOSK.

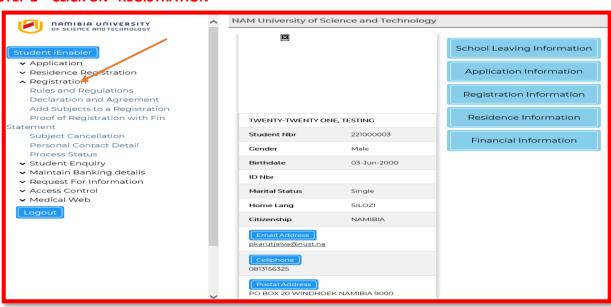
STEP 1 - INSERT STUDENT NUMBER AND PIN



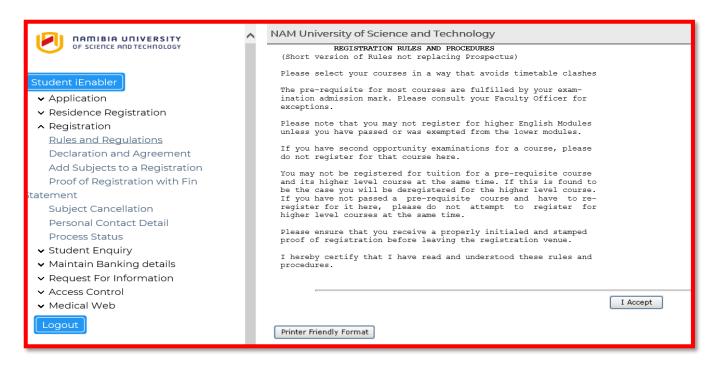
Notes:

• If you forgot you pin or did not received a pin, type in your student number and click on "Request a Pin", and check your inbox. Otherwise contact the Admissions office at admissions@nust.na or +264 61 207 9999.

STEP 2 - CLICK ON "REGISTRATION"

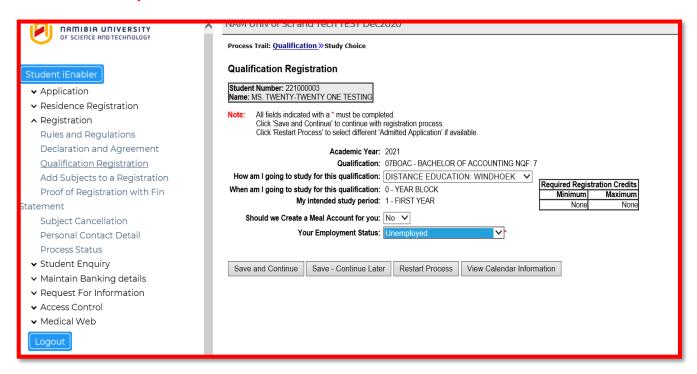


STEP 3 – READ AND ACCEPT THE RULES AND REGULATIONS AS WELL AS THE DECLARATION & AGREEMENT AND ACCEPT.



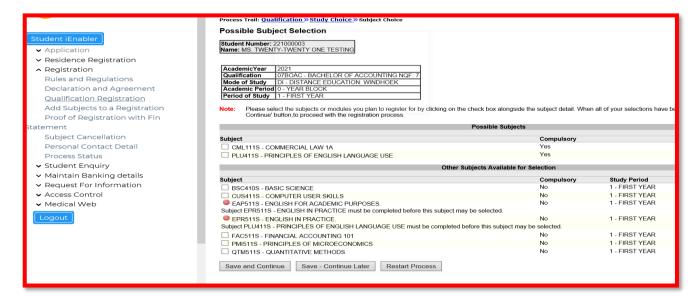
Note: The acceptance of the "Rules & Regulations" and "Declaration and Agreement" is mandatory and serves as your electronic signature. The indicator is stored on your Student File and can be used as a Legal Agreement in a dispute / disciplinary matter.

STEP 4: CLICK ON "QUALIFICATION REGISTRATION" AND SAVE.



Note: New students can only register for the **mode of studies** they have been admitted to.

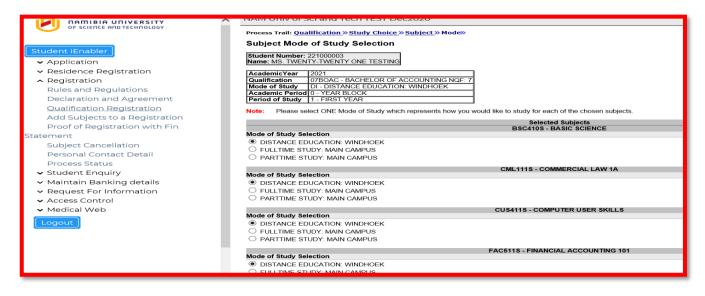
STEP 5: SELECT THE SUBJECTS YOU WANT TO REGISTER FOR, AND CLICK ON "SAVE AND CONTINUE".



NOTES:

- Accuracy of Registration: To ensure and verify that you are registered for all required courses (subjects), refer to the Programme Coding Forms at https://www.nust.na/?q=programme-coding-forms.
- Application for Credits/Exemptions:
 - 1st Year Students: Some institutional core courses or programmes offers exemptions when you have obtained certain Grades in Grade 11 and 12 final examinations. This include certain courses in the Introduction to Science, Technology, Engineering and Mathematics (InSTEM) bridging programme, English Modules, Basic Science, Basic Mathematics and Computer User Skills. For further information kindly refer to the Registration Guide on our website at www.nust.na.
 - **Exemptions for courses at other institutions of higher learning:** Complete a Credit/Exemption form, attach the syllabi as well as academic record and email to facultyofficers@nust.na. You can download the forms from https://www.nust.na/?q=download/annual-reports-documents.
- Registration for English Modules: will be done manually by your Faculty officer. If you qualify for an exemption for an English Module, you can scan and email your final Grade 11 or 12 examination results to the Faculty Officer. Kindly refer to the Registration Guide for more information.

CHOOSE THE MODE OF STUDIES AND SAVE



STEP 6 ACCEPT REGISTRATION AND PRINT YOUR PROOF OF REGISTRATION

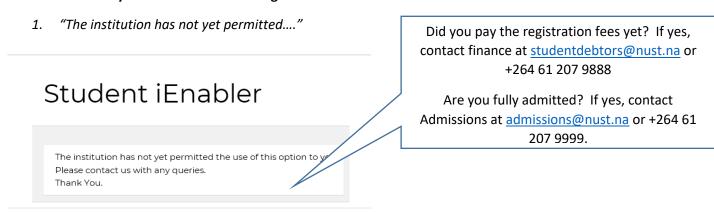


NOTES:

- You can add or cancel subjects **online** till 28 February 2023 with 100% refund.
- It is the responsibility of the student to ensure that his/her biographical information is correct.
 - o For changing personal biographical information changes send an email to admissions@nust.na
 - For postal address & contact details changes: Click on "Personal Contact Detail".

KINDLY UPLOAD YOUR FINAL GRADE 12 RESULTS UNDER "APPLICATION, FINAL STEP".

What to do when you received error messages below:



2. Financial Error Message: send email to studentdebtors@nust.na

