



NOTICE OF EXPECTATION TO GRADUATE

NB! Completion of this form is **NOT** an invitation to the Graduation Ceremony; it represents a notice to the institution that you are on the verge of completing the requirements for the award. You will receive a formal invitation to the Graduation Ceremony should you qualify to graduate.

UPCOMING GRADUATION

This form must be completed by students who expect to obtain a Certificate, Higher Certificate, Diploma, Degree at the upcoming graduation. Students who do not complete and return the form to the University may not be able to graduate as expected. The completed form must be submitted to NUST Reception, any NUST Satellite Campus, or NUST Regional Centre, or emailed to your respective Faculty Officer. It may also be mailed to: Office of the Registrar Private Bag 13388 Windhoek. After submission, please confirm with your Faculty Officer or NUST Regional Centre that your name appears on the graduation list.

COMPLETE THIS PART: (PLEASE PRINT CLEARLY)

NAME(S) AND SURNAME

(Exactly as it should appear on certificate and as they appear on your birth certificate or identity document) (ATTACH CERTIFIED COPY OF YOUR ID OR BIRTH CERTIFICATE)

STUDENT NUMBER:

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|

ID Number (if available):

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|

FULL NAME OF QUALIFICATION YOU EXPECT TO OBTAIN (for example: Certificate, Diploma or Degree)

STUDENT SIGNATURE

DATE

FACULTY OFFICER'S SIGNATURE

DATE

STUDENT'S RECEIPT OF NOTIFICATION TO GRADUATE

Student Name: Student Number:

Qualification you expect to obtain:

.....

Received by: Date:

(Students should keep this receipt as proof of submission of this form)

PLEASE DO NOT HESITATE TO CALL YOUR FACULTY OFFICER IF YOU NEED MORE INFORMATION

| Faculty | Programme | Faculty Officer and Assistant Faculty Officer | Telephone #, Fax # and Email address |
|--------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|-------------------------------------------------------------------------------------------------------|
| Computing and Informatics | Journalism, Bachelor of Computer Science, Bachelor of Computer Science in Cyber Security, Bachelor of Informatics, Bachelor of IT: Business Computing, Systems Administration, Software Development; Bachelor of Computer Science Honours, Bachelor of Informatics Honours, Postgraduate Certificate in Information Systems Audit, Master of Computer Science, Master of Informatics, Doctor of Philosophy in Computer Science, Doctor of Philosophy in Informatics. | Ms Julia Semi | Tel: 061-207 2923 Fax: 061-207 9923 jsemi@nust.na |
| | | Mr Dimbulukeni Nauyoma | Tel: 061 – 2072384 Fax: 061 – 2079384 dnauyoma@nust.na |
| School of Engineering | Civil, Electronics, Mining, Power, Electrical, Mechanical, Metallurgy, Electronics and Telecommunication, Master of Integrated Water Resource Management, Master of Industrial Engineering, Doctor of | Mr Gilbert Hoabeb | Tel: 061 – 207 2320 Fax: 061 – 207 9320 ghoabeb@nust.na |
| | | Ms Sonja Samuels | Tel: 061 – 207 2016 Fax: 061-207 9016 ssamuels@nust.na |
| School of the Built Environment | Architecture, Land Administration, Geomatics, Geo-Information Technology, Property Studies, Town and Regional Planning, Regional and Rural Development | Mr Phen Ilukena | Tel: 061 – 207 2661 Fax: 061 – 207 9661 pilukena@nust.na |
| | | Ms Jasmin Beukes | Tel: 061 – 207 2942 Fax: 061 – 207 9942 jbeukes@nust.na |
| Health, and Applied Sciences | Bio-Medical Sciences, Emergency Medical Care, Environmental Health Science, Mathematics & Statistics. | Ms Mercia Richards | Tel: 061-207 2964 Fax: 061-207 9964 mrichards@nust.na |
| | | Ms Rudy-AM Naruses | Tel: 061 – 207 24470 Fax: 061 – 207 9440 rnaruses@nust.na |
| Harold Pupkewitz Graduate School of Business (HP-GSB) | Master of International Business, Master of Business Administration Master of Leadership and Change Management Executive Master of Business Administration | Ms Yvonne Shipanga | Tel: 061-207 2671 Fax: 061-207 9671 yshipanga@nust.na |
| | | Ms Julia Kashupi | Tel: 061 – 207 2741 Fax: 061 – 207 9741 jkashupi@nust.na |
| Commerce School of Human Sciences | Communication, English, TVET and Criminal Justice | Ms Gillian Feris | Tel: 061 – 207 2160 Fax: 061-207 9160 gferis@nust.na |
| Commerce School of Management Sciences | Accounting & Finance, Economics | Ms Yvonne Shipanga | Tel: 061-207 2671 Fax: 061-207 9671 yshipanga@nust.na |
| | | Ms Julia Kashupi | Tel: 061 – 207 2741 Fax: 061 – 207 9741 jkashupi@nust.na |

| | | | |
|-----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Commerce School of Management Sciences | Business Management, Entrepreneurship, Business and Information Administration, Human Resources Management, Public Management. | Ms Colien Biwa Mr Stephanus Mahalie | Tel: 061 – 207 2320 Fax: 061-207 9320 cbiwa@nust.na Tel: 061 – 2072419 Fax: 061 – 2079419 smahalie@nust.na |
| Commerce School of Management Sciences | Transport, Logistics and Procurement Management, Marketing Management, Hospitality & Tourism Management, Sport Management | Ms Seanie Van Wyk Mr Daniel Mbidi | Tel: 061 – 207 2835 Fax: 061-207 9835 sfvanwyk@nust.na Tel: 061 – 2072880 Fax: 061 – 2079880 dmbidi@nust.na |
| Natural Resources | Agriculture, Horticulture and Natural Resources. | Mr Brandon Strauss Rietfontein Satellite Campus | Tel: 061 – 2072958 Fax: 061-207 9958 bstrauss@nust.na |
| Eenhana Satellite Campus Programmes | All students registered on Eenhana Satellite Campus Offering Types must send their Notices of Expectation to Graduate to Mr Simon Amunime. | Mr Simon Amunime Eenhana Satellite Campus | Tel: 061 – 207 2339 Fax: 061 – 207 9339 samunime@nust.na |