



## Application for Admission 2020

# Advanced Standing

This form is for applicants with credits or completed qualifications from other accredited institutions of higher learning, who wish to apply for higher levels of study within a programme. Read the instructions on the last page of 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

First Choice		Full-time		Part-time		Distance	
Second Choice		Full-time		Part-time		Distance	

Choose the appropriate Examination Centre below: *(Distance education students only)*

Gobabis		Katima Mulilo		Keetmanshoop		Opuwo		Ongwediva		Otjiwarongo	
Outapi		Rundu		Tsumeb		Walvis Bay		Windhoek			

### 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	

Population Group <i>(for statistical purposes only)</i>	Black		Coloured		White		Other <i>(please specify)</i>	
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If not a Namibian citizen, please provide the following details:

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

### PART 3 Contact Details

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 Payment Details

Name of Person / Institution responsible for Payment	
Postal Address	
Email Address	
Telephone Number	

### PART 5 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	<input type="checkbox"/>	No	<input type="checkbox"/>	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"/>	Wheelchair bound
<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"/>	Muscular / skeletal / joint / limb deficiencies / diseases, such as polio or muscular dystrophy
<input type="checkbox"/>	Deaf	<input type="checkbox"/>	Diabetes

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

### PART 6 Specially designated ethnic minorities

Are you a member of the following ethnic minorities? Please tick (✓)	Ovazemba/Ovahimba	<input type="checkbox"/>	San	<input type="checkbox"/>
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If your answer is "yes" attach hereto your full birth certificate and a sworn declaration by your Regional Councilor or Headman confirming your ethnic group of origin.

## PART 7 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:** *[Please enclose original transcripts and certified copies of certificates, diplomas etc.]*

Institution	Year of studies	Course title	Main subjects studied (including results/grade obtained)

**Admission with Advanced Standing shall be considered under the following conditions: (Please read General Rule GI2.5 in the Yearbook 2019)**

- In the case of credits being presented:
  - Such credits must make up at least the equivalent of one study period (one semester or one year) of the programme for which such advanced standing is applied for.
  - Such credits must not be older than eight years and must be presented in an official academic transcript from the institution concerned.
- In the case of completed qualifications being presented, such application must be accompanied by a detailed original transcript issued by the certifying institution.
- The volume of advanced standing granted shall not exceed 50% of the credit requirements for a degree, except in such cases where a National Diploma is considered appropriate for enrolment in the fourth year level of a degree.

## PART 8 General Information

Name of employer		Telephone number	
Postal address			

Do you have access to the following: (State "Yes" or "No")

Computer		Internet		Cellphone	
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## PART 9 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 acknowledge that a Specified Minimum Deposit is required before or on the date of registration each semester. The balance on the account is then payable monthly as per dates specified in the Yearbook, Fees section;

That a statement signed by the Bursar or his/her delegate shall represent the amount owing to NUST by me/us, and further that in the event of such amount being handed over for collection, I/we shall pay all legal charges incurred on the attorney and client scale;

That I/we shall pay all interest on all overdue fees, and disbursements at a rate of 15% per annum compounded monthly and calculated from the first day of each month following the date by which final payment of all fees and disbursements must have been made;

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 or major fee contributor 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 or major fee contributor 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. I 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 Legal Guardian:  Date: 

D	D	M	M	Y	Y	Y	Y
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### Instructions for the Completion of the Form

1. Form to be used by applicants with credits or completed qualifications from other accredited institutions of higher learning, who wish to apply for higher levels of study (e.g. 2<sup>nd</sup>, 3<sup>rd</sup> year etc.) within a programme.
2. The application is not binding on the applicant or NUST.
3. Complete the form in **BLOCK LETTERS in BLACK INK**. Where a choice is given, mark only the appropriate answer with a tick (✓).
4. Refer to the Guide for Prospective Students or our Yearbooks 2019 at [www.nust.na](http://www.nust.na) when completing this form. The closing date for applications is 30 August 2019. A non-refundable application fee of N\$200 must accompany this application. Please **do not** send cash when posted. Payments can be made by bank deposit. Enclose your original deposit slip with this application. **Our banking details: First National Bank, Account Number 55500126319, Corporate Branch Windhoek, Branch Code 281872. Postal orders are NOT accepted as payment.** Late applications will be accepted until 30 September 2019. A late application fee of N\$570 is payable.
5. **Apply online at [www.nust.na](http://www.nust.na) for free!**
6. This application must be accompanied by certified copies of **birth certificate/identity document, relevant academic certificates / latest school results and ORIGINAL academic record / transcript.**
7. Applicants with Foreign Qualifications must attach English Translations of their school qualifications. Such 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. 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)
8. Candidates with Non-Namibian Qualifications must have these qualifications evaluated by the Namibia Qualifications Authority. A copy of the evaluation, together with the relevant documents, must be attached to the application form.
9. Forms must be submitted to: BY MAIL: NUST, The Office of the Registrar, The Admissions Department, Private Bag 13388, Windhoek, Namibia, or PERSONAL: The Student Administrative Service Centre, Frontdesk, 13 Jackson Kaujeua Street, Windhoek or all NUST Regional Centres. All information will be treated as confidential.
10. All information will be treated as confidential.

**CHECK LIST: Items that must be submitted before your application will be processed. Please tick (✓)**

Application form: All parts of the application has been completed	A original official translation of the foreign qualification - if in foreign language other than English	
Application Fee: Proof of payment is attached e.g. bank deposit slip	A certified copy of the Namibian Qualification Authority (NQA) evaluation of foreign qualifications (if qualification is obtained in another country other than SADC)	
A certified copy of latest school results e.g. August results, Namibia Senior Secondary Certificate		
A certified copy of all tertiary qualification(s) and academic record	A certified copy of ID document (Namibian Citizens) or Passport (foreign students)	
An original letter from Employer(s)	A certified copy of marriage certificate (where applicable) or divorce order (where applicable)	

For office use only:

Accept 1 <sup>st</sup> Choice		Accept 2 <sup>nd</sup> choice		Year admitted to		Waiting list		Rejected	
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Conditions to admission:

Courses to be done from lower study periods (if any):

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Courses exempted at the year admitted (if any):

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Reasons for non-admittance:

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HOD: NAME & SURNAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Comments From Registrar

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Signature: Registrar: \_\_\_\_\_ Date: \_\_\_\_\_