



Self-help Registration 2nd Semester 2021

Self-help /Online registration is only available for current NUST students who are continuing their studies in the same programme that they registered for at the beginning of 2021. Due to COVID-19 restrictions, no registration will be conducted on campus. Students are encouraged to contact their respective faculty officers via e-mail or telephone, should they need assistance with registration.

Dates

Registration will start on 26 July and end on 13 August. There will be no late-registration.

Fees

- **Deposit on Tuition Fees:** N\$4 200 (for undergraduate and honours degrees) and N\$8 400 (for Master and PhD degrees). In addition to the deposit, outstanding fees must be settled.
Full Deposit must be paid regardless of the number of subjects to be registered.
- **Deposit on Residence Fees:** N\$4 200 including refundable breakage fee of N\$1 840.
- **Due to the ongoing COVID-19 pandemic, students are strongly urged to use electronic (EFT) or direct deposit payment methods.**
- Payments on campus should be the last resort.
- NUST Banking Details: First National Bank, Account Number: 55500126319, Branch Code: 281872
- International Swift Code: FIRNNANX, Reference: Your Student Number (very important)
- E-mail payment confirmation to studentdebtors@nust.na
- Bank payments do not immediately reflect on your student account, therefore, allow at least three working days for processing.
- NSFAF loan holders who have received their FINAL award letter, should email the letter to bursaries@nust.na

Distance Education Students

1. **All distance students** will be enrolled in e-Learning for their relevant courses. Study Guides will be uploaded onto the MOODLE platform in a flipbook file

format. The tutorial letters will be uploaded under the Course Material Section. No hard copies will be issued to students.

2. **Compulsory Vacation School** for Business Applications (BAP51S, BAP621S and BAP721S) and Computerised Accounting (IAD720S) will take place from **16 to 20 August 2021** at the **Main Campus in Windhoek**. The Vacation School is an opportunity for all distance education students to attend face-to-face classes and engage with their lecturers for a stipulated period. **Kindly note that the above arrangements are subject to change, in line with the COVID-19 national guidelines.**

Process

After payment of your registration fee, log onto www.students.nust.na and click on **"Student Kiosk"**

1. Login with your Student Number and PIN then click on "Registration".
2. Read and accept the "Rules and Regulations" as well as the "Declaration" then click on "Add Subjects to a Registration". This will enable you to add your second semester subjects/courses.
3. Register and print a Proof of Registration. Students who were not registered in the first semester 2021, must complete a Resumption of Studies form, which can be found on www.nust.na. Email the completed form to the Faculty Officer.

Contacts

General Enquiries, T: +264 61 207 2056, E: admissions@nust.na
Student Debtors, T: +264 61 207 2743, E: studentdebtors@nust.na

Faculty	Faculty Officer	Contact details
Faculty of Computing and Informatics	Ms Julia Semi	T: +264 61 207 2923, E: jsemi@nust.na
Faculty of Engineering	Ms Sonja Samuels	T: +264 61 207 2016, E: ssamuels@nust.na
Faculty of Health and Applied Sciences	Ms Mercia Richards	T: +264 61 207 2964, E: mrichards@nust.na
Faculty of Human Sciences	Ms Gillian Feris Ms Brenda Anton (Assistant)	T: +264 61 207 2160, E: gferis@nust.na T: +264 61 207 2251, E: banton@nust.na
Faculty of Natural Resources and Spatial Sciences	Ms Neriene Hoebes	T: +264 61 207 2963, E: nhoebes@nust.na
Faculty of Management Sciences		
Department of Management Sciences	Mr Gilbert //Hoabeb	T: +264 61 207 2320, E: ghoabeb@nust.na
Department of Accounting and Economics	Ms Yvonne Shipanga	T: +264 61 207 2671, E: yshipanga@nust.na
Department of Hospitality and Tourism Department of Marketing and Logistics	Ms Indira Mbako	T: +264 61 207 2170, E: imbako@nust.na

Enquiries:

Office of the Registrar
13 Jackson Kaujeua Street
Private Bag 13388, Windhoek, NAMIBIA
T: +264 61 207 2056
F: +264 61 207 9056
E: admissions@nust.na
W: <http://www.nust.na/?q=study-nust>