**Why do I have to apply online?**

Our online application is secure and easy to use. Applying online provides you with immediate notification that your application has been received. You will also be able to follow the progress of your application. **Applying online is free!**

**Where can I apply?**

From your home, work or any computer with Internet connection anywhere in the world! Strategic Online Application Stations at the Main Campus as well as at the Regional Centres are established for those applicants who do not have access to internet services. These points will be in operation from 08h00 – 16h00 on weekdays.

**What must be in place before I apply?**

Valid e-mail address: You need a valid email address before submitting an electronic application. An email address can be obtained from any one of the free e-mail providers e.g. www.hotmail.com, www.yahoo.com or www.gmail.com etc.

**How does current or previous NUST students apply?**

Current or previous NUST students who wish to apply for another or change their programme of study or who wants to resume with their studies, should NOT complete a new application record but MUST login under “Registered Users” on the Student Kiosk.

**When is my application completed?**

Your application is completed when:

- You have completed all the necessary steps and receive the message "your application has been successfully lodged"; and
- You have uploaded all supporting documents.

**What documents should be uploaded?**

The following documents must accompany your application:

- **All Applicants**
  - Identity Document / Birth Certificate (Namibian Citizens); Passport (non-Namibian citizens)
  - Latest School Results e.g. Namibian Senior Secondary Certificate (NSSC), International General Certificate of Education (IGCSE) or for current Grade 12 learners, August Results.
  - Declaration and Undertaking. If you are under the age of 18, the form must be co-signed by legal guardian or parent

*In addition to the documents mentioned above the following applicants must ALSO submit the following documents:*

- **Postgraduate and Advanced Standing Applicants**
  - Qualification(s) obtained after Grade 12 [e.g. Diploma, Degree etc.] 
  - Original Academic Record/transcript from the institution where you have studied as well as the complete syllabi.
  - Applicants for Masters or Doctorate programmes should also attach a Curriculum Vitae and Motivational Letter or Proposal as per different programmes requirements.

- **Foreign applicants:**
  - Latest qualification in original language;
  - Certified translations of all foreign language documents including the qualifications; and
  - Namibian Qualifications Authority [NQA] Evaluation if the qualification is obtained outside the SADC Region.

- **Mature Age Entry Scheme Applicants:**
  - Reference Letter from your employer(s).
How can I upload my documents?

1. Scan your documents separately and save on your computer in .pdf, .jpeg or word format.

2. Go to Step 3 and click on “Load/View Documents”.

3. Click on “Upload Document”.

4. Browse to search for your documents and click on “Save”.

How do I apply online?

- Log on to the NUST Website at www.nust.na and click on the Admissions Link. Click on “online application” and choose the type of application e.g. Undergraduate, Postgraduate etc.
- Read the notes at the top of each page before you continue to the next page.
- Some fields have drop-down lists to choose from.
- Click on the “Help button” if you should get stuck.
- Part A and B should be completed by FIRST-TIME APPLICANTS only. Should you already have a student number from Namibia University of Science and Technology, please login as a “Registered User”.
- Our Admission Officers are on standby to assist you should you have any problems. You can send an email to admissions@nust.na or call our office at 061-2072056.

PART A – COMPLETE YOUR BIOGRAPHICAL INFORMATION

PART B: CREATE YOUR PIN NUMBER

- You must provide us with a valid email address.

Remember your reference number and pin.

PART C – COMPLETE YOUR APPLICATION.
The system will automatically take you to the STUDENT KIOSK to complete your application.

COMPLETE STEPS 1 TO 7.

Step 1: Ensure that your biographical information is correct. Enter your email address. All correspondence will be sent via email.

Step 2: The acceptance of the Declaration and Undertaking is mandatory and serves as your electronic signature. The indicator will be stored on your student file and can be used as a Legal Agreement in a dispute/disciplinary matter. This form must be printed, signed and uploaded. If you are under the age of 18, it must also be signed by your parents or legal guardian.

Step 3: If you have any disability, kindly complete this step – if not, you may skip it.

Step 4: Capture your Grade 12 results. Your results must be converted to symbols / grades.

Step 5: If you have post-grade 12 qualifications, you can complete this step. If not, you may skip this part.

Step 6: Choose the programme which you would like to apply for. First choice must be indicated by the number 1 and second choice by the number 2. If you would like to change your programme or study you are welcome to send us an email.

Final Step: Your application will be incomplete without the necessary documents being uploaded. Click on How to upload your documents to ensure that you have uploaded all your documents.

For enquiries contact us at Tel: 061-2072056 or Email: admissions@nust.na
**When is the Mature Age Entry Tests taken place?**
The Mature Age Entry Test will take place on the following dates: Thursday, 17 August 2017 (13h00-19h00); Friday, 18 August 2017 (13h00 – 19h00) and Saturday, 19 August 2017 (08h00-14h00). You are expected to turn up on one of these days to write the tests. Don’t miss it.

**I completed my application, what now?**
You will receive an acknowledgement letter soon. Your admission letter will be sent to you by email and postal services by December 2017. Please make sure that your email address is correct and valid.

**I applied but did not receive any feedback...**
Is your email or postal address correct? Did you complete your application by choosing and saving the programme of studies [Step 6]? Did you upload all the necessary documents? You can enquire by writing an email or enquire personally during December 2017 or January 2018.

To enquire send an email to admissions@nust.na or call us at +264 612072056.