



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 is to be completed by students who are expecting to obtain a certificate, higher certificate, diploma or degree in **the upcoming graduation**. **Students who do not complete the form and return it to the University may not graduate as expected and will have to wait for another graduation ceremony (Rule AC9.2).** The form must be returned/submitted to the NUST RECEPTION, NUST Regional Centres or Emailed to your respective Faculty Officer or must be mailed to the Office of the Registrar, Private Bag 13388, Windhoek, before or on 1 July for the October Graduation and 1 February for the April Graduation. Please check by 1 SEPTEMBER or 1 APRIL whether the Annual Result code has been updated on your Academic Record to indicate an award (via the Student Kiosk). You may only contact your Faculty Officer if your Annual Result code is not updated.

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:

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ID Number (if available):

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.....
FULL NAME OF QUALIFICATION YOU EXPECT TO OBTAIN (for example: National Diploma in Public Management)

.....
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	Telephone #, Fax # and Email address
Computing and Informatics	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
Engineering	Civil, Electronics, Mining, Power, Electrical, Mechanical, Metallurgy, Electronics and Telecommunication, Master of Integrated Water Resource Management, Master of Industrial Engineering	Ms Sonja Samuels	Tel: 061 – 207 2016 Fax: 061-207 9016 ssamuels@nust.na
Health and Applied Sciences	Bio-Medical Sciences, Emergency Medical Care, Environmental Health Science, Mathematics & Statistics, Natural Sciences.	Ms Mercia Richards	Tel: 061-207 2964 Fax: 061-207 9964 mrichards@nust.na
Harold Pupkewitz Graduate School of Business	Master of International Business, Master of Business Administration Master of Leadership and Change Management Executive Master of Business Administration	Ms Mercia Richards	Tel: 061-207 2964 Fax: 061-207 9964 mrichards@nust.edu.na
Human Sciences	Communication, English, Journalism, VET and Public Management, Criminal Justice	Ms Gillian Feris	Tel: 061 – 207 2160 Fax: 061-207 9160 gferis@nust.na
Management Sciences	Accounting & Finance, Economics	Ms Yvonne Shipanga	Tel: 061-207 2671 Fax: 061-207 9671 yshipanga@nust.na
Management Sciences	Business Administration, Business Management, Entrepreneurship, Office Management and Technology, Human Resources Management	Mr Gilbert //Hoabeb	Tel: 061 – 207 2320 Fax: 061-207 9320 ghoabeb@nust.na
Management Sciences	Transport and Logistics Management, Marketing Management, Hospitality & Tourism Management	Ms Indira J. Mbako	Tel: 061 – 207 2170 Fax: 061-207 9170 imbako@nust.na
Natural Resources and Spatial Sciences	Architecture, Agriculture, Nature Conservation, Land Administration, Geomatics, Geo-Information Technology, Property Studies, Town and Regional Planning, Regional and Rural Development	Ms Neriene //Hoëbes	Tel: 061 – 2072963 Fax: 061-207 9963 nhoebes@nust.na