



Welcome back and best wishes with your studies. Successful registration depends on the following:

1. You must have at least N\$4,200 on your student account
2. NSFAF Loan-holders must have an annual result of PASS

To register kindly follow the easy steps below:

Student iEnabler

- ✓ Application
- ✓ Residence Application
- ✓ Residence Registration
- ^ Registration
 - Rules and Regulations
 - Declaration and Agreement
 - Qualification Registration
 - Add Subjects to a Registration
 - Submit Registration
 - Proof of Registration with Fin Statement
 - Subject Cancellation
 - Qualification Cancellation
 - Personal Contact Detail
 - Subject Cancellation
 - Process Status
- ✓ Student Enquiry
- ✓ Request For Information

Step 1: Login to www.nust.na and follow the E-NUST Tab. Click on "Student Kiosk" and insert your student number and pin number.

Step 2: Read the Rules & Regulations as well as Declaration of Agreement and click on the "I Accept" button. The acceptance of the "Rules & Regulations" and "Declaration and Agreement" is mandatory and serves as your electronic signature. The indicator is stored on your Student File and can be used as a Legal Agreement in a dispute / disciplinary matter.

Step 3: Click on "Qualification Registration", select the subjects you want to register for and click on "Save & Continue". Returning students registering for the first time in 2019 must contact their Faculty Officer to register them for the qualification before they can proceed.

Step 4: Select the mode of studies and click on "Save and Continue"

Step 5: Make sure your registration details are correct and click on "Accept Registration".

Step 6: Make sure your Proof of Registration is correct. Double check the following: Year of Studies, courses registered for, Mode of studies, Fees charged etc. Print your Proof of Registration.

Other important information

1. All students with courses/subjects on DISTANCE mode, MUST collect their study material before or on **01 February 2019** from the COLL Office at the Main Campus or at your Regional Centre.
2. If a subject does not appear on the system, send an email to facultyofficers@nust.na.
3. **Cancelling a course (subject) or qualification:** Click on "Subject Cancellation" or "Qualification Cancellation".
Deadline of **cancellation** of a programme / course with 100% refund: 28 February 2019.
4. **Adding of a course (subject)** on full- or part-time can be done on the Student Kiosk until 28 February 2019. If you would like to add a course (subject) on distance mode, contact the COLL office since adding a course on distance mode depends on the availability of study material.
5. **Changing mode of studies of a course:** To change to *full-time or part-time*: Download and complete an amendment form. To *Distance*: Contact the COLL Office: Tel: +264 61 2072259 or 2072760
6. **For enquiries regarding registration issues, contact:** Email: admissions@nust.na Tel: +264 61 2072056.
7. **For enquiries regarding financial issues, contact:** Email: studentdebtors@nust.na Tel: +264 61 2072110