



Office of the Registrar

Student Admissions

Application for Admission
MATURE AGE ENTRY

Academic Year Applied For:

Application fee received (receipt no)

Date received

Biographical computed (Initials)

Pre-evaluation done (Initials)

Date to selection

Date received back

Admission status computed (Initials)

For Office Use Only

STUDENT NUMBER:

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Read and follow the instructions on the last page of this form.

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		Walvisbay		Windhoek	
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Part 2 Personal details

Title (e.g. Mr, Ms, Dr, etc)		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	

If not a Namibian citizen, please provide the following details:

Country of origin		Passport Number		Expiry date	
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Type of permit		Permit Number		Expiry date	
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Part 3 Contact details

	(self)	(work)
Address		
Country		

Email Address

Very Important Note: All correspondence will be via email. Kindly provide us with a valid email address.

Telephone (home)		Telephone (work)		Mobile	
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For Office Use Only:

Test Scores (%):	English		Mathematics		≥ 3 years working experience?	Yes	No	≥23 years of age?	Yes	No
Comments:						Accept 1 st choice		Accept 2 nd Choice		Rejected

Selection Committee:

HOD:

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 No If your answer is "yes" tick (✓) the appropriate challenge you are experiencing.

<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 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	Candidate number

Tertiary education details: *(Please enclose original transcripts and certified copies of certificates, diplomas etc.)*

Name of Institution	Year		Qualification obtained or enrolled for
	from	to	

Part 7 Work experience

Your application will be considered on your work and other relevant experience. You should therefore give full and accurate details of all your relevant current and previous work experience. Please attach original reference letter from your employer(s). *Please attach a reference letter from your employer(s) stating your years of experience and in what capacity you worked.*

Name and address of current organization	Job title and summary of responsibilities / achievements	From		To	
		Month	Year	Month	Year

Name and address of previous organization	Job title and summary of responsibilities / achievements	From		To	
		Month	Year	Month	Year

Part 8 Mature Age Entry Exams

For admission purposes you will be expected to write a Mathematics (Basic Numeracy) and English Proficiency entrance test. Applicants are expected to turn up on the date and time that they have indicated below **without a written invitation / notice from the institution.**

Indicate at which Centre you would like to take the test:

Gobabis	Katima Mulilo	Keetmanshoop	Opuwo	Ongwediva	Otjiwarongo	Outapi	Rundu	Tsumeb	Walvisbay	Windhoek
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Indicate on which day you would like to take the test:

Thursday, 23 August at 13h00	Friday, 24 August at 13h00	Saturday, 25 August at 09h00
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Part 9 General Information

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

COMPUTER

INTERNET

CELLPHONE

Part 10 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. This application is not binding on the applicant or NUST. Complete the form in BLOCK LETTERS in black ink. Refer to the Guide to Prospective Students 2019 when completing this form. Where a choice is given, mark only the appropriate answer with a tick (✓).
2. The closing date for applications is **31 July 2018**. **No late applications will be considered.**
3. An application fee of N\$180 must accompany this application. Please do not send cash when posted. Payments can be made by bank deposits. Please 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.
4. **Apply online at www.nust.na for free!**
5. This application must be accompanied by certified copies of **birth certificate / identity document, relevant academic certificates and reference letter(s) from employer(s)**.
6. 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.
7. 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.
8. For admission purposes you will be expected to write a Mathematics (Basic Numeracy) and English Proficiency entrance test. Applicants are expected to write the tests on any day from 23 August (13h00), 24 August (13h00) or 25 August (09h00) **without a written invitation / notice from the institution**. Venue: Main Campus – Engineering Basement or NUST Regional Centres.
9. Forms must be submitted to: BY MAIL: The Office of the Registrar, The Admissions Department, Private Bag 13388, Windhoek, Namibia, PERSONAL: The Student Administrative Service Centre, Frontdesk, 13 Storch Street, Windhoek or all NUST Regional Centres.
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)	

Candidate's reminder to write the Mature Age Entry Tests

Please complete in BLOCK LETTERS, tear off and keep slip

Important Information:

1. The Mature Age Entry Tests consist of two tests: English (Proficiency Test) and Mathematics (Basic Numeracy)
2. You should write **BOTH** tests and score at least a minimum pass-mark of 40% in each test. Please note that some programmes might have their own minimum pass mark requirement.
3. Passing the test does not mean that you will be automatically accepted. You should still fulfill all other requirements and admission is based on spaces available.
4. Test results will be mailed to you by the end of November.
5. Applicants are expected to turn up on the date and time they have indicated without a written invitation / letter from the institution.
6. You **MUST** bring with the following:
 - **Original** Identity Card or Passport
 - Pencil, Pen, Rubber, Ruler, Calculator
 - NO cell-phones will be allowed for the duration of the test.
7. You are required to turn up at least **15 minutes** before commencement of the test. No-one will be allowed 15 minutes after test has commenced. You are also not allowed to leave the venue during the duration of the test and will be given a 15 minute break after the first test has been written.

Surname:.....

First Name (s):

ID / Passport Number:.....

Programme applied for:.....

Signature:.....

Tick [✓] the appropriate Examination Centre below

Gobabis	Katima Mulilo	Keetmanshoop	Opuwo	Ongwediva	Otjiwarongo	Outapi	Rundu	Tsumeb	Walvisbay	Windhoek
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Thursday, 23 August 2018 at 13h00	Friday, 24 August 2018 at 13h00	Saturday, 25 August 2018 at 09h00
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