



Senior Students Self-Help Registration: 09 to 18 January 2017

NB: Off-campus Self-help Registration is only available to existing NUST students who are continuing their studies in the same programme of studies.

Students who have off-campus internet access

There is no need to keep to the registration schedule below. You can register from anywhere, on any day and time between 09 to 18 January 2017.

Step 1: Pay N\$3 500 deposit on your tuition fees. If paid through the bank, it should be at least 2 working days before your scheduled registration date. It is not necessary to fax the deposit slip, provided that your student number is correctly indicated on the reference line or as recipient reference (for on-line banking). Otherwise, you may fax your deposit slip to 061-207 9254/9743. For enquiries regarding on-line payments, contact: Tel: 061-2072254/2072743 or email: studentdebtors@nust.na.

Step 2: Log on to the website at www.nust.na and click on Student Kiosk. Log on with your student number and pin and click on Registration. Follow the steps for Online Registration. Register and print a proof of registration. For assistance regarding online registration, contact: The Help Desk – Tel: 061 -2072056/2775 or refer to the '6 easy steps for Online Registration' on the NUST website.

Step 3: Students who register on distance mode, should collect their study material on weekdays between 09 to 18 January 2017 from COLL or their nearest Regional Centre. They will be expected to show their proof of registration to collect their study material.

Students who need the on-campus ICT facilities on the NUST main campus or regional centres

Registration will take place as indicated on the schedule below from 12 to 18 January 2017 at the following venues:

- All Full-time, Part-time and Windhoek-based Distance Education Students will

register at the Science and Technology Building, Main Campus.

- Regional distance education students will register online at their respective Regional Centres.

Fees

- Deposit on Tuition Fees:** N\$3 500 (including a non-refundable registration fee). If the total fee account is below N\$3 500, then the full fee account is payable on the day of registration.
- Deposit on Residence Fees:** N\$3 500 (including a refundable breakage fee of N\$850). All NSFAP loan holders must also pay this deposit.
- Students with outstanding accounts will NOT be allowed to register. Check the Student Kiosk for outstanding fees on Tuition or Accommodation. For outstanding library fines, log on to the website at www.nust.na and click on "library".
- Students may pay directly into the NUST bank account:** Account number: 55500126319, First National Bank, Ausspannplatz Branch, Branch Code: 281872. Please ensure that your valid student number is indicated in the reference block.
- Speed Point facilities will be available** at the Main Campus for payment by credit or debit card.

Other important notices

- All distance education students registering for Information Administration 2A and 3A MUST attend the compulsory Vacation School from 30 January 2017 to 03 February 2017, All students registering for Computerised Accounting on distance mode MUST attend the compulsory Vacation School from 23 to 26 January 2017 at the Office Building, 1st Floor, Main Campus.
- All continuing Postgraduate students may register on any day from 09 to 18 January 2017.
- Late Registration: 30 January to 03 February 2017 (late fee of N\$450 is payable in addition to the deposit of N\$3 500).

Students who need to use the ICT Facilities of NUST Online Registration Schedule: 12 to 18 January 2017

Date and Day	Programme	Time	Surname	Date and Day	Programme	Time	Surname
Thursday, 12 January	Faculty of Management Sciences: <ul style="list-style-type: none"> Business Management / Administration Entrepreneurship Logistics and Supply Chain Management Office Management Faculty of Human Sciences: <ul style="list-style-type: none"> All Programmes 	08:00-09:00	A-D	Tuesday, 17 January	Faculty of Natural Resources and Spatial Sciences: <ul style="list-style-type: none"> All Programmes Faculty of Management Sciences: <ul style="list-style-type: none"> Economics Marketing 	08:00-09:00	A-D
		09:00-10:00	E-G			09:00-10:00	E-G
		10:00-11:00	H-I			10:00-11:00	H-I
		11:00-12:00	J-K			11:00-12:00	J-K
		12:00-13:00	L-M			12:00-13:00	L-M
		13:00-14:00	N-O			13:00-14:00	N-O
		14:00-15:00	P-S			14:00-15:00	P-S
		15:00-16:00	T-Z			15:00-16:00	T-Z
Friday, 13 January	Faculty of Management Sciences: <ul style="list-style-type: none"> Accounting and Finance Faculty of Health and Applied Sciences <ul style="list-style-type: none"> All Programmes 	08:00-09:00	A-D	Wednesday, 18 January	Faculty of Engineering: <ul style="list-style-type: none"> All Programmes 	08:00-09:00	A-D
		09:00-10:00	E-G			09:00-10:00	E-G
		10:00-11:00	H-I			10:00-11:00	H-I
		11:00-12:00	J-K			11:00-12:00	J-K
		12:00-13:00	L-M			12:00-13:00	L-M
		13:00-14:00	N-O			13:00-14:00	N-O
		14:00-15:00	P-S			14:00-15:00	P-S
		15:00-16:00	T-Z			15:00-16:00	T-Z
Monday, 16 January	Faculty of Management Sciences: <ul style="list-style-type: none"> Human Resources Management Transport Management Faculty of Computing and Informatics: <ul style="list-style-type: none"> All Programmes 	08:00-09:00	A-D	<p>Download your timetable from our website at www.nust.na.</p> <p>Lectures begin on Wednesday, 01 February 2017.</p>			
		09:00-10:00	E-G				
		10:00-11:00	H-I				
		11:00-12:00	J-K				
		12:00-13:00	L-M				
		13:00-14:00	N-O				
		14:00-15:00	P-S				
		15:00-16:00	T-Z				

New Students Self-Help Registration: 19 to 27 January 2017

What is Final Selection?

- Final selection is a process whereby the best candidates for each programme are selected. Applicants must present themselves with their final results for final selection or run the risk of forfeiting their places in the programme. All first-year (full- and part-time) students must attend final selection as indicated in the schedule below.
- Selected applicants who applied to study through Distance Education and Mature Age Applicants need not attend the final selection unless their admission letter states that they should report for selection.

What should I bring along to the Registration?

1. Original Documents

You MUST bring your ORIGINAL school leaving certificate or statement of results AND birth certificate or identity document or passport during registration. Candidates with foreign qualifications from outside the SADC region must ensure that they have their school leaving certificates evaluated by the Namibia Qualifications Authority (NQA). At registration the original NQA evaluation, original school leaving certificate in the foreign language (if applicable) and original translation of the school leaving certificate MUST be presented to the admitting official. Candidates must also present a valid passport. Failure to present these documents will result in applicants not being registered.

2. Fees:

- **Deposit on Tuition Fees:** N\$3 500 (including a non-refundable registration fee)
- **Deposit on Residence Fees:** N\$3 500 (including refundable breakage fee of N\$850)
- **Final selected students may pay these fees directly into the NUST bank account:** Account number: 55500126319, First National Bank, Ausspannplatz, Branch Code: 281872. Please ensure that your valid student number is entered in the reference block.

- Speed point facilities will be available for payment by credit or debit card.
- All NSFAF loan applicants must pay the deposit of N\$3 500, claimable once the loan has been paid by the Ministry of Education.

Registration Venues:

Registration will take place as indicated on the attached schedule from 19 to 27 January 2017 at the following venues:

- All Full-time, Part-time and Windhoek Distance Education Students must report at Auditorium 1, Main Campus
- Regional Distance Education Students will register at their respective Regional Centres.

Other Important Notices:

All distance education students registering for Business Applications 1 MUST attend the compulsory Vacation School from 30 January to 3 February 2017.

Postgraduate Qualifications (New Students)

All admitted Postgraduate Applicants may register any day as from 08:00 - 16:00 from 19 to 27 January 2017.

Late Registration: (Engineering Basement)

All programmes of study: 29 January to 03 February 2017 from 08:00 - 16:00. There will be no late registration for regional distance education students.

Orientation

Date: 28 to 30 January 2017

Venue: Auditorium 1

Classes Commence: Wednesday, 01 February 2017

Schedule - New Students: 19 to 27 January 2017

Final Selection		
Date and Time	Venue	Study Programme
Wednesday, 18 January, 08:00	Ground Floor - Office Bldg	• Engineering (All specialisations S1)
	Room 207, Lecture Bldg	• Architecture • Town and Regional Planning • Regional and Rural Development • Quantity Surveying
	Faculty of Health and Applied Sciences (FHAS) Building	• Biomedical Science
Thursday, 19 January, 08:00	FHAS Bldg	• Environmental Health Science • BSC Health Information Systems Management • Post-graduate Diploma: Health Information Systems Management. • Post-graduate Diploma in Radiation Sciences and Technology
Friday, 20 January, 08:00	FHAS Bldg	• Bachelor of Science
	Ground Floor - Office Bldg	• Accounting and Finance
	Room 207 - Lecture Bldg Room 210 - Lecture Bldg	• Economics • Transport Management
Monday, 23 January, 08:00	FHAS Bldg	• Applied Mathematics and Statistics
	Room 207 - Lecture Bldg	• Agriculture • Nature Conservation
	Ground Floor - Office Bldg	• Computer Science, Informatics, Cyber Security
Tuesday, 24 January, 08:00	Ground Floor - Office Bldg	• Business Management/Entrepreneurship
	Room 204 - Lecture Bldg	• Communication
	Room 210 - Lecture Bldg	• English
	Room 207 - Lecture Bldg Hotel School	• Marketing • Hospitality Management • Travel and Tourism Management
Wednesday, 25 January, 08:00	Room 204 - Lecture Bldg	• Criminal Justice
	Room 210 - Lecture Bldg	• Logistics and Supply Chain Management
	Room 203 - Lecture Bldg	• Public Management
	Room 207 - Lecture Bldg	• Geomatics, Geoinformation Technology, Land Administration, Property Studies
Thursday, 26 January, 08:00	Ground Floor - Office Bldg	• InSTEM
	Room 207 - Lecture Bldg	• Human Resources Management
	Room 204 - Lecture Bldg	• Business and Information Administration

Registration	
Date and Time	Study Programme
Thursday, 19 January, 08:00	• Engineering (All specialisations S1)
	• Architecture
	• Engineering (All specialisations S1)
	• Quantity Surveying
	• Regional and Rural Development • Town and Regional Planning
Friday, 20 January, 08:00	• Biomedical Science
	• Environmental Health Science
	• BSC Health Information Systems Management
	• Post-graduate Diploma: Health Information Systems Management. • Post-graduate Diploma in Radiation Sciences and Technology
Monday, 23 January, 08:00	• Bachelor of Science
	• Accounting and Finance
	• Economics • Transport Management
Tuesday, 24 January, 08:00	• Applied Mathematics and Statistics
	• Agriculture
	• Computer Science, Informatics, Cyber Security
	• Nature Conservation
Wednesday, 25 January, 08:00	• Business Management/Entrepreneurship
	• Communication
	• English
	• Hospitality Management
	• Marketing
	• Tourism Management • Vocational Instructor
Thursday, 26 January, 08:00	• Criminal Justice
	• Journalism
	• Logistics and Supply Chain Management
	• Public Management
	• Geomatics, Geoinformation Technology, Land Administration, Property Studies
Friday, 27 January, 08:00	• InSTEM
	• Accounting (ADTA)
	• Business and Information Administration
	• Human Resources Management

Enquiries

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