

## OFFICIAL NOTICE

04 February 2021

### Academic Transcripts and Proof of Registration

Students are encouraged to print their own documents from the Student Portal. Should you need an official, stamped Academic Transcript/ Record or Proof of Registration, please follow the following steps:

#### ACADEMIC TRANSCRIPTS/ RECORDS ( AR):

1. Please ensure that a payment of a N\$100-00 is made into UNAM's bank account.
2. E-mail your Proof of Payment with your student number as reference to Ms Elizabeth Mbambi at [embambi@unam.na](mailto:embambi@unam.na)

#### PROOF OF REGISTRATION (POR):

1. Please ensure that a payment of a N\$50-00 is made into UNAM's bank account.
2. E-mail your Proof of Payment with your student number as reference to Ms Elizabeth Mbambi at [embambi@unam.na](mailto:embambi@unam.na)

Your requested documents will be printed, stamped, scanned and then be e-mailed to you. You should receive your e-mailed documents within 24 - 48 hours.

Students who finished or interrupted their studies, kindly note that you first have to settle your account before an Academic Transcript/ Record can be provided.

#### UNAM BANK ACCOUNT:

First National Bank Namibia  
Account number: 55500057621  
Branch code: 281872  
Swift Code: FIRNNANX  
Reference: AR-Student number or POR- Student number

*Office of the Registrar*