

**‘What I do for you’
University Academic Administrative**



NAME	SURNAME	JOB TITLE	CAMPUS	TEL (+264)	EMAIL ADDRESS	I ATTEND TO (RESPONSIBLE FOR):
Annelie	Don	Assistant Registrar: Academic Administrative	Main Campus	061 206 3832	adon@unam.na	Coordinate and supervise all academic administrative matters. Provide academic administration support to academic staff, other relevant administrative offices and students (fulltime and part-time)
Aune	Sam, Dr.	International Students Coordinator	Main Campus	061 206 3214	asam@unam.na	All international students related matters (from application, study permits, registration and travelling).
Webster	Likando	Senior Bursary Officer	Main Campus	061 206 3550	wlikando@unam.na	<ul style="list-style-type: none"> — Bursary and student loan related issues; — Uplifting of registration statuses.
Tracey	Somaes	Bursary Officer	Main Campus	061 206 3769	tsomaes@unam.na	<ul style="list-style-type: none"> — NSFAP and other bursary queries; — Invoice and registration issues; — Allocation of payments.
Eva	//Gases	Senior Student Records Officer	Main Campus	061 206 3786	ebgases@unam.na	<ul style="list-style-type: none"> — Supervision of Records Officers; — Processing of applications: CODEL (Windhoek, Swakopmund, Otjiwarongo, Khorixas and Gobabis Regional Centres); — Student enquiries before admission; — Receiving, verifying, filing, record keeping, retrieval and auditing of admission documents.
Theresa	Mothowanaga	Student Records Officer	Main Campus	061 206 3544	tmothowanaga@unam.na	<ul style="list-style-type: none"> — Processing of applications: Science Faculty, School of Computing and School of Military Science — Student enquiries before admission; — Receiving, verifying, filing, record keeping, retrieval and auditing of admission documents.
Paulina	Kalundingo	Student Records Officer	Main Campus	061 206 3299	pkalundingo@unam.na	<ul style="list-style-type: none"> — Processing of applications: Economic & Management Sciences Faculty; — Student enquiries before admission; — Receiving, verifying, filing, record keeping, retrieval and auditing of admission documents.

Taosoni	!Noarises	Student Records Officer	Main Campus	061 206 4996	tnoarises@unam.na	<ul style="list-style-type: none"> — Processing of applications: Law Faculty; — Student enquiries before admission; — Receiving, verifying, filing, record keeping, retrieval and auditing of admission documents.
Mariska	Cloete	Student Records Officer	Main Campus	061 206 3176	msnyders@unam.na	<ul style="list-style-type: none"> — Processing of applications: Agriculture & Natural Resources Faculty, and School of Nursing (Main and Neudamm Campuses) — Student enquiries before admission; — Receiving, verifying, filing, record keeping, retrieval and auditing of admission documents.
Lorraine	!Gontes	Student Records Officer	Main Campus & JEDS Campuses	061 206 3669	lgontes@unam.na	<ul style="list-style-type: none"> — Processing of applications: Humanities & Social Sciences, and Engineering & IT Faculties; — Student enquiries before admission; — Receiving, verifying, filing, record keeping, retrieval and auditing of admission documents.
Natasha	Swartz	Student Records Officer	Main Campus	061 206 4523	nswartz@unam.na	<ul style="list-style-type: none"> — Processing of applications: Education Faculty (Secondary Education & Lifelong Learning on full-time – Main Campus); — Student enquiries before admission; — Receiving, verifying, filing, record keeping, retrieval and auditing of admission documents.
Patrick	Mushabati	Student Records Officer	Main Campus	061 206 5660	pmushabati@unam.na	<ul style="list-style-type: none"> — Processing of applications: CODEL (Windhoek, Gobabis, Swakopmund and Otjiwarongo Regional Centres); — Student enquiries before admission; — Receiving, verifying, filing, record keeping, retrieval and auditing of admission documents.
Elisabeth	Mbambi	Information & Student Records Officer	Main Campus	061 206 3666	embambi@unam.na	<ul style="list-style-type: none"> — General application enquiries; — Printing of Academic Records; — Printing of Proof of Registration; — RPL enquiries.
Josy	Nghipandua	Student Recruitment & Operations Officer	Main Campus	061 206 4968	jnghipandua@unam.na	<ul style="list-style-type: none"> — General application enquiries; — All High School enquiries regarding admission/recruitment; — All enquiries from prospective students and/or parents regarding Career Guidance; — All enquiries regarding student disciplinary matters.

Manfred	Nowaseb	Student Records Officer	Hage Geingob Campus	061 206 5176	mnowaseb@unam.na	<ul style="list-style-type: none"> — Processing of applications: Hage Geingob Campus (School of Medicine (incl. Occupational Therapy & Physiotherapy), School of Pharmacy and School of Dentistry); — Student enquiries before admission; — Receiving, verifying, filing, record keeping, retrieval and auditing of admission document.
Theresa	Beugger	Student Records Officer	Khomasdal Campus	061 206 7207	tbeugger@unam.na	<ul style="list-style-type: none"> — Processing of applications: Khomasdal Campus (Education Faculty (Pre, Lower & Upper Primary Education and Science Foundation on full-time)); — Student enquiries before admission. — Receiving, verifying, filing, record keeping, retrieval and auditing of admission document.
Florence	Masule	Student Records Officer	Katima Mulilo Campus	066 262 6046	fmasule@unam.na	<ul style="list-style-type: none"> — Processing of applications: Katima Mulilo Campus and Katima Mulilo Regional Centre; — Student enquiries before admission; — Receiving, verifying, filing, record keeping, retrieval and auditing of admission document.
Laurinda	Nicolaus	Student Records Officer	Rundu Campus	066 268 6071	lnicolaus@unam.na	<ul style="list-style-type: none"> — Processing of applications: Rundu Campus and Rundu Regional Centre; — Student enquiries before admission; — Receiving, verifying, filing, record keeping, retrieval and auditing of admission document.
Martha	Tuhadeleni	Student Records Officer	Hifikepunye Pohamba	065 220 2039	mtuhadeleni@unam.na	<ul style="list-style-type: none"> — Processing of applications: Hifikepunye Pohamba and Campuses; — Student enquiries before admission; — Receiving, verifying, filing, record keeping, retrieval and auditing of admission document.
Elizabeth	Shigwedha	Student Records Officer	Oshakati & Ogongo Campuses	065 223 2208	eshigwedha@unam.na	<ul style="list-style-type: none"> — Processing of applications: Oshakati (Nursing and Public Health) and Ogongo Campuses; and Eenhana, Opuwo, Tsumeb, & Oshakati Regional Centres — Student enquiries before admission; — Receiving, verifying, filing, record keeping, retrieval and auditing of admission document.
Lucinda	Esterhuizen	Student Records Officer	Southern Campus	063 220 2039	lgesterhuizen@unam.na	<ul style="list-style-type: none"> — Processing of applications: Southern Campus and Keetmanshoop Regional Centre; — Student enquiries before admission; — Receiving, verifying, filing, record keeping, retrieval and auditing of admission document.

Thank you.
Office of the Registrar
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