

First Year Postgraduate Students: Document Verification Process

University provisional admission thus far has been made based on scanned or copy documents. As a requirement, before you proceed with payment or online registration, document verification is required first. You will need to have your documentations verified by the University as part of the enrolment procedures.

Thus, as a starting point of your 2022 registration process, the Office of the Registrar is hereby inviting all first-year postgraduate students to visit our campuses for document verification.

Document verification period:

Dates: 31 January – 02 February 2022 | **Time:** 08:00 – 18:00 (*we'll be open during the lunch hour*)

Steps in first-year postgraduate students verification process:

Step 1: Document Verification (31 January – 02 February 2022), as per table below: **In-person**

Step 2: Payment of required fees (at least 3 days before online registration): **Online**

Step 3: Online Registration (to be completed by 04 February 2022): **Online**

Step 4: Student Card (to be completed by 28 February 2022): **In-person**

School specific document verification dates:

Please visit the campus where your programme is offered for document verification. If you are unable to travel to the specific campus, please visit your nearest campus for document verification. However, please note that this may cause some delays with your full admission status:

MONDAY, 31 JANUARY	TUESDAY, 01 FEBRUARY	WEDNESDAY, 02 FEBRUARY
Faculty of Agriculture, Engineering and Natural Sciences <ul style="list-style-type: none"> School of Agriculture and Fisheries School of Science School of Engineering and the Build Environment Faculty of Commerce, Management and Law <ul style="list-style-type: none"> School of Accounting School of Business Management, Governance and Economics School of Law 	Faculty of Education and Human Sciences <ul style="list-style-type: none"> School of Education School of Humanities, Society and Development Faculty of Agriculture, Engineering and Natural Sciences <ul style="list-style-type: none"> School of Military Science 	Faculty of Health Sciences and Veterinary Medicine <ul style="list-style-type: none"> School of Allied Health Sciences School of Dentistry School of Medicine School of Nursing and Public Health School of Pharmacy School of Veterinary Medicine

Where to get your documents verified (venues at each campus):

CAMPUS	VENUES
Main Campus	Leisure Centre
Khomasdal Campus	Computer Laboratory (Block H)
Hage Geingob Campus	Skills Laboratory Building – 1 st Floor (Computer Laboratory)
Neudamm Campus	No venue – please use Main Campus
Oshakati Campus	Science Block (Board Room)
Hifikepunye Pohamba	No venue – please use Oshakati Campus
Ogongo Campus	No venue – please use Oshakati Campus
Southern Campus	Lecture Hall (LH) 5, 6 and 7
Eng. José Eduardo dos Santos Campus	Auditorium
Sam Nujoma Campus	Lecture Hall (LH) 2
Katima Mulilo Campus	Main Hall
Rundu Campus	Computer Laboratory 2

What to bring along:

Original documents as well as fully certified copies of each as follows:

- Identity document (ID) / Passport
- Certificates (i.e. Diploma, Degree, Masters, etc.)
- Proof of NQA Evaluation Report or Proof of Application for Evaluation with the Namibia Qualifications Authority (NQA) for qualifications obtained outside Namibia.

NB: No copying will be done on campus. | No certification will be done on campus.

What happens after the verification process?

After a successful verification process, further instructions on the next registration steps will be provided at the respective venue.

Looking forward to meeting our future graduates

Thank you.

Office of the Registrar