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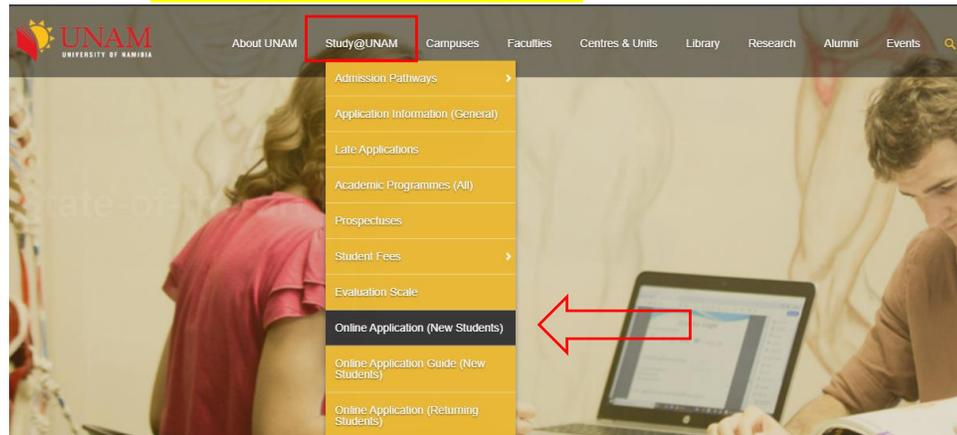
# ONLINE APPLICATION

## NEW APPLICANTS

- First timers at UNAM -

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1. Visit the UNAM website <http://unam.edu.na/> and hover onto **Study@UNAM**, and then **Online Application (New Students)** fields respectively.



2. Fill in the Biographical Information as per fields in the form.

#### BIOGRAPHICAL INFORMATION

**Step 1:** Please complete your Personal Information as requested below. All fields indicated with a \* must be completed.

**Step 2:** Submit your Personal Information by clicking the 'Save' button or click the 'Clear Form' button to clear the inserted values.

**TITLE:**  \*   
**SURNAME:**  \*  
**FIRST NAMES IN FULL:**  \*  
**INITIALS:**  \*  
**MARITAL STATUS:** -- Please Select -- \*  
**ONLY IF MARRIED, MAIDEN NAME:**   
**GENDER:**  Male  Female  
**DATE OF BIRTH (DD-MON-YYYY):**  \*   
**IDENTITY NUMBER/BIRTH CERTIFICATE NUMBER:**  \*  
**CITIZENSHIP:**  \*   
**PASSPORT NUMBER:**  \*  
**MOTHER TONGUE:** ENGLISH \*   
**ETHNIC GROUP:**  \*  
**POSTAL ADDRESS - LINE 1:**  \*

#### Vital Pointers when filling in the Biographical Information form

- a. **Always** click on the magnifying glass icon for fields marked with a magnifying glass icon to fill the field. Search for the right option and click enter to populate the field – Do **not** type out the answer.

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**ETHNIC GROUP:**  \*  
**POSTAL ADDRESS - LINE 1:**  \*

- b. To search for an option, enter a few starting characters of your choice **after** the % sign and click on the search button. E.g. %Silo for Silozi under mother tongue.

The screenshot shows a registration form with various fields. A search popup window titled 'MOTHER TONGUE' is open, showing a search criterion for 'MOTHER TONGUE' with the value '%Silo'. The popup contains a table with columns 'Code' and 'Description'.

Code	Description
03	CEDEMAN
08	ILPHIGANE
09	KHOKHOKHOGONBAR
11	OTIHEFERO
13	OSIKWANYAMA
16	OSHINDONGA
21	SIKHWANJALI
22	SIKHWANZI
25	THABALUSI-RO
27	WALU
28	CHIFVIC
29	CHULUBA

- c. At the **LAST YEAR OF SECONDARY SCHOOL** field, ensure that the date format is entered in the correct format (YYYYMM).
- i. E.g., if you completed school in September 2017, the date should be 201709 and **NOT** 2017-09 or 2017/9 etc...

The screenshot shows the registration form with several fields. The 'LAST YEAR OF SECONDARY SCHOOL (YYYYMM)' field is highlighted with a red box. A red arrow points to the 'Application Type' field.

CELLPHONE NUMBER:  \*

TYPE OF SCHOOL LEAVING CERTIFICATE:  Q \*

**LAST YEAR OF SECONDARY SCHOOL (YYYYMM):  \***

LAST SECONDARY SCHOOL ATTENDED:  Q \*

HIGHEST GRADE PASSED:

EXAMINATION AUTHORITY:  Q \*

EXAMINATION NUMBER:

NAME OF EMPLOYER:  Q

YOUR OCCUPATION:  Q

Enquiry Number:

Application Type:  Q \*

Save Clear Form

- e. Once done filling out the form, click on the **SAVE** button to proceed.

The screenshot shows the registration form with the 'Save' button highlighted by a red box and a red arrow pointing to it.

TYPE OF SCHOOL LEAVING CERTIFICATE:  Q \*

LAST YEAR OF SECONDARY SCHOOL (YYYYMM):  \*

LAST SECONDARY SCHOOL ATTENDED:  Q \*

HIGHEST GRADE PASSED:

EXAMINATION AUTHORITY:  Q \*

EXAMINATION NUMBER:

NAME OF EMPLOYER:  Q

YOUR OCCUPATION:  Q

Enquiry Number:

Application Type:  Q \*

**Save** Clear Form

3. The system will issue you with a student number. Please note this number down as this will be your unique reference code with the University of Namibia throughout.
  - a. You're then required to create a 5 Digits numeric pin code. The pin should **NOT**;
    - i. Start with a Zero (0)
    - ii. Have double numbers (e.g. 22 or 55 or 77)
    - iii. Have consecutive numbers (e.g. 12 or 56 or 34)
  - b. A PIN like 14863 is fine but **12478** or **11258** is not.

Integrated Tertiary Software Wednesday, 15th July 2020

**Academic Application : Pin Creation**

You have been issued with the following reference number: **221012222**  
All future interaction with our institution must be conducted using this reference number.

The next phase of the application process requires the creation of a pin which will be used in conjunction with your new reference number for future interaction with our institution. Please record this reference number and pin in a safe place for future reference.

Please Enter Your Pin and Pin Confirmation And Press **Create Pin**.

Pin :  **5 numeric digits. Do not start with a 0.**

Re-enter Pin :

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4. Once you create your PIN successfully, you'll be re-directed to a portal where you're required to complete the rest of your application. (E.g. Uploading of documents etc.) Fill in all required fields under the Application tab step by step.

UNIVERSITY OF NAMIBIA Wednesday, 15th July 2020

UNDERTAKING BY THE STUDENT (IF THE STUDENT IS UNDER THE AGE OF 21, THE PARENT OR GUARDIAN SHOULD ALSO SIGN)

1. I declare that I/my son/daughter (hereinafter referred to as the student) have completed the form in full and that the details provided are true and correct.
2. I/we, the undersigned, will be responsible for the prompt payment of all and any money payable to the University of Namibia (hereinafter referred to as the University) in terms of any/the student's enrolment and/or association with the University, now and in future, as set out in more detail in the official University rules and regulations as set out in the prospectus of the University and determined and amended by the University's Council from time to time. The contents of these rules and regulations form the basis of the financial agreement between the University and myself/ us and are regarded to be incorporated in their entirety into this agreement. I shall forthwith provide proof of every deposit/payment made by myself/ us on behalf of the student with regard to monies paid into the University's bank account to enable the

5. The documents are uploaded under the **Enter School Leaving Subjects** tab

UNIVERSITY OF NAMIBIA Wednesday, 15th July 2020

Student Number: 221012222 Enter School Leaving Subjects

**Note:** All fields indicated with a \* must be completed. Click the "save" button in order to submit the entered information. Select the "Delete" checkbox(es) and then click the "Save" button to remove the existing record(s) or to clear the newly entered record.

Date (YYYYMM)	Type	Subject	Grade	Semester 1st Final Year	Percentage 1st Final Year	Semester 2nd Final Year	Percentage 2nd Final Year	Semester 3rd Final Year	Percentage 3rd Final Year	Delete?
2000*	OK									
2000*	OK									
2020*	OK									
2020*	OK									
2000*	OK									
2000*	OK									

Are you updating your Maths/Grade 12 results

6. Ensure that you complete all fields as required. Save at each page.

7. The End