

Online Application Guide



Online Application Guide

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Online Application Guide

Welcome to the University of Namibia's Online Application Guide!

This guide provides step-by-step instructions for completing your online application process, whether you are a first-time applicant or a returning student.

Follow the steps carefully and refer to the accompanying screenshots for clarity.

Section A: Online Applications for New Students

Step 1: Access the Online Application Portal

- Visit the UNAM website: <http://unam.edu.na/>.
- Hover over **Study@UNAM** and click on **Online Application**.

Alternatively, go directly to the portal at:

https://ienabler.unam.edu.na/pls/prodi41/w99pkg.mi_login.


Important:

- This section is **ONLY** for first-time applicants.
- First-time applicants are individuals who have never studied at UNAM or **do not** have a UNAM student number.
- If you already have a student number, refer to **Section B**, Step 5 on page 15 for returning student applications.



Step 2: Ensure Payment of Application Fees

- Ensure that you have paid your application fee before starting the process.

Check Admission Status (PDF) 	Evaluation Scale	View Prospectuses
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Application Fees Namibians Students: N\$150.00 International Students: N\$300.00	Banking Details Bank Name: First National Bank (FNB) Account Name: University of Namibia Account Number: 55500057621 Account Type: Current Account Swift Code: FIRNNANX Reference: Name & Surname Application Fees	Take Note In the case of ATM deposit where a reference cannot be entered, applicants are required to write the reference (Name and Surname of applicant) – Application fees – on the receipt before uploading. Proof of payments to be scanned and uploaded together with the other documents required for online application. No application will be processed without a valid proof of payment indicating the reference. For detailed course prospectuses, click here .
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- Have your proof of payment ready.

Step 3: Enter Your Biographical Information

BIOGRAPHICAL INFORMATION

Note: 1. Before completing this online application form, kindly ensure that you have the required documents ready in order to upload. 2. Documents to be uploaded are indicated in below: **Compulsory documents** Passport Photo, Certificate copy of identity document (ID) or Certificate copy of Passport, Certificate copy of School Leaving Certificates School Result / Rapport (Namibian Schools – Current Grade 12) **Additional documents for international students** Official Translation (Non-English Documents) NQA Evaluation Report (International Qualifications) 3. Applications will only be regarded as complete once all relevant documents are uploaded. 4. All documents should be submitted in PDF format. Any document submitted in any other format e.g. image, JPEG or XPS or MS etc will not be accepted. 5. Hover your Mouse Over the field to get more information

TITLE:  *


SURNAME: *


FIRST NAMES IN FULL: *

INITIALS: *


MARITAL STATUS: *

ONLY IF MARRIED, MAIDEN NAME:


GENDER:  *


DATE OF BIRTH (DD-MON-YYYY):  *

IDENTITY NUMBER/BIRTH CERTIFICATE NUMBER: *

CITIZENSHIP:  *

PASSPORT NUMBER:


MOTHER TONGUE:  *

ETHNIC GROUP:  *

P.O. BOX NUMBER: *


SUBURB: *


CITY OR TOWN:

REGION:  *

VALID EMAIL ADDRESS(used for communication): *

VALID CELLPHONE NUMBER: *

TYPE OF SCHOOL LEAVING CERTIFICATE:  *

LAST SECONDARY SCHOOL ATTENDED:  *

- Fill in your personal details carefully, following the instructions provided.

Step 4: Important Notes for Biographical Information

- **Passport Field:**
 - For international students, the passport field is mandatory.
 - Namibian citizens can leave this field blank. Do not enter “NA.”
- **Email Address:**

Use a valid email address that you can access regularly. Your admission status will be sent to this email.
- **School Leaving Certificate:**

Ensure the information is accurate.

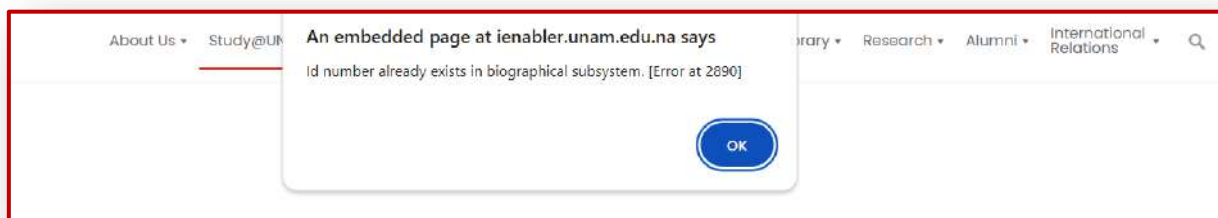
or the site will not be accepted. If never, your mouse over the field to get more information.

TITLE:	MISS	Q *
SURNAME:	DOE	*
FIRST NAMES IN FULL:	JANE	*
INITIALS:	DJ	*
MARITAL STATUS:	Single	Q *
ONLY IF MARRIED, MAIDEN NAME:		
GENDER:	Female	Q *
DATE OF BIRTH (DD-MON-YYYY):	18-APR-1995	Q *
IDENTITY NUMBER/BIRTH CERTIFICATE NUMBER:	91041400217	*
CITIZENSHIP:	NAMIBIA	Q *
PASSPORT NUMBER:		
MOTHER TONGUE:	ENGLISH	Q *
ETHNIC GROUP:	DAMARA	Q *
P.O. BOX NUMBER:	PO BOX 1234	*
SUBURB:	KLEINE KUPPE	*
CITY OR TOWN:	WINDHOEK	
REGION:	KHOMAS	Q *
VALID EMAIL ADDRESS(used for communication):	JANEDOE@GMAIL.COM	*
VALID CELLPHONE NUMBER:	+264816561561	*
TYPE OF SCHOOL LEAVING CERTIFICATE:	NSSCO	Q *
LAST SECONDARY SCHOOL ATTENDED:	CENTAURUS HIGH SCHO	Q *
HIGHEST GRADE PASSED:	12	
EXAMINATION AUTHORITY:	NAMIBIA - MINISTRY OF E	Q *

Save Clear Form

Step 5: Error Handling

- If you encounter an error indicating that your **Id number already exists in the biographical subsystem** it means you already have a UNAM student number, refer to **Section B** Step 5 on page 15 for returning student applications. (*Please do not go back and enter an invalid ID*).



Step 6: Create a PIN

- The system will ask you to create a PIN. Create a 5-digit PIN that does not start with "0" or include repeating digits (e.g. "99" or "888").

Note: Write down your student number, as highlighted in yellow in the illustrative screenshot below:

A screenshot of a web form titled "Academic Application : Pin Creation". At the top, it says "Integrated Tertiary Software" and "Monday, 20th January 2025". The main text states: "You have been issued with the following reference number : 225149184. All future interaction with our institution must be conducted using this reference number." Below this, it says: "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." The instruction "Please Enter Your Pin and Pin Confirmation And Press Create Pin." is followed by two input fields: "Pin :" and "Re-enter Pin :". Both fields have a red asterisk and a note: "5 numeric digits. Do not start with a 0." Below the "Pin :" field is a "Create Pin" button, and below the "Re-enter Pin :" field is a "Help" button. At the bottom, there is a footer with links: "Contact Us | About Us | Disclaimer | Terms & Conditions | Privacy & Security Statement | Powered By |".

Steps 7 – 19: Complete the Application Process

Steps 7: Click on **Application**, read the rules, and click **I Accept**.

The screenshot shows the University of Namibia Student Web interface. On the left, the 'Application' menu is expanded, showing options like 'View Application Rules', 'Update Personal Information', 'Schools Attended', 'Enter School Leaving Subjects', 'Enter Previous Qualifications', 'Submit Application', 'View Completed Application(S)', 'Any Disabilities?', 'Process Status', 'Academic Admission Status', 'Residence Application', 'Registration', 'Student Administration', and 'Student Enquiry'. The 'Application' menu is highlighted. The main content area displays the 'RULES.pdf' document, which is a PDF file titled 'UNIVERSITY OF NAMIBIA' and dated 'Monday, 20th January 2025'. The document contains the text 'UNIVERSITY OF NAMIBIA' and 'Monday, 20th January 2025'. The 'I Accept' button is located at the bottom right of the document.

Steps 8: Update your Personal Information and read through it to ensure that your personal details are correct.

The screenshot shows the University of Namibia Student Web interface. On the left, the 'Application' menu is expanded, showing options like 'View Application Rules', 'Update Personal Information', 'Schools Attended', 'Enter School Leaving Subjects', 'Enter Previous Qualifications', 'Submit Application', 'View Completed Application(S)', 'Any Disabilities?', 'Process Status', 'Academic Admission Status', 'Residence Application', 'Registration', 'Student Administration', and 'Student Enquiry'. The 'Update Personal Information' menu item is highlighted. The main content area displays the 'Update Personal Information' form. The form includes the following fields:

- Student Number:** 225149184
- Name:** MS DOE JANE
- Note:** Personal Details 1. Please complete the first part of the application as required below and click on save button to navigate to the next field. 2. Use the magnifying glass to select relevant information. Alternatively, insert few characters on the search button to find your preferred answer.
- TITLE:** MS
- SURNAME:** JANE
- FIRST NAMES IN FULL:** DOE
- INITIALS:** JD
- MARITAL STATUS:** Single
- ONLY IF MARRIED, MAIDEN NAME:**
- GENDER:** Female
- DATE OF BIRTH (DD-MON-YYYY):** 18-APR-1995
- IDENTITY NUMBER/BIRTH CERTIFICATE NUMBER:** 91041546400217
- CITIZENSHIP:** NAMIBIA
- PASSPORT NUMBER:**
- MOTHER TONGUE:** ENGLISH
- ETHNIC GROUP:** DAMARA
- REGION:** KHOMAS
- TYPE OF SCHOOL LEAVING CERTIFICATE:** NSSCO
- LAST SECONDARY SCHOOL ATTENDED:** SEK DUTSMEDIUM
- HIGHEST GRADE PASSED:** 12
- EXAMINATION AUTHORITY:** NAMIBIA - MINISTRY OF E

The 'Save' and 'Revert Changes' buttons are located at the bottom of the form.

Steps 9: Enter your High School details and click **Save**.

The screenshot shows the 'Schools Attended' form. On the left is a 'Student Web' menu with options like Application, View Application Rules, Update Personal Information, Schools Attended, Enter School Leaving Subjects, Enter Previous Qualifications, Submit Application, View Completed Application(S), Any Disabilities?, Process Status, Academic Admission Status, Residence Application, Registration, Student Administration, and Student Enquiry. The main form area has a header 'Schools Attended' and a sub-header 'Student Number: 225149184'. A note says: 'Note: Enter name of school attended. Click on the magnifying glass to select your school'. Below this is a table with columns: School Name, From Year (YYYY), Month (MM), To Year (YYYY), Month (MM), and Delet. The first row is filled with 'ONESI SECONDARY SCHOOL', '2006', '1', '2010', '12', and a checkbox. Below this are three empty rows for additional schools, each with a magnifying glass icon.

Steps 10: Add your School Leaving Subjects using the magnifying glass tool. Do not manually type in these fields.

The screenshot shows the 'Enter School Leaving Subjects' form. On the left is the same 'Student Web' menu as in the previous screenshot. The main form area has a header 'Enter School Leaving Subjects' and a sub-header 'Student Number: 225149184'. A note says: '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.' Below this is a table with columns: Date (YYYYMM), Type, Subject, Grade, Symbol Pre-Final Year, and Percer Pre-Fil Year. The first row is filled with '999999', '16', a magnifying glass icon, a subject input field, '16', a magnifying glass icon, a grade input field, a magnifying glass icon, a symbol input field, a magnifying glass icon, and a percentage input field. Below this are four empty rows for additional subjects, each with a magnifying glass icon.

Steps 11: Respond to the question: “Are you upgrading your Matric/Grade 12 results?”

Student Number: 225149184

Enter School Leaving Subjects

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	Symbol Pre-Final Year	Percent Pre-Fi Year
999999	* 16	* Q	*	Q	
999999	* 16	* Q	*	Q	
999999	* 16	* Q	*	Q	
999999	* 16	* Q	*	Q	
999999	* 16	* Q	*	Q	

Are you Upgrading your Matric/Grade 12 results?

No

Save

Revert Changes

Load/View Documents

Steps 12: Continue on the same page and upload the required documents by clicking **Load/View Documents**, then click **Save**.

Student Number: 225149184 Enter School Leaving Subjects

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	Symbol	Pre-Final Year	Perce	Pre-Fil Year
999999	17	FRENCH A-LEVEL	*	*			82
999999	17	BIOLOGY AS	*	*			53
999999	17	COMPUTER SCIENCE SG	*	*			68
999999	16		*	*			
999999	16		*	*			

Are you Upgrading your Matric/Grade 12 results? No

Save Revert Changes Load/View Documents

Choose Category View/Upload - Upload your Documents Here

Steps 13: Add any prior University qualifications, if applicable.

UNIVERSITY OF NAMIBIA Student Number: 225149184 Enter Previous Qualifications

Note: Enter Previous Qualifications (insert former qualification obtained) (This section requires you to supply details of any formal qualification obtained from recognized institution)

Add A Qualification

*Institution Name: UNIVERSITY OF GHANA

*Period of Registration: Start Year (YYYY): 2016

*End Year (YYYY): 2016

Student Number from Previous Institution: 5626516

*Qualification: Bachelor of Arts

Field of Specialization: Political Science

Was the Qualification Awarded?: Yes

Steps 14: Search for the qualification you wish to apply for by typing in keywords (e.g. *Business, Accounting, Law, Political Science, Ocean, Medicine, etc.*).

The screenshot shows the 'Choice of Programme or Qualification' page. On the left is a sidebar with a 'Student Web' menu containing options like 'Application', 'View Application Rules', 'Update Personal Information', 'Schools Attended', 'Enter School Leaving Subjects', 'Enter Previous Qualifications', 'Submit Application', 'View Completed Application(S)', 'Any Disabilities?', 'Process Status', 'Academic Admission Status', 'Residence Application', 'Registration', 'Student Administration', and 'Student Enquiry'. A 'Logout' button is at the bottom of the sidebar. The main content area has a 'Process Trail: Qualification' breadcrumb. Below it, the 'Choice of Programme or Qualification' section displays the student's details: 'Student Number: 225149184' and 'Name: MS DOE JANE'. A note instructs the user to select an intended year of study from the 'Academic Year' list and enter a word or phrase pertaining to their intended field of study. The 'Academic Year' is set to '2025'. A search bar is labeled 'Find A Programme or Qualification Containing:' and a dropdown menu is labeled 'Restrict the Search to:' with the option 'Do not restrict any programme'. A 'Search' button is located below the search bar.

Steps 15: Select your **Mode of Study** and click **Save**.

The screenshot shows the 'Qualification Study Choices' page. The sidebar is identical to the previous step. The main content area has a 'Process Trail: Qualification > Study Choices' breadcrumb. Below it, the 'Qualification Study Choices' section displays the student's details: 'Student Number: 225149184' and 'Name: MS DOE JANE'. A note instructs the user to select the period of study (1st Year Academic Preference is your choice of study e.g. 1st Choice or 2nd Choice). The 'Academic Year' is set to '2025' and the 'Qualification' is '12MPST: MASTER OF ARTS IN POLITICAL STUDIES'. Three dropdown menus are present: 'How would you like to study for the qualification?' set to 'PARTTIME STUDY: MAIN CAMPUS', 'When would you like to study for the qualification?' set to 'YEAR BLOCK YR MODULES', and 'In which period are you intending to study?' set to '2ND: SECOND YEAR'. An 'Academic Preference' field is set to '1'. At the bottom, there are three buttons: 'Save and Continue', 'Restart Process', and 'View calendar information'.

Steps 16: Submit your application by clicking **Accept Application**.

The screenshot shows the UNAM Student Web Application interface. On the left is a navigation menu with options like 'Application', 'View Application Rules', 'Update Personal Information', 'Schools Attended', 'Enter School Leaving Subjects', 'Enter Previous Qualifications', 'Submit Application', 'View Completed Application(S)', 'Any Disabilities?', 'Process Status', 'Academic Admission Status', 'Residence Application', 'Registration', 'Student Administration', 'Student Enquiry', and 'Logout'. The main content area is titled 'UNIVERSITY OF NAMIBIA' and 'Monday, 20th January 2025'. It shows a 'Process Trail: Qualification > Study Choices > Detail'. The 'Application Detail' section displays student information (Student Number: 225149184, Name: MS DOE JANE) and a table of academic details. The table includes columns for Academic Year, Qualification, Mode of Study, Academic Period, Period of Study, Academic Preference, and Academic Credits. The Academic Credits table shows 'This Application', 'This Academic Year', and 'Previous Academic Year' with values of 0.000, 0.000, and 0.000 respectively. A note at the bottom states: 'Note: For assistance please send an email to unamstudentrecords@unam.na'. At the bottom of the main content area are buttons: 'Accept Application', 'Restart Process', 'Display Pro Forma of Costs', 'eMail Details', and 'Print Detail'.

Steps 17: A confirmation pop-up will appear.

The screenshot shows a confirmation pop-up message. The text reads: 'ienabler.unam.edu.na says' followed by 'Your application has been received for further processing. Thank you.' There is a blue 'OK' button at the bottom right.

Steps 18: To apply for a second-choice programme, go back to **Submit Application** and repeat the process. Your second choice will be indicated under **Academic Preference** as “2.”

The screenshot shows the 'Qualification Study Choices' step of the UNAM Student Web Application. It displays the same student information as Step 16. A note states: 'Note: Study mode (enter choice of study type) Fulltime Part-Time Select the Period of Study 1st Year Academic Preference is your choice of study e.g. 1st Choice or 2nd Choice'. The form fields show: Academic Year: 2025, Qualification: 92BAHU: BACHELOR OF ARTS IN HUMANITIES, How would you like to study for the qualification?: FULLTIME STUDY: WINDHOEK CAMPUS, When would you like to study for the qualification?: YEAR BLOCK YR MODULES, In which period are you intending to study?: 1ST: FIRST YEAR, and Academic Preference: 2. At the bottom are buttons: 'Save and Continue', 'Restart Process', and 'View calendar information'.

Steps 19: View your completed applications by clicking **View Completed Application(s)**.

View Completed Application(S)


Student Number: 225149184
Name: MS DOE JANE

Note: To Setup : Refer to {GOPS-21} - External Body = INE, External Code Type = 007 If not setup the default message is : If any previously submitted applications exist click on the academic year to view its detail.

Academic Year	Academic Preference	Qualification	Description	WRS Score
2025	1	92BADR	BACHELOR OF ARTS: DRAMA & THEATRE ARTS	25
2025	2	92BAHU	BACHELOR OF ARTS IN HUMANITIES	25

Step 20: Check Your Application Status

- To check your application status, click on **Academic Admission Status** in the menu.
- Your status will appear under the “Status” tab.

 **UNAM**
UNIVERSITY OF NAMIBIA

Student Web

- Application
 - View Application Rules
 - Update Personal Information
 - Schools Attended
 - Enter School Leaving Subjects
 - Enter Previous Qualifications
 - Submit Application
 - View Completed Application(S)
 - Any Disabilities?
 - Process Status
 - Academic Admission Status**
- Residence Application
 - Residence Rules and Regulations
 - Submit Residence Application
 - Cancel Residence Application
 - Process Status
- Registration

UNIVERSITY OF NAMIBIA

Academic Admission Status

Student Number: 225149184
Name: MS DOE JANE

Year	Qualification	Faculty	Status
2025	92BADR	School Of Humanities, Society	Application Without Status
2025	92BAHU	School Of Humanities, Society	Application Without Status

[Printer Friendly Format](#)

Section B: Online Applications for Returning Students

Step 1: Access the Returning Student Portal

- Visit the UNAM website: <http://unam.edu.na/>
- Hover over **Study@UNAM**, then click on **Online Application (Returning Students)**.

Alternatively, go directly to the portal at:

https://ienabler.unam.edu.na/pls/prodi41/w99pkg.mi_login.



Steps 2–12: Login and Retrieve Your Credentials

Step 2: Open the application portal.

A screenshot of the UNAM application portal login page. The page features the UNAM logo and name at the top. Below the logo, there are two main sections: 'Prospective Students' and 'Registered Users: Login Credentials'. The 'Prospective Students' section has a blue header and contains text stating: 'If you are a prospective student, not registered at this institution, please select the following option.' Below this text is a button labeled 'Apply Now' with a hand icon pointing to it, and the text 'Click here to Apply.' The 'Registered Users: Login Credentials' section also has a blue header and contains radio buttons for 'Student' (selected), 'Personnel', 'Other', and 'Alumni'. Below these are input fields for 'Student Number:' and 'Pin:'. A note below the pin field states: '(5 numeric digits. Do not start with a 0.)'. At the bottom of this section are buttons for 'Login', 'Forgot Pin', 'Change Pin', 'Request A Pin', and 'Forgot Student Number'.

Step 3: Log in using your **Student Number** and **PIN**. Please proceed to **Step 5** if you do not have a student number and pin.

Registered Users: Login Credentials

☒Student ☐Personnel ☐Other ☐Alumni

Student Number:
222011297

Pin:

(5 numeric digits. Do not start with a 0.)

Login

Forgot Pin

Change Pin

Request A Pin

Forgot Student Number

Step 4: If you receive an **“Illegal Login” error**, either your student number or PIN is incorrect. Proceed to **Step 5** to retrieve forgotten student number.

Illegal Login

Please Retry.

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Step 5: To retrieve a forgotten student number:

Click Forgot Student Number.

Registered Users: Login Credentials

☒ Student ☐ Personnel ☐ Other ☐ Alumni

Student Number:

Pin:

(5 numeric digits. Do not start with a 0.)

Login

Forgot Pin

Change Pin

Request A Pin

Forgot Student Number

Step 6: Enter your ID number and click Search.

Forgot your Student Number?

Note:

Choose an identification type and supply the relevant information in order for us to identify you on the system or click 'Back' in order to return to the log in screen.

Identification Type

ID Number

ID Number

472727400217

Search

Requesting forgotten Student Number

Your student number reminder has been sent to your e-mail address ending in ***GMAIL.COM

Please access the [Contact Us] hyperlink below to contact us if you have any queries.

Step 7: Your student number will be sent to the email on your profile.

- Wait 5 – 10 minutes for the email. If it doesn't arrive, contact UNAM ICT Services **061 206 3041 / 061 206 3014** to reset your PIN.
- If you do not remember your registered email, contact UNAM ICT Services **061 206 3041 / 061 206 3014** for assistance.

Step 8: Once you receive the email from **Alerts** (alerts@unam.na), proceed to Step 9.



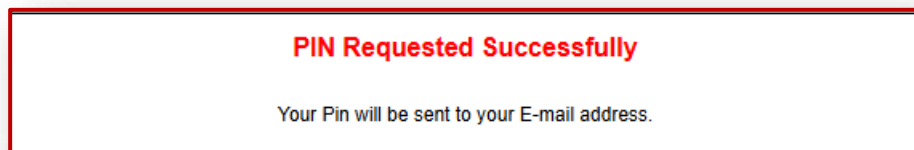
Step 9: Go back to the portal

https://ienabler.unam.edu.na/pls/prodi41/w99pkg.mi_login.

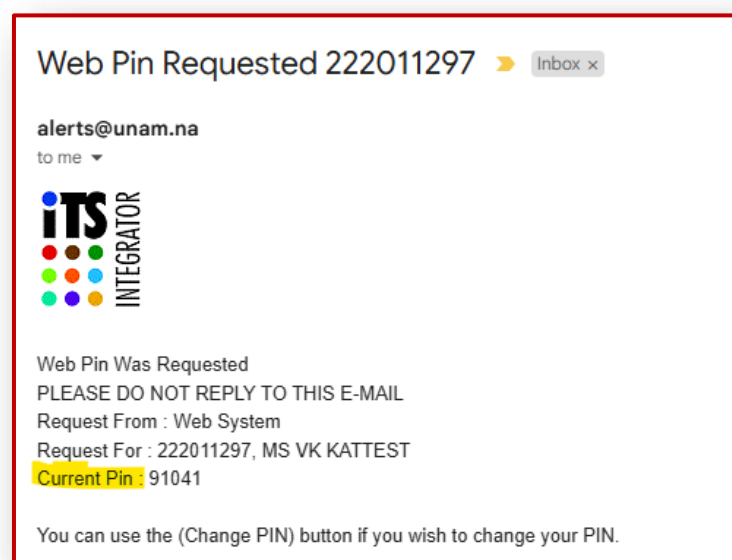
Enter the Student Number you got on email and click on **Request a PIN**.

The image shows a web form titled "Registered Users: Login Credentials" with a blue header. Below the header are four radio buttons: "Student" (selected), "Personnel", "Other", and "Alumni". There are two input fields: "Student Number:" containing "222011297" and "Pin:" which is empty. Below the Pin field is a note: "(5 numeric digits. Do not start with a 0.)". At the bottom of the form are five buttons: "Login", "Forgot Pin", "Change Pin", "Request A Pin" (highlighted in yellow), and "Forgot Student Number".

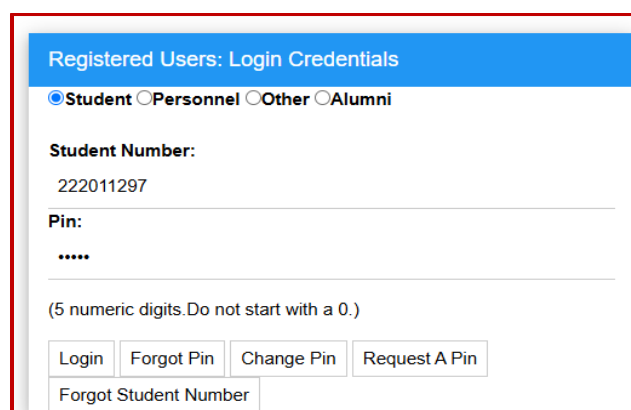
Step 10: An email will be forwarded to you with the Pin.



Step 11: The PIN emailed will read as **Current Pin: XXXXX** (see image below):



Step 12: Go back to the portal and enter your student number and Current PIN. Click Login.

A login form titled "Registered Users: Login Credentials". It has radio buttons for "Student", "Personnel", "Other", and "Alumni", with "Student" selected. Below are fields for "Student Number:" (containing 222011297) and "Pin:" (containing five dots). A note specifies "(5 numeric digits. Do not start with a 0.)". At the bottom are buttons for "Login", "Forgot Pin", "Change Pin", "Request A Pin", and "Forgot Student Number".

Step 13: Complete the Application

- After logging in, follow the steps outlined in **Section A** (above), starting from **Step 7** on page 6.

End of Guide

For any issues or queries, contact the University of Namibia's ICT Services **061 206 3041 / 061 206 3014** support team.

Best of luck with your application!