

**NB: Off-campus self-help registration is only available to existing Namibia University of Science and Technology [NUST] students who wish to continue their studies in the same programme**

**For Students with Off-Campus Internet Access:**

There is no need to keep to the registration schedule below. You can register from anywhere, at any day and time between 11 to 20 January 2016.

**Step 1:**

Deposit your registration fee of N\$3 500 at least 2 working days before your scheduled registration date. It is not necessary to fax the deposit slip, provided that your student number is correctly indicated on the reference line or as recipient reference (for online banking). Otherwise, you may fax the deposit slip to +264 61 207 9254/9743. For enquiries regarding online payments, contact: Tel: +264 61 207 2254/2743 or email: [studentdebtors@nust.na](mailto:studentdebtors@nust.na).

**Step 2:**

Log on to our website at [www.nust.na](http://www.nust.na) and click on Student Kiosk. Log on with your student number and pin and click on Registration. Read and follow the steps for Online Registration. Register and print a proof of registration. For assistance with online registration, contact: The Help Desk: +264 61 207 2056/2775 or refer to the **6 EASY STEPS FOR ONLINE REGISTRATION** on the website.

**Step 3:**

If you register on distance mode, collect your study material on weekdays between 11 to 20 January 2016 from COLL: Windhoek office or your nearest Regional Centre. You will be expected to show your proof of registration for the collection of study material.

**Students requiring the on-campus Internet [ICT] facilities of NUST or Regional Centres:**

Registration will take place as indicated on the schedule below from 14 to 20 January 2016 at the following venues:

- All Full-time, Part-time and Windhoek-based Distance Education students will register at the Science and Technology Building, Main Campus.
- REGIONAL DISTANCE EDUCATION STUDENTS will register online at their respective Regional Centres.

**Fees:**

- Deposit on Tuition Fees: N\$3 500 (including a non-refundable registration fee of N\$1 100). If the total fee is below the minimum amount specified above, then the full fee is payable on the day of registration.
- Deposit on Residence Fees: N\$3 500 (plus an additional refundable breakage fee of N\$830). All NSFAF loan-holders must pay the deposit.
- Students with outstanding accounts will **NOT** be allowed to register. Check the Student Kiosk (OPAC for outstanding library fees and Student Enquiry for outstanding fees on Tuition / Accommodation).
- Students may pay directly into the Namibia University of Science and Technology's current account number: 55500126319, First National Bank, Ausspannplatz Branch, Branch Code: 281872. Please ensure that your valid student number is indicated in the reference block.
- Speed Point facilities will be available at the Main Campus for payment by credit or debit card.

**Other Important Notices:**

- ALL DISTANCE EDUCATION STUDENTS** registering for Information Administration 2A and 3A **MUST** attend the compulsory vacation school from 1 to 5 February 2016 and are requested to register on or before 20 January 2016.
- All students registering for **COMPUTERIZED ACCOUNTING** on distance mode **MUST** attend the compulsory vacation school from 25 to 27 January 2016 and are requested to register on or before 20 January 2016.
- All continuing **POSTGRADUATE STUDENTS** may register on any day of their choice as from 11 to 20 January 2016.
- Late Registration: 1 to 5 February** (late fee of N\$450 payable in addition to the registration fee of N\$3 500).

**For students requiring the ICT Facilities of NUST Online Registration Schedule: 14-20 January 2016**

DATE	PROGRAMME	TIME	SURNAME	DATE	PROGRAMME	TIME	SURNAME
Thursday, 14 January	<b>Faculty of Management Sciences:</b> • Business Management / Administration • Logistics and Supply Chain Management • Office Management  <b>Faculty of Human Sciences:</b> All Programmes	08:00 - 09:00	A-D	Tuesday, 19 January	<b>Faculty of Natural Resources and Spatial Sciences:</b> All Programmes  <b>Faculty of Management Sciences:</b> • Economics • Marketing	08:00 - 09:00	A-D
		09:00 - 10:00	E-G			09:00 - 10:00	E-G
		10:00 - 11:00	H-I			10:00 - 11:00	H-I
		11:00 - 12:00	J-K			11:00 - 12:00	J-K
		12:00 - 13:00	L-M			12:00 - 13:00	L-M
		13:00 - 14:00	N-O			13:00 - 14:00	N-O
		14:00 - 15:00	P-S			14:00 - 15:00	P-S
Friday, 15 January	<b>Faculty of Management Sciences:</b> Accounting and Finance  <b>Faculty of Health and Applied Sciences</b> All Programmes	08:00 - 09:00	A-D	Wednesday, 20 January	<b>Faculty of Engineering:</b> All Programmes	08:00 - 09:00	A-D
		09:00 - 10:00	E-G			09:00 - 10:00	E-G
		10:00 - 11:00	H-I			10:00 - 11:00	H-I
		11:00 - 12:00	J-K			11:00 - 12:00	J-K
		12:00 - 13:00	L-M			12:00 - 13:00	L-M
		13:00 - 14:00	N-O			13:00 - 14:00	N-O
		14:00 - 15:00	P-S			14:00 - 15:00	P-S
Monday, 18 January	<b>Faculty of Management Sciences:</b> • Human Resources Management • Transport Management  <b>Faculty of Computing and Informatics:</b> All Programmes	08:00 - 09:00	A-D	Classes start on Wednesday, 3 February 2016  Download your timetable from the NUST website at <a href="http://www.nust.na">www.nust.na</a>			
		09:00 - 10:00	E-G				
		10:00 - 11:00	H-I				
		11:00 - 12:00	J-K				
		12:00 - 13:00	L-M				
		13:00 - 14:00	N-O				
		14:00 - 15:00	P-S				
15:00 - 16:00	T-Z						