



**Student Number**

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**PASSPORT PHOTO OF APPLICANT**

*(Compulsory – Please attach recent Passport Photo of yourself)*

**Swakopmund Centre Courses**

This application is not binding on either the applicant or NBS or UNAM. All information will be treated as confidential.

An application fee or proof of payment as specified below must accompany this Application

**CHECKLIST: Before submitting your application, kindly ensure that you completed the checklist on page 5.**

**ACADEMIC YEAR APPLIED FOR:**

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The closing date for Applications:

**15 April 2019**

The closing date for

Late Applications:

**30 April 2019**

*Please note that incomplete Applications will not be processed. All certified documents will be kept on file –No documents will be returned to applicants*

**Application Fees (Non-refundable)**

The following fees are payable:

Until **15 April**      **N\$400;**

Until **30 April**      **N\$500.**

**Bank Details:** See Bank Details & Payment Methods on Page 4.

**Completed application forms must be mailed to:**

Namibia Business School

Private Bag 16004

Pionierspark

Windhoek

**Or delivered to:**

Namibia Business School offices at the University of Namibia

(Main Campus), 340 Mandume Ndemufayo Avenue, Pionierspark,

Windhoek

**NQA Qualification Verification:**

All applicants with International qualifications need to have their qualifications verified by the Namibia Qualifications Authority (NQA) ([www.namqa.org](http://www.namqa.org)) against the National Qualifications Framework (NQF) – attach verification to Application Form.

**Section 1: Academic Programme for which you apply for** *(see brochure or [www.nbs.edu.na](http://www.nbs.edu.na))*

First (1) Choice:

Second (2) Choice:

*(Your second choice will be considered if your first choice is unsuccessful).*

**Section 2: Personal Details** *(Mark appropriate boxes with an 'X')*

Title:	Mr	<input type="checkbox"/>	Ms	<input type="checkbox"/>	Other (specify):	<input type="text"/>	
Surname:	<input type="text"/>						
First Name(s) in Full:	<input type="text"/>					Initials:	<input type="text"/>

**FOR OFFICE USE ONLY:**

Accepted for First (1) Choice	<input type="checkbox"/>	Accepted for Second (2) Choice	<input type="checkbox"/>	Rejected	<input type="checkbox"/>	Incomplete	<input type="checkbox"/>
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Notes: \_\_\_\_\_

Date of Birth:	D	D	M	M	Y	Y	Y	Y	ID No.:											
Passport No.:														Marital Status:	Single:		Married:			
Gender:	M		F											Maiden Name:						
Mother Tongue:	<i>Please be specific on your ethnic language.</i>												Home Town:							
Nationality:																				
Region of origin (if residing in Namibia or Namibia as Country of Permanent Residence):																				
<b>NB: If not a Namibian citizen, please apply for a study permit from your country of origin.</b>																				

### Section 3: Contact Details of Applicant

Postal Address:			Residential Address:		
Tel. + Code:	<i>Please include area code.</i>				
Fax No:	<i>Please include area code.</i>				
Mobile No:					
Email:	<i>Provide only one (1) active e-mail address.</i>				

### Section 4: Employment Particulars

Name of Employer:					
If not employed give details:					
Your Occupation:					
Employer Address:					
Employer Telephone:	<i>Please include area code.</i>				

### Section 5: Applicant's Next of Kin (Mark appropriate boxes with an 'X')

Family relationship with the person whose particulars are supplied:							
Father	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Spouse / Partner	<input type="checkbox"/>	Guardian	<input type="checkbox"/>
Title:	Mr	<input type="checkbox"/>	Ms	<input type="checkbox"/>	Other (specify):		
Surname:							
First Names in Full:						Initials:	<input type="text"/>
Home Address (Next of kin/Guardian):							
Tel No. (Work):	<i>Please include area code.</i>						
Tel No. (Home):	<i>Please include area code.</i>						
Occupation:				Employers' Address:			
Mobile Number:				E-mail:	<i>Provide only one (1) active e-mail address.</i>		

Last School Attended:	
Address of School:	
Highest grade passed:	
Date of Examination:	
Examination Body:	

**Note:** A Certified Copy of your School Leaving Certificate as well as a detailed CV should accompany this Application.

Subjects:	Level	Symbol

LEVEL			
I = IGCSE	H = HIGHER GRADE	A = A LEVEL	+ = NSSC (0)
* = HIGSCE	S = STANDARD GRADE	I = 0 LEVEL	# = NSSC (H)
			L = LOWER GRADE

### Section 7: Post-School Academic Qualifications *(Mark appropriate boxes with an 'X')*

Student No.	From Year	To Year	Name of University/Technikon/College			
Name of Programme (e.g. BCom, Honours, etc)			Awarded:		Y	N

Student No.	From Year	To Year	Name of University/Technikon/College			
Name of Programme (e.g. BCom, Honours, etc)			Awarded:		Y	N

Student No.	From Year	To Year	Name of University/Technikon/College			
Name of Programme (e.g. BCom, Honours, etc)			Awarded:		Y	N

Student No.	From Year	To Year	Name of University/Technikon/College			
Name of Programme (e.g. BCom, Honours, etc)			Awarded:		Y	N

### Section 8: International Applicants

Please note that Namibia Business School (NBS) will only register Non-Namibian applicants who are in the possession of a valid Study Permit. It is the responsibility of the applicant to obtain the relevant document before registration commences. Fees transferred to our bank account in foreign currencies, should make provision for the necessary bank charges.

## Declaration

I hereby certify that the information given in this application form is complete and accurate to the best of my knowledge. I permit NBS to use all means reasonable to verify the information I have provided in this application. I also agree to honour the rules and regulations that governs the School, which I will receive and sign at registration.

SIGNATURE OF APPLICANT:

DATE:

SIGNATURE OF GUARDIAN:

*(If applicants is under 21 years of age)*

DATE:

### Payment Methods

The preferred methods of payment:

1. Direct deposit at any branch of First National Bank (FNB).
2. Foreign currency transfer (from outside Namibia).

### Bank details:

**Bank:** First National Bank (FNB) Namibia – Commercial Suite  
**Account Name:** Namibia Business School  
**Account Number:** 6201 5723 457  
**Branch Code:** 281 872  
**Swift Code:** FIRNNANX  
**NBS Reference Number format:** NBS / Student Number -OR- Initial, Surname

A copy of the Bank transfer or deposit slip should be emailed or faxed to:  
**[E]: ronald.gariseb@nbs.edu.na ; [F]: +264 (0)61 413 512**

### FOR OFFICE USE OF FINANCE DEPARTMENT ONLY:

Application Fee Received:..... Receipt Number:.....

Late Application Fee Received:..... Receipt Number:.....

### FOR OFFICE USE OF ADMINISTRATION DEPARTMENT ONLY *(Documents verification)*:

ID Document	
Passport	
School Leaving Certificate	
Degree/Diploma	
Academic Record	
Curriculum Vitae	

## **CHECKLIST**

*(Please ensure to complete checklist BEFORE submitting your application)*

**(Tick ✓)**

ID Document	
Passport (International Students)	
School Leaving Certificate	
Degree/Diploma	
Academic Record	
Curriculum Vitae	
NQA Verification of Qualifications	
Application Fee	
Are you likely to apply for credits?	