



NBS 2021 Intake Application Form

Important Information for Uploading Documents

- Incomplete Application Forms will NOT be processed.
- Kindly ensure the documents are **certified** before uploading.
- Please name each file as follows: <first name><last name> Document, example: **Maria Johannes NQA.pdf**
- The following file types are accepted as uploads: PDF, DOC, DOCX, PNG, JPG, JPEG.
- The maximum file size is 16MB.
- Kindly ensure that each qualification is scanned with its corresponding academic record(s).
- **Replacement Files:**
If you do not have one of the documents required, please replace it by uploading a Word document with an explanation. For example, if you do not have an Employer's Letter due to unemployment, kindly upload a Word document with the following sentence, *I do not have an Employer's Letter because I am unemployed.*
- Please name each replacement file as follows:
<first name><last name> Document, example: **Maria Johannes Employer's Letter.pdf**

Checklist

Please name each file as follows <first name><last name> ID, example: **Maria Johannes ID.pdf**

- Certified copy of an Identification Document.
 - i) ID for Namibians/permanent residents.
 - ii) Passport for international students.
- A recent photo with the face clearly showing. A standard passport photo is advised.
- Certified copy of a Grade 12 School Leaving Certificate.
- Curriculum Vitae with clear start and end dates (month and year) of all employment.
- A recent, signed letter from employer verifying current employment with a stamp (date within the last three months).
- Certified copy of Qualification(s) such as a diploma or degree, in an electronic format.
- Stamped copy of Academic Record(s) for each institution in which a qualification was earned.
- *Namibia Qualification Authority* Evaluation Letter OR Acknowledgement Letter, for qualifications obtained from an educational institution located outside of Namibia, (South African institutions included).



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International Students

Successful applicants are expected to apply for a study permit after registration at Namibia Business School (NBS). It is the responsibility of the applicant to be in possession of a valid Study Permit during the course of their studies.

Provision should be made for necessary bank charges in case of fees being transferred to our bank account in foreign currencies.

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

The preferred methods of payment:

1. Direct deposit at any branch of First National Bank (FNB).

2. Foreign currency transfer (from outside Namibia).