

Past UNAM Student Number

--	--	--	--	--	--	--	--	--	--

PASSPORT PHOTO OF
APPLICANT

(Compulsory –
Please attach recent
Passport Photo
of yourself)

Application Form

for Courses which are
not available through
Mature Age Entry

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:

--	--	--	--

The closing date for
Late Applications:

11 February 2021

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 **11 February 2022 – N\$500**

Bank Details: See Bank Details & Payment Methods on Page 4 of
the application form.

Completed application forms must be sent via
email to:

Namibia Business School
Academic Office

apply@nbs.edu.na

NQA Qualification Verification:

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

Section 1: Academic Programme for which you apply for (see available courses on www.nbs.edu.na/all-courses/)

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	Ms	Other (specify)									
Surname:				Initials:								
First Name(s) in Full:												
<table border="1"> <tr> <td>Accepted for First (1) Choice</td> <td></td> <td>Accepted for Second (2) Choice</td> <td></td> <td>Rejected</td> <td></td> <td>Incomplete</td> <td></td> </tr> </table>					Accepted for First (1) Choice		Accepted for Second (2) Choice		Rejected		Incomplete	
Accepted for First (1) Choice		Accepted for Second (2) Choice		Rejected		Incomplete						
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:	Please be specific on your ethnic language.												Home Town:					
Nationality:																		
Region of origin (if residing in Namibia or Namibia as Country of Permanent Residence):																		
NB: If not a Namibian citizen, please apply for a study permit from your country of origin.																		

Section 3: Contact Details of Applicant

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

Section 4: Employment Particulars

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

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

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

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:

[E]: apply@nbs.edu.na ; [T]: +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 (Only International Qualifications)	
Application Fee	
Are you likely to apply for credits?	
Work Experience letter	