



Past UNAM Student Number

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Mature Age Entry

PASSPORT PHOTO OF APPLICANT

(Compulsory – Please attach recent Passport Photo of yourself)

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

Application fees must be paid into the NBS Bank Account. Account details can be found on page 4. Proof of payment must accompany the application form via email.

ACADEMIC YEAR APPLIED FOR:

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Application closing date:

05 June 2023

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

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

NQA Qualification Verification

All applicants with international qualifications need to have their qualifications verified by the Namibian Qualification Authority (NQA) against the National qualification Framework (NQA) – attached verification to application form.

Completed application forms must be sent via email to the Faculty officer at: apply@nbs.edu.na

Section 1: Academic Programme for which you want to 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:				

Accepted for First (1) Choice	Accepted for Second (2) Choice	Rejected	Incomplete
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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):																			

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:	<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:			
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 = O 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	<input type="checkbox"/>	N	<input type="checkbox"/>

Student No.	From Year	To Year	Name of University/Technikon/College					
Name of Programme (e.g. BCom, Honours, etc)				Awarded:	Y	<input type="checkbox"/>	N	<input type="checkbox"/>

Student No.	From Year	To Year	Name of University/Technikon/College					
Name of Programme (e.g. BCom, Honours, etc)				Awarded:	Y	<input type="checkbox"/>	N	<input type="checkbox"/>

Student No.	From Year	To Year	Name of University/Technikon/College					
Name of Programme (e.g. BCom, Honours, etc)				Awarded:	Y	<input type="checkbox"/>	N	<input type="checkbox"/>

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	