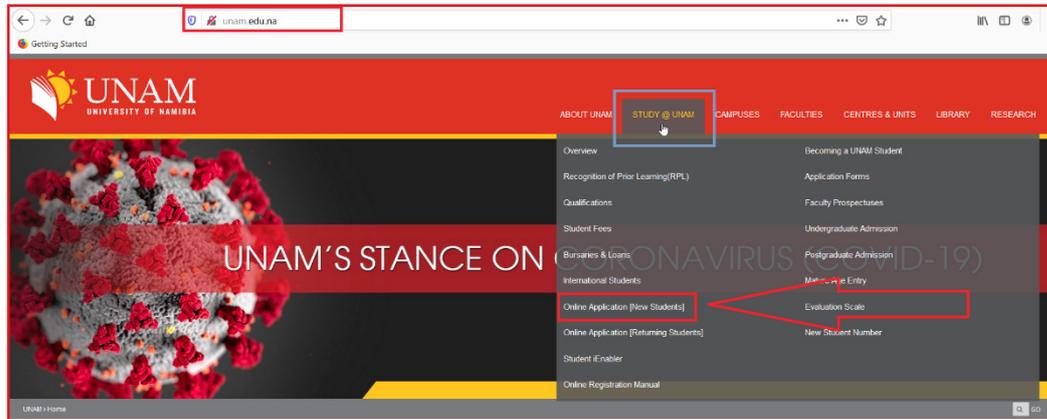


**ONLINE APPLICATION
NEW APPLICANTS**
- First timers at UNAM -

1. Visit the UNAM website <http://unam.edu.na/> and hover onto **Study @ UNAM**, and then **Online Application [New Students]** fields respectively.



2. Fill in the Biographical Information as per fields in the form.

BIOGRAPHICAL INFORMATION

Step 1: Please complete your Personal Information as requested below. All fields indicated with a * must be completed.
Step 2: Submit your Personal Information by clicking the 'Save' button or click the 'Clear Form' button to clear the inserted values.

TITLE: *

SURNAME: *

FIRST NAMES IN FULL: *

INITIALS: *

MARITAL STATUS: -- Please Select -- *

ONLY IF MARRIED, MAIDEN NAME:

GENDER: Male Female

DATE OF BIRTH (DD-MON-YYYY): *

IDENTITY NUMBER/BIRTH CERTIFICATE NUMBER: *

CITIZENSHIP: *

PASSPORT NUMBER: *

MOTHER TONGUE: ENGLISH *

ETHNIC GROUP: *

POSTAL ADDRESS - LINE 1: *

Vital Pointers when filling in the Biographical Information form

- a. **Always** click on the magnifying glass icon for fields marked with a magnifying glass icon to fill the field. Search for the right option and click enter to populate the field – Do **not** type out the answer.

BIOGRAPHICAL INFORMATION

Step 1: Please complete your Personal Information as requested below. All fields indicated with a * must be completed.
Step 2: Submit your Personal Information by clicking the 'Save' button or click the 'Clear Form' button to clear the inserted values.

TITLE: *

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CITIZENSHIP: *

PASSPORT NUMBER: *

MOTHER TONGUE: ENGLISH *

ETHNIC GROUP: *

POSTAL ADDRESS - LINE 1: *

- b. To search for an option, enter a few starting characters of your choice **after** the % sign and click on the search button. E.g. %Silo for Silozi under mother tongue.

MOTHER TONGUE: ENGLISH *

ETHNIC GROUP: *

POSTAL ADDRESS - LINE 1:

ADDRESS LINE 2:

ADDRESS LINE 3:

ADDRESS LINE 4:

HOME TOWN: *

EMAIL ADDRESS:

CELLPHONE NUMBER:

TYPE OF SCHOOL LEAVING CERTIFICATE: *

LAST YEAR OF SECONDARY SCHOOL (YYYYMM): *

LAST SECONDARY SCHOOL ATTENDED: *

HIGHEST GRADE PASSED:

EXAMINATION AUTHORITY: *

EXAMINATION NUMBER:

NAME OF EMPLOYER: *

YOUR OCCUPATION: *

Enquiry Number:

Application Type: *

List Of Values: MOTHER TONGUE - Mozilla Firefox

https://enabler.unam.edu.na/.../prod41/web:w01/pkg:w01_low_bind/7X_11

MOTHER TONGUE

Search criterion for MOTHER TONGUE:

%Silo Search Close

Code	Description
03	GERMAN
08	JUHOANSI
09	KHOEKHOEGOWAB
11	OTJHERERO
12	OSI IKWANYAMA
16	OSHINDONGA
21	RUKWANGALI
23	RUMANYO
25	THIMBUKUSHU
27	SILUZI
28	CHIFWE
29	CHISURUYA

- c. At the **LAST YEAR OF SECONDARY SCHOOL** field, ensure that the date format is entered in the correct format (YYYYMM).
- i. E.g., if you completed school in September 2017, the date should be 201709 and **NOT** 2017-09 or 2017/9 etc...

CELLPHONE NUMBER: *

TYPE OF SCHOOL LEAVING CERTIFICATE: Q *

LAST YEAR OF SECONDARY SCHOOL (YYYYMM): *

LAST SECONDARY SCHOOL ATTENDED: Q *

HIGHEST GRADE PASSED:

EXAMINATION AUTHORITY: Q *

EXAMINATION NUMBER:

NAME OF EMPLOYER: Q

YOUR OCCUPATION: Q

Enquiry Number:

Application Type: Q *

Save Clear Form

d. Ensure every field is correctly filled out and click on the save Button

e. Once done filling out the form, click on the **SAVE** button to proceed.

TYPE OF SCHOOL LEAVING CERTIFICATE: Q *

LAST YEAR OF SECONDARY SCHOOL (YYYYMM): *

LAST SECONDARY SCHOOL ATTENDED: Q *

HIGHEST GRADE PASSED:

EXAMINATION AUTHORITY: Q *

EXAMINATION NUMBER:

NAME OF EMPLOYER: Q

YOUR OCCUPATION: Q

Enquiry Number:

Application Type: Q *

Save Clear Form

3. The system will issue you with a student number. Please note this number down as this will be your unique reference code with the University of Namibia throughout.

a. You're then required to create a 5 Digits numeric pin code. The pin should **NOT**;

- i. Start with a Zero (0)
- ii. Have double numbers (e.g. 22 or 55 or 77)
- iii. Have consecutive numbers (e.g. 12 or 56 or 34)

b. A PIN like 14863 is fine but **12478** or **11258** is not.

Integrated Tertiary Software Wednesday, 15th July 2020

Academic Application : Pin Creation

You have been issued with the following reference number : **221012222**
All future interaction with our institution must be conducted using this reference number.

The next phase of the application process requires the creation of a pin which will be used in conjunction with your new reference number for future interaction with our institution. Please record this reference number and pin in a safe place for future reference.

Please Enter Your Pin and Pin Confirmation And Press **Create Pin**.

Pin : **5 numeric digits. Do not start with a 0.**

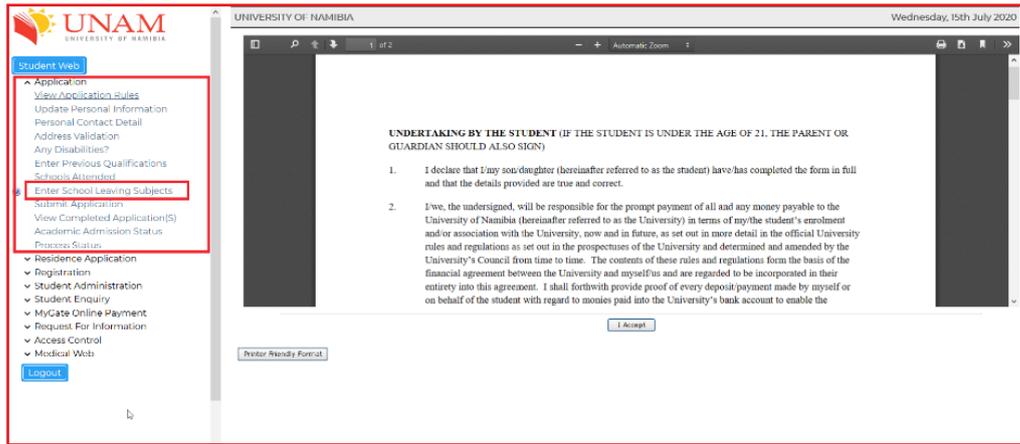
Re-enter Pin :

Create Pin Help

[Contact Us | About Us | Disclaimer | Terms & Conditions | Privacy & Security Statement | Powered By]

4. Once you create your PIN successfully, you'll be re-directed to a portal where you're

required to complete the rest of your application. (E.g. Uploading of documents etc.) Fill in all required fields under the Application tab step by step.



5. The documents are uploaded under the **Enter School Leaving Subjects** tab

UNIVERSITY OF NAMIBIA Wednesday, 15th July 2020

Student Number: 221012222 Enter School Leaving Subjects

Note: All fields indicated with a * must be completed. Click the 'Save' button in order to submit the entered information. Select the 'Delete' checkbox(es) and then click the 'Save' button to remove the existing record(s) or to clear the newly entered record.

Date (YYYYMM)	Type	Subject	Grade	Symbol Pre Final Year	Percentage Pre Final Year	Symbol Mid Final Year	Percentage Mid Final Year	Symbol Final Year	Percentage Final Year	Delete?
201205	* 06	* [input]	* [input]	[input]	[input]	[input]	[input]	[input]	[input]	[input]
201205	* 06	* [input]	* [input]	[input]	[input]	[input]	[input]	[input]	[input]	[input]
201205	* 06	* [input]	* [input]	[input]	[input]	[input]	[input]	[input]	[input]	[input]
201205	* 06	* [input]	* [input]	[input]	[input]	[input]	[input]	[input]	[input]	[input]
201205	* 06	* [input]	* [input]	[input]	[input]	[input]	[input]	[input]	[input]	[input]
201205	* 06	* [input]	* [input]	[input]	[input]	[input]	[input]	[input]	[input]	[input]

Are you Upgrading your Matric/Grade 12 results [Please select]

Save Revert Changes Load/View Documents

6. Ensure that you complete all fields as required. Save at each page.

7. The End

