

Online Application Guide



Online Application Guide

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- i. New Students: Online applications steps
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Online Application Guide

Welcome to the University of Namibia's Online Application Guide!

This guide provides step-by-step instructions for completing your online application process, whether you are a first-time applicant or a returning student.

Follow the steps carefully and refer to the accompanying screenshots for clarity.

Section A: Online Applications for New Students

Step 1: Access the Online Application Portal

- Visit the UNAM website: <http://unam.edu.na/>.
- Hover over **Study@UNAM** and click on **Online Application**.

Alternatively, go directly to the portal at:

https://ienabler.unam.edu.na/pls/prodi41/w99pkg.mi_login.

Important:

- This section is **ONLY** for first-time applicants.
- First-time applicants are individuals who have never studied at UNAM or **do not** have a UNAM student reference number.
- If you already have a student reference number, refer to **Section B** for returning student applications.



Step 2: Ensure Payment of Application Fees

- Ensure that you have paid your application fee before starting the process.

Check Admission Status (PDF) Evaluation ScaleView Prospectuses

Application Fees Namibians Students: N\$150.00 International Students: N\$300.00	Banking Details Bank Name: First National Bank (FNB) Account Name: University of Namibia Account Number: 55500057621 Account Type: Current Account Swift Code: FIRNNANX Reference: Name & Surname Application Fees	Take Note In the case of ATM deposit where a reference cannot be entered, applicants are required to write the reference (Name and Surname of applicant) – Application fees – on the receipt before uploading. Proof of payments to be scanned and uploaded together with the other documents required for online application. No application will be processed without a valid proof of payment indicating the reference. For detailed course prospectuses, click here .
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- Have your proof of payment ready.

Step 3: Enter Your Biographical Information

- Fill in your personal details carefully, following the instructions provided.

BIOGRAPHICAL INFORMATION

Note: 1. Before completing this online application form, kindly ensure that you have the required documents ready in order to upload. 2. Documents to be uploaded are indicated in below: **Compulsory documents** Passport Photo, Certificate copy of identity document (ID) or Certificate copy of Passport, Certificate copy of School Leaving Certificates School Result / Rapport (Namibian Schools – Current Grade 12) **Additional documents for international students** Official Translation (Non-English Documents) NQA Evaluation Report (International Qualifications) 3. Applications will only be regarded as complete once all relevant documents are uploaded. 4. All documents should be submitted in PDF format. Any document submitted in any other format e.g. image, JPEG or XPS or MS etc will not be accepted. 5. Hover your Mouse Over the field to get more information

TITLE: Q*

SURNAME: *

FIRST NAMES IN FULL: *

INITIALS: *

MARITAL STATUS: *

ONLY IF MARRIED, MAIDEN NAME:

GENDER: Q*

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

IDENTITY NUMBER/BIRTH CERTIFICATE NUMBER: *

CITIZENSHIP: Q*

PASSPORT NUMBER:

MOTHER TONGUE: Q*

ETHNIC GROUP: Q*

P.O. BOX NUMBER: *

SUBURB: *

CITY OR TOWN:

REGION: Q*

VALID EMAIL ADDRESS(used for communication): *

VALID CELLPHONE NUMBER: *

TYPE OF SCHOOL LEAVING CERTIFICATE: Q*

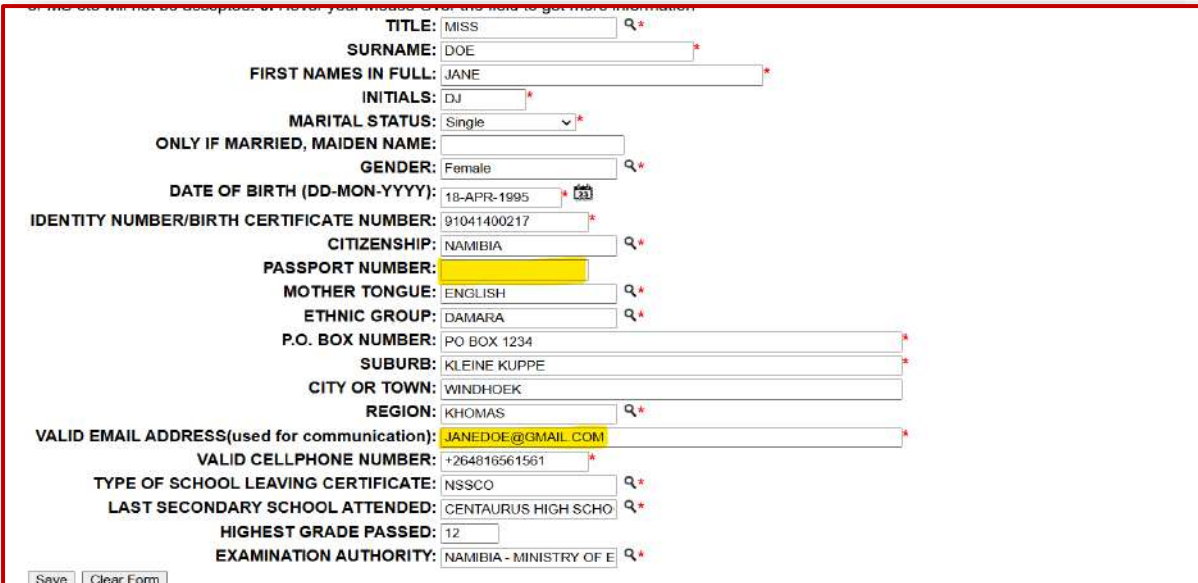
LAST SECONDARY SCHOOL ATTENDED: Q*

Step 4: Important Notes for Biographical Information

- **Passport Field:**
 - For international students, the passport field is mandatory.
 - Namibian citizens can leave this field blank. Do not enter “NA.”
- **Email Address:**

Use a valid email address that you can access regularly. Your admission status will be sent to this email.
- **School Leaving Certificate:**

Ensure the information is accurate.



of the site will not be accepted. If needed, your mobile e-mail address to get more information

TITLE: MISS *

SURNAME: DOE *

FIRST NAMES IN FULL: JANE *

INITIALS: DJ *

MARITAL STATUS: Single *

ONLY IF MARRIED, MAIDEN NAME:

GENDER: Female *

DATE OF BIRTH (DD-MON-YYYY): 18-APR-1995 *

IDENTITY NUMBER/BIRTH CERTIFICATE NUMBER: 91041400217 *

CITIZENSHIP: NAMIBIA *

PASSPORT NUMBER: *

MOTHER TONGUE: ENGLISH *

ETHNIC GROUP: DAMARA *

P.O. BOX NUMBER: PO BOX 1234 *

SUBURB: KLEINE KUPPE *

CITY OR TOWN: WINDHOEK

REGION: KHOMAS *

VALID EMAIL ADDRESS(used for communication): JANEDOE@GMAIL.COM *

VALID CELLPHONE NUMBER: +264816561561 *

TYPE OF SCHOOL LEAVING CERTIFICATE: NSSCO *

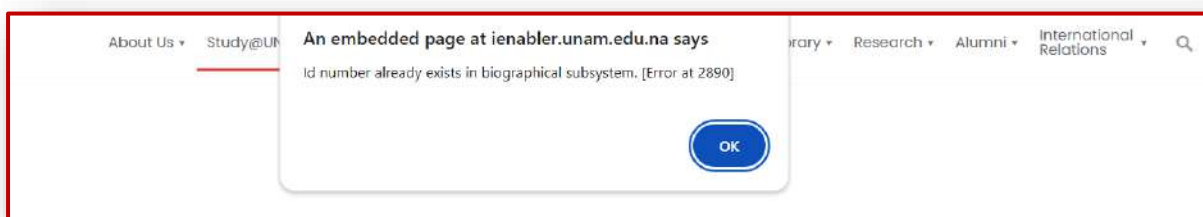
LAST SECONDARY SCHOOL ATTENDED: CENTAURUS HIGH SCHO *

HIGHEST GRADE PASSED: 12

EXAMINATION AUTHORITY: NAMIBIA - MINISTRY OF E *

Step 5: Error Handling

- If you encounter an error indicating that you already have a UNAM student reference number, refer to **Section B** for returning student applications. (*Please do not go back and enter an invalid ID*).



Step 6: Create a PIN

- The system will ask you to create a PIN. Create a 5-digit PIN that does not start with “0” or include repeating digits (e.g. “99” or “888”).

Note: Write down your student reference number, as highlighted in yellow in the illustrative screenshot below:

Integrated Tertiary Software Monday, 20th January 2025

Academic Application : Pin Creation

You have been issued with the following reference number: **225149184**
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 : *

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Steps 7 – 19: Complete the Application Process

Steps 7: Click on **Application**, read the rules, and click **I Accept**.

UNAM UNIVERSITY OF NAMIBIA Monday, 20th January 2025

Student Web

- Application
 - View Application Rules
 - Update Personal Information
 - Schools Attended
 - Enter School Leaving Subjects
 - Enter Previous Qualifications
 - Submit Application
 - View Completed Application(S)
 - Any Disabilities?
 - Process Status
 - Academic Admission Status
- Residence Application
- Registration
- Student Administration
- Student Enquiry

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UNDERTAKING BY THE STUDENT (IF THE STUDENT IS UNDER THE AGE OF 21, THE PARENT OR GUARDIAN SHOULD ALSO TAKE UNDERTAKE THE FOLLOWING)

- I declare that I am a Namibian citizen (Namibia has released to me the student) have completed the form in full and that the details provided therein are true and correct.
- I, the undersigned, will be responsible for the payment of all and any money payable to the University of Namibia (hereafter referred to as the University) in terms of my student's contract and/or association with the University, now and in future, as set out in the attached University rules and regulations as well as in the provisions of the University and determined and controlled by the University's Council from time to time. The content of these rules and regulations form the basis of the financial agreement between the University and myself and are required to be incorporated in the university into this agreement. I shall therefore provide proof of every deposit/amount made by myself or on behalf of the student referred to herein paid into the University's bank account in order for the University to credit the student's account study account with the University.
- I do give permission that a student identity card may be issued to the student and I accept responsibility for all financial and other transactions registered and control over by means of such card. I also accept full responsibility for the safe keeping of the student's student identity card. Lost cards need to be cancelled immediately at the Student Identity Card Unit of Under Services.
- I do consent to the issuing of a computer user name to enable the student to access the security of the internet in the personal responsibility of the student. I also understand myself to be liable for the use of the University's computer facilities as contained in the relevant policy document and the student accepts responsibility for all transactions done to the student's user name including electronic mail and internet access.
- I do understand that the University will at all times be entitled to monitor access to the student's computer facilities because it appears that the information supplied on the form is false or incorrect. I further understand that the University reserves the right to cancel any student's registration to the extent that the student may be any manner academically standard to a qualification. The University will not continue to admit or re-admit any student admitted to the University. Should it be found that any student has been academically standard or that a student's student name obtained to the University based on falsified documentation, such student will be immediately be dis-enrolled from the University.
- If the student fails to make any payments due to the University as predetermined above, and if the University or the University's sole discretion should hand over to students any amount of student fee collection. Evidence to pay off such whenever which may be demanded including missing from institution.
- I do understand that I, the student, will be responsible for the payment of any and all fees, including but not limited to, fees, and any expense of whatever nature on matters and/or related matters. Any fees

Steps 8: Update your Personal Information and read through it to ensure that your personal details are correct.

Update Personal Information

Student Number: 225149184
Name: MS DOE JANE

Note: Personal Details 1. Please complete the first part of the application as required below and click on save button to navigate to the next field. 2. Use the magnifying glass to select relevant information. Alternatively, insert few characters on the search button to find your preferred answer.

TITLE: MS
SURNAME: JANE
FIRST NAMES IN FULL: DOE
INITIALS: JD
MARITAL STATUS: Single
ONLY IF MARRIED, MAIDEN NAME:
GENDER: Female
DATE OF BIRTH (DD-MON-YYYY): 18-APR-1995
IDENTITY NUMBER/BIRTH CERTIFICATE NUMBER: 91041546400217
CITIZENSHIP: NAMIBIA
PASSPORT NUMBER:
MOTHER TONGUE: ENGLISH
ETHNIC GROUP: DAMARA
REGION: KHOMAS
TYPE OF SCHOOL LEAVING CERTIFICATE: NSSCO
LAST SECONDARY SCHOOL ATTENDED: SEK DUITSMEDIUM
HIGHEST GRADE PASSED: 12
EXAMINATION AUTHORITY: NAMIBIA - MINISTRY OF E

Save Revert Changes

Steps 9: Enter your High School details and click **Save**.

Schools Attended

Student Number: 225149184

Note: Enter name of school attended. Click on the magnifying glass to select your school

School Name	Period of Attendance				Delet
	From Year (YYYY)	Month (MM)	To Year (YYYY)	Month (MM)	
ONESI SECONDARY SCHOOL	2006	1	2010	12	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Steps 10: Add your School Leaving Subjects using the magnifying glass tool. Do not manually type in these fields.

UNAM UNIVERSITY OF NAMIBIA

UNIVERSITY OF NAMIBIA Monday, 20th January 2025

Student Number: 225149184 Enter School Leaving Subjects

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	Perce Pre-Fi Year
999999 *	16 *	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
999999 *	16 *	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
999999 *	16 *	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
999999 *	16 *	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
999999 *	16 *	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Steps 11: Respond to the question: “Are you upgrading your Matric/Grade 12 results?”

Student Number: 225149184 Enter School Leaving Subjects

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	Perce Pre-Fi Year
999999 *	16 *	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
999999 *	16 *	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
999999 *	16 *	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
999999 *	16 *	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
999999 *	16 *	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Are you Upgrading your Matric/Grade 12 results?

Save Revert Changes Load/View Documents

Steps 12: Continue on the same page and upload the required documents by clicking **Load/View Documents**, then click **Save**.

Student Number: 225149184
Enter School Leaving Subjects

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	Perce Pre-Fin Year
999999	* 17	* FRENCH A-LEVEL	* *			82
999999	* 17	* BIOLOGY AS	* *			53
999999	* 17	* COMPUTER SCIENCE SG	* *			68
999999	* 16	*	* *			
999999	* 16	*	* *			

Are you Upgrading your Matric/Grade 12 results? No

Save
Revert Changes
[Load/View Documents](#)

Choose Category
View/Upload - Upload your Documents Here

Steps 13: Add any prior University qualifications, if applicable.

UNIVERSITY OF NAMIBIA
Student Number: 225149184
Enter Previous Qualifications

Note: Enter Previous Qualifications (insert former qualification obtained) (This section requires you to supply details of any formal qualification obtained from recognized institution)

Add A Qualification

*Institution Name:

*Period of Registration: Start Year (YYYY):

*End Year (YYYY):

Student Number from Previous Institution:

*Qualification:

Field of Specialization:

Was the Qualification Awarded?:

Steps 14: Search for the qualification you wish to apply for by typing in keywords (e.g. *Business, Accounting, Law, Political Science, Ocean, Medicine, etc.*).

The screenshot shows the 'Choice of Programme or Qualification' page. On the left is a navigation menu with 'Student Web' and 'Application' options. The main content area displays the student's details: Student Number: 225149184, Name: MS DOE JANE. A note instructs the user to select an intended year of study from the 'Academic Year' list and enter keywords for the search. The 'Academic Year' dropdown is set to 2025. The search input field is empty, and the 'Restrict the Search to' dropdown is set to 'Do not restrict any programme'. A 'Search' button is located below the input field.

Steps 15: Select your **Mode of Study** and click **Save**.

The screenshot shows the 'Qualification Study Choices' page. The navigation menu is the same as in the previous screenshot. The main content area displays the student's details and the selected qualification: 12MPST: MASTER OF ARTS IN POLITICAL STUDIES. A note explains the study mode options: Fulltime Part-Time. The 'Academic Year' is 2025. The 'How would you like to study for the qualification?' dropdown is set to 'PARTTIME STUDY MAIN CAMPUS'. The 'When would you like to study for the qualification?' dropdown is set to 'YEAR BLOCK YR MODULES'. The 'In which period are you intending to study?' dropdown is set to '2ND: SECOND YEAR'. The 'Academic Preference' field is set to 1. At the bottom, there are three buttons: 'Save and Continue', 'Restart Process', and 'View calendar information'.

Steps 16: Submit your application by clicking **Accept Application**.

UNIVERSITY OF NAMIBIA Monday, 20th January 2025

Process Trail: [Qualification](#) >> [Study Choices](#) >> [Detail](#)

Application Detail

Student Number: 225149184
Name: MS DOE JANE

Academic Year:	2025
Qualification:	12MPST: MASTER OF ARTS IN POLITICAL STUDIES
Mode of Study:	PM: PARTTIME STUDY: MAIN CAMPUS
Academic Period:	0: YEAR BLOCK YR MODULES
Period of Study:	2: 2ND: SECOND YEAR
Academic Preference:	1

Academic Credits			
	This Application	This Academic Year	Previous Academic Year
Total:	000	000	000

Note: For assistance please send an email to unamstudentrecords@unam.na

[Accept Application](#) [Restart Process](#) [Display Pro Forma of Costs](#) [eMail Details](#) [Print Detail](#)

Steps 17: A confirmation pop-up will appear.

ienabler.unam.edu.na says

Your application has been received for further processing. Thank you.

[OK](#)

Steps 18: To apply for a second-choice programme, go back to **Submit Application** and repeat the process. Your second choice will be indicated under **Academic Preference** as “2.”

Process Trail: [Qualification](#) >> [Study Choices](#)

Qualification Study Choices

Student Number: 225149184
Name: MS DOE JANE

Note: Study mode (enter choice of study type) Fulltime Part-Time Select the Period of Study 1st Year Academic Preference is your choice of study e.g. 1st Choice or 2nd Choice

Academic Year: 2025
Qualification: 92BAHU: BACHELOR OF ARTS IN HUMANITIES

How would you like to study for the qualification?

When would you like to study for the qualification?

In which period are you intending to study?

Academic Preference:

[Save and Continue](#) [Restart Process](#) [View calendar information](#)

Steps 19: View your completed applications by clicking **View Completed Application(s)**.

View Completed Application(S)

Student Number: 225149184
Name: MS DOE JANE

Note: To Setup : Refer to (GOPS-21) - External Body = INE, External Code Type = 007 If not setup the default message is : If any previously submitted applications exist click on the academic year to view its detail.

Academic Year	Academic Preference	Qualification	Description	WRS Score
2025	1	92BADR	BACHELOR OF ARTS: DRAMA & THEATRE ARTS	25
2025	2	92BAHU	BACHELOR OF ARTS IN HUMANITIES	25

Step 20: Check Your Application Status

- To check your application status, click on **Academic Admission Status** in the menu.
- Your status will appear under the “Status” tab.

UNAM UNIVERSITY OF NAMIBIA

Academic Admission Status

Student Number: 225149184
Name: MS DOE JANE

Year	Qualification	Faculty	Status
2025	92BADR	School Of Humanities, Society	Application Without Status
2025	92BAHU	School Of Humanities, Society	Application Without Status

[Printer Friendly Format](#)

Student Web

- Application
 - View Application Rules
 - Update Personal Information
 - Schools Attended
 - Enter School Leaving Subjects
 - Enter Previous Qualifications
 - Submit Application
 - View Completed Application(S)
 - Any Disabilities?
 - Process Status
 - Academic Admission Status**
- Residence Application
 - Residence Rules and Regulations
 - Submit Residence Application
 - Cancel Residence Application
 - Process Status
- Registration

Section B: Online Applications for Returning Students

Step 1: Access the Returning Student Portal

- Visit the UNAM website: <http://unam.edu.na/>
- Hover over **Study@UNAM**, then click on **Online Application (Returning Students)**.

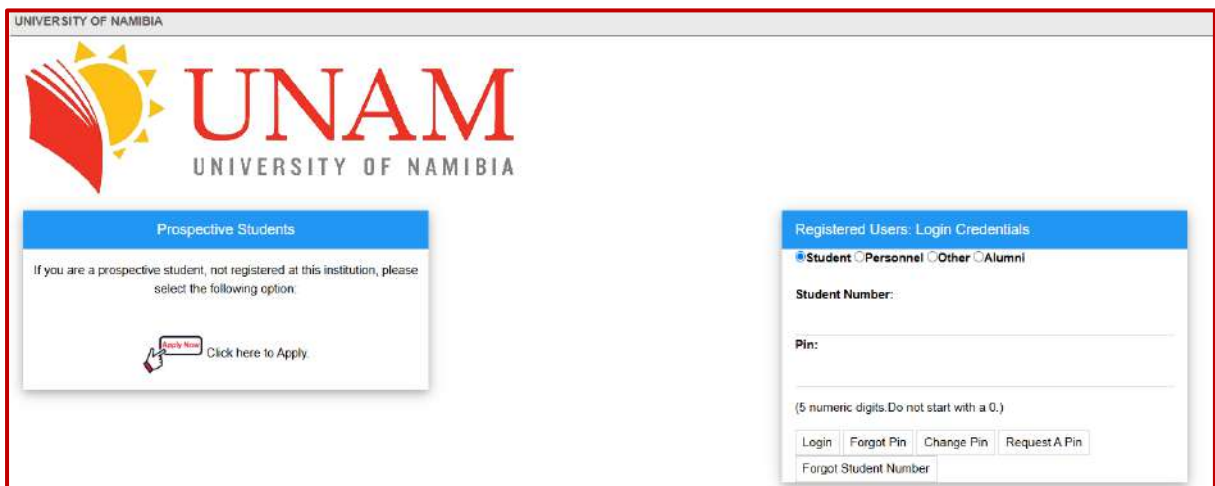
Alternatively, go directly to the portal at:

https://ienabler.unam.edu.na/pls/prodi41/w99pkg.mi_login.



Steps 2–12: Login and Retrieve Your Credentials

Step 2: Open the application portal.

A screenshot of the UNAM application portal login page. The page features the UNAM logo and the text 'UNAM UNIVERSITY OF NAMIBIA'. There are two main sections: 'Prospective Students' and 'Registered Users: Login Credentials'. The 'Prospective Students' section has a button that says 'Click here to Apply'. The 'Registered Users: Login Credentials' section has radio buttons for 'Student', 'Personnel', 'Other', and 'Alumni'. Below these are input fields for 'Student Number' and 'Pin', with a note '(5 numeric digits. Do not start with a 0.)'. There are also buttons for 'Login', 'Forgot Pin', 'Change Pin', 'Request A Pin', and 'Forgot Student Number'.

Step 3: Log in using your **Student Number** and **PIN**.

Registered Users: Login Credentials

Student Personnel Other Alumni

Student Number:
222011297

Pin:

(5 numeric digits. Do not start with a 0.)

Login Forgot Pin Change Pin Request A Pin
Forgot Student Number

Step 4: If you receive an **“Illegal Login”** error, either your student number or PIN is incorrect.

Illegal Login
Please Retry.

[Back](#)

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Step 5: To retrieve a forgotten student number:

Click Forgot Student Number.

Registered Users: Login Credentials

Student Personnel Other Alumni

Student Number:

Pin:

(5 numeric digits. Do not start with a 0.)

Login Forgot Pin Change Pin Request A Pin

Forgot Student Number

Step 6: Enter your ID number and click Search.

Forgot your Student Number?

Note: Choose an identification type and supply the relevant information in order for us to identify you on the system or click 'Back' in order to return to the log in screen.

Identification Type ID Number

ID Number 472727400217*

Search

Step 7: Your student number will be sent to the email on your profile.

- If you do not remember your registered email, contact UNAM ICT Services **061 206 3041 / 061 206 3014** for assistance.
- Wait 5 – 10 minutes for the email. If it doesn't arrive, UNAM ICT Services **061 206 3041 / 061 206 3014** to reset your PIN.

Requesting forgotten Student Number

Your student number reminder has been sent to your e-mail address ending in ***GMAIL.COM

Please access the [Contact Us] hyperlink below to contact us if you have any queries.

Step 8: Once you receive the email from Alerts (alerts@unam.na), log in with the student number and PIN provided.



Step 9: Go back to the portal <https://ienabler.unam.edu.na/pls/prodi41/w99pkg.mi> login. Enter the Student Number you got on email and click on **Request a PIN**.

Registered Users: Login Credentials

Student Personnel Other Alumni

Student Number:

Pin:

(5 numeric digits. Do not start with a 0.)

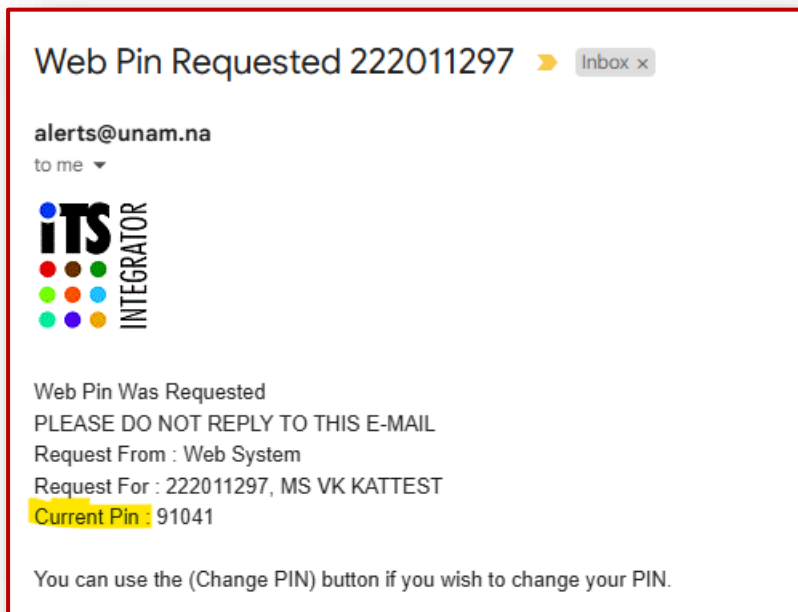
Login Forgot Pin Change Pin **Request A Pin**
Forgot Student Number

Step 10: An email will be forwarded to you with the Pin.

PIN Requested Successfully

Your Pin will be sent to your E-mail address.

Step 11: The PIN will be emailed to you as **Current Pin: XXXXX** (see image below):



Step 12: Go back to the portal and enter your student number and Current PIN. Click Login.

The image shows a login page titled "Registered Users: Login Credentials". There are four radio button options: "Student" (selected), "Personnel", "Other", and "Alumni". Below these are two input fields: "Student Number:" with the value "222011297" and "Pin:" with five asterisks. A note below the pin field says "(5 numeric digits. Do not start with a 0.)". At the bottom, there are five buttons: "Login", "Forgot Pin", "Change Pin", "Request A Pin", and "Forgot Student Number".

Step 13: Complete the Application

- After logging in, follow the steps outlined in **Section A** (above), starting from **Step 7**.

End of Guide

For any issues or queries, contact the University of Namibia's ICT Services **061 206 3041 / 061 206 3014** support team.

Best of luck with your application!