Online Application Guide

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Inside:

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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:
  i.   This section is ONLY for first-time applicants.
  ii. First-time applicants are individuals who have never studied at UNAM or do not have a UNAM student reference number.
  iii. 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.

- Have your proof of payment ready.

Step 3: Enter Your Biographical Information

- Fill in your personal details carefully, following the instructions provided.
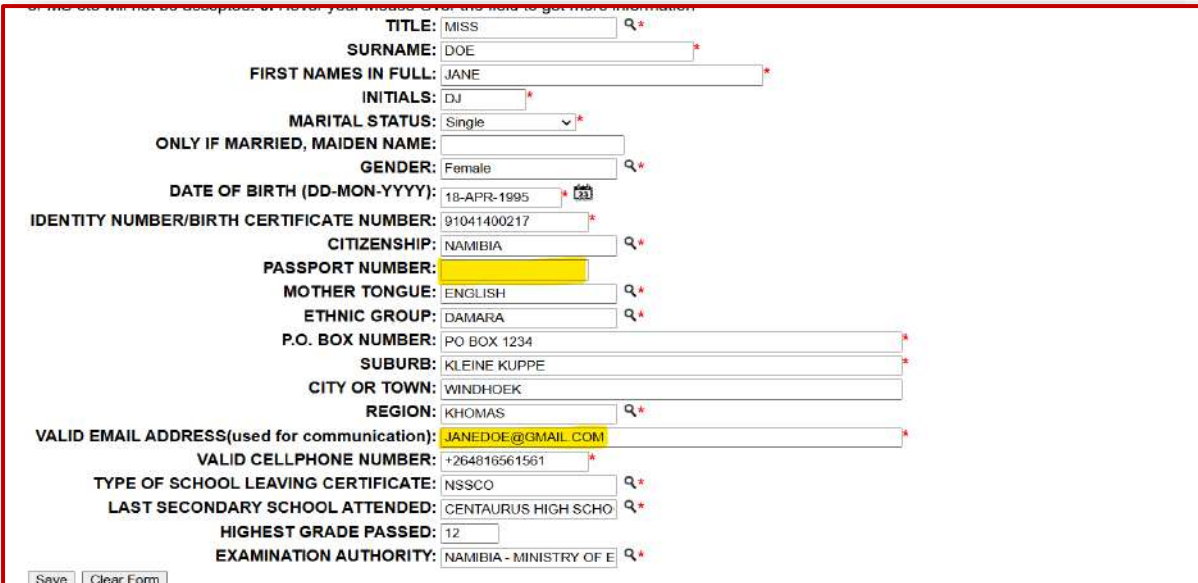
Step 4: Important Notes for Biographical Information

- **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.

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).*
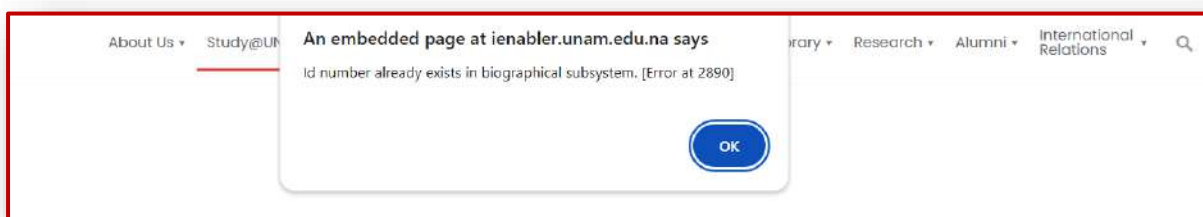
Step 6: Create a PIN

- 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:

Steps 7 – 19: Complete the Application Process

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

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

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

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

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

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

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

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.).*

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

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

Steps 17: A confirmation pop-up will appear.

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."

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.

UNIVERSITY OF NAMIBIA

Academic Admission Status

Student Number: 225149184
Name: MS DOE JANE

Year	Qualification		Faculty	Status
2025	92BADR	BACHELOR OF ARTS: DRAMA & THEATRE ARTS	School Of Humanities, Society	Application Without Status
2025	92BAHU	BACHELOR OF ARTS IN HUMANITIES	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)**.
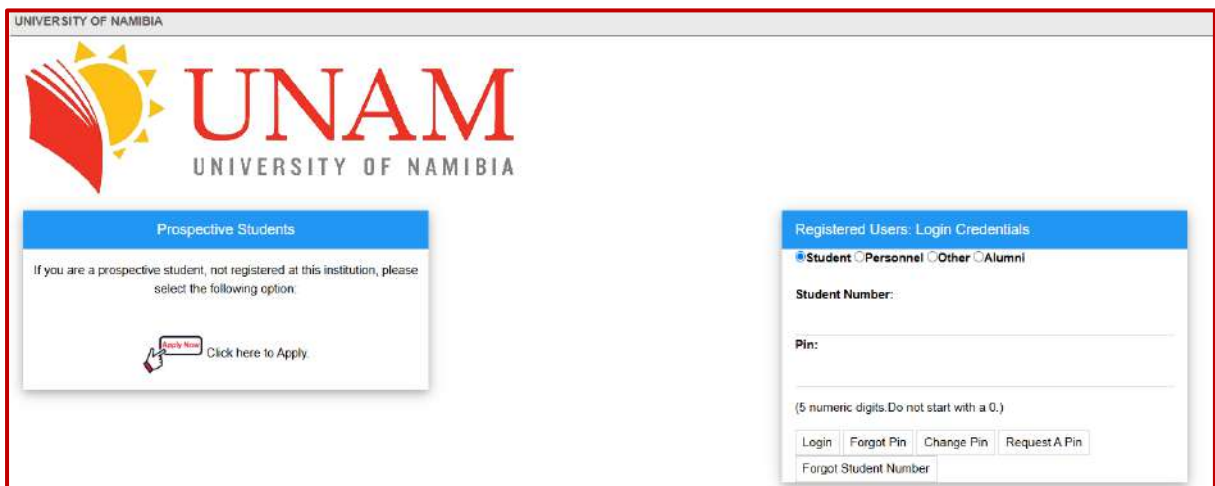
Alternatively, go directly to the portal at:
https://ienabler.unam.edu.na/pls/prodi41/w99pkg.mi_login.

Steps 2–12: Login and Retrieve Your Credentials

Step 2: Open the application portal.

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

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

Step 5: To retrieve a forgotten student number:

Click Forgot Student Number.

Step 6: Enter your ID number and click 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.

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**.

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):

Web Pin Requested 222011297 ➤ Inbox ×

alerts@unam.na
to me ▾

iTS INTEGRATOR

Web Pin Was Requested
PLEASE DO NOT REPLY TO THIS E-MAIL
Request From : Web System
Request For : 222011297, MS VK KATTEST
Current Pin : 91041

You can use the (Change PIN) button if you wish to change your PIN.
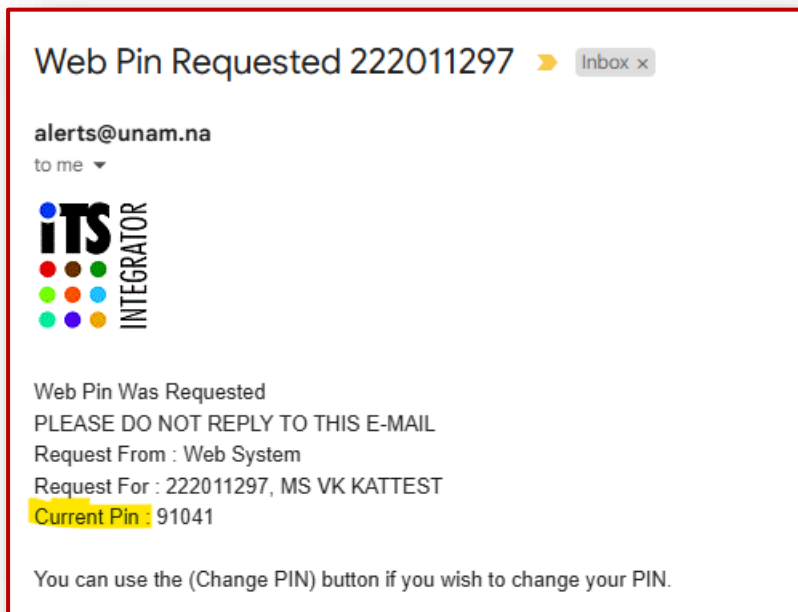
Step 12: Go back to the portal and enter your student number and Current PIN. Click Login.

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 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!