

Late Applications 2025 Intake

Closing date: 14 February 2025

Passport photo
of applicant

Previous UNAM student number

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Academic Year Applied For

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Application fee:
N\$500.00

*(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 check list: *(Tick-off attachments provided)*

- ID Document
- Passport (International Students)
- School Leaving Certificate
- Degree/Diploma
- Academic Record
- Curriculum Vitae
- NQA Verification of Qualifications
(Only International Qualifications)
- Receipt of payment (POP)
- Work experience letter

Completed application form along with supporting documents and receipt of payment must be sent via email to the Academic Officer at: apply@nbs.edu.na

NQA Qualification Verification:

International qualifications must be verified by the Namibia Qualifications Authority (NQA) against the National Qualifications Framework (NQF), visit, www.namqa.org for NQA application. All foreign language documents must be translated into English.

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

SECTION 1. PROPOSED COURSE OF STUDY

First choice:

Second 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:					
First name:				Initials:	

Accepted for 1st choice		Accepted for 1st choice		Rejected		Incomplete	
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Notes:

Date of Birth:				ID.No.:						
Passport No.:				Marital Status:		Single		Married		
Gender:	F		M			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 No. (Home):	Please include area code.		
Mobile No:	Provide only one (1) active e-mail address.		
Email:			

SECTION 4: EMPLOYMENT PARTICULARS

Name of Employer:			
If not employed, give details:			
Your Occupation:			
Employer Address:			
Employer Tel:	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 provided:											
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):				Tel No. (Home):							

SECTION 6: SECONDARY SCHOOL PARTICULARS

Last School Attended:			
Address of School:			
Highest grade passed:			
Date of Examination:			
Examination Body:			
Note: Provide Police declaration for lost or damaged School Leaving Certificate			
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 <small>(e.g. BCom, Honours, etc)</small>			Awarded	Yes	No	
Student No.	From Year	To Year	Name of University/Technikon/College			
Name of Programme <small>(e.g. BCom, Honours, etc)</small>			Awarded	Yes	No	
Student No.	From Year	To Year	Name of University/Technikon/College			
Name of Programme <small>(e.g. BCom, Honours, etc)</small>			Awarded	Yes	No	
Student No.	From Year	To Year	Name of University/Technikon/College			
Name of Programme <small>(e.g. BCom, Honours, etc)</small>			Awarded	Yes	No	

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 applicant 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).

NBS Reference Number format:

NBS / Student Number and Initials.

Banking Details:

Bank: First National Bank (FNB)
Namibia Commercial Suite
Account Name: Namibia Business School
Account No.: 6201 5723 457
Branch Code: 281 872
Swift Code: FIRNNANX

A copy of the Bank transfer or deposit slip should be attached and emailed with application to:
[E]: apply@nbs.edu.na; [T]: +264 (0)61 413 500/06

FOR OFFICE USE: FINANCE DEPARTMENT ONLY:

Application fee received:	Receipt Number
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Late Application fee received:	Receipt Number
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FOR OFFICE USE: ADMINISTRATION DEPARTMENT ONLY (Documents verification):

ID Document / Passport		Degree/Diploma	
Proof of Application Payment		Academic Record	
School Leaving Certificate		Curriculum Vitae	