

# Online Application Guide



# Online Application Guide

## Inside:

- i. New Students: Online applications steps
- ii. Returning Students: Online applications steps
- iii. Retrieve a forgotten student number
- iv. Request for a new PIN

## 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

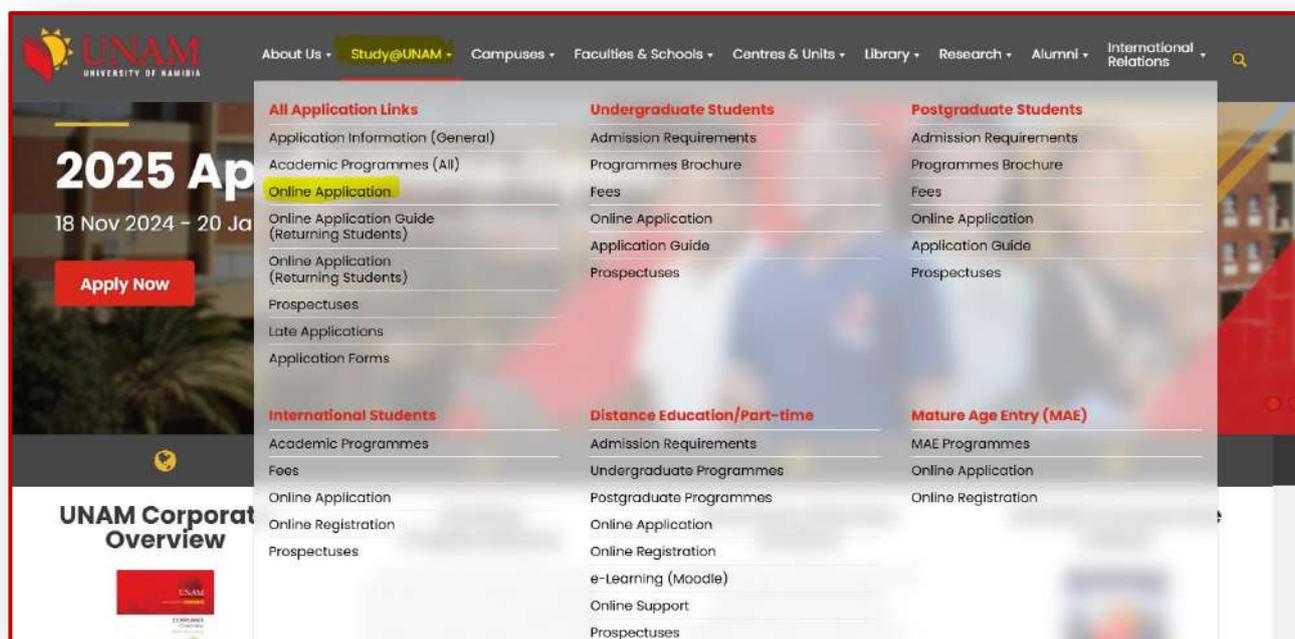
- Visit the UNAM website: <http://unam.edu.na/>.
- Hover over **Study@UNAM** and click on **Online Application**.

Alternatively, go directly to the portal at:

[https://ienabler.unam.edu.na/pls/prodi41/w99pkg.mi\\_login](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 number.
- If you already have a student number, refer to **Section B**, Step 5 on page 15 for returning student applications.



## Step 2: Ensure Payment of Application Fees

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

<a href="#">Check Admission Status (PDF)</a>	<a href="#">Evaluation Scale</a>	<a href="#">View Prospectuses</a>
<b>Application Fees</b> Namibians Students: N\$150.00 International Students: N\$300.00	<b>Banking Details</b> <b>Bank Name:</b> First National Bank (FNB) <b>Account Name:</b> University of Namibia <b>Account Number:</b> 55500057621 <b>Account Type:</b> Current Account <b>Swift Code:</b> FIRNNANX <b>Reference:</b> Name & Surname Application Fees	<b>Take Note</b> 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, <a href="#">click here</a> .

- Have your proof of payment ready.

## Step 3: Enter Your Biographical Information

**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, JPEC or XPS or MS etc will not be accepted. 5. Hover your Mouse Over the field to get more information

TITLE:  \*

SURNAME:  \*

FIRST NAMES IN FULL:  \*

INITIALS:  \*

MARITAL STATUS:  -- Please Select -- \*

ONLY IF MARRIED, MAIDEN NAME:

GENDER:  \*

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

IDENTITY NUMBER/BIRTH CERTIFICATE NUMBER:  \*

CITIZENSHIP:  \*

PASSPORT NUMBER:

MOTHER TONGUE: ENGLISH \*

ETHNIC GROUP:  \*

P.O. BOX NUMBER:  \*

SUBURB:  \*

CITY OR TOWN:

REGION:  \*

VALID EMAIL ADDRESS(used for communication):  \*

VALID CELLPHONE NUMBER:  \*

TYPE OF SCHOOL LEAVING CERTIFICATE:  \*

LAST SECONDARY SCHOOL ATTENDED:  \*

- 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.

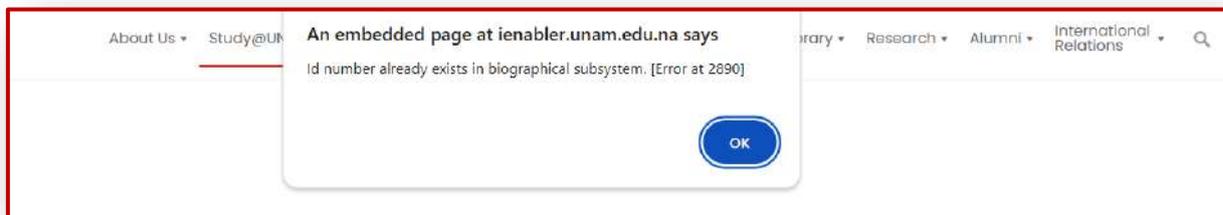
or the site will not be accepted. If you have any questions, please contact your advisor for more information.

TITLE:	MISS	Q*
SURNAME:	DOE	*
FIRST NAMES IN FULL:	JANE	*
INITIALS:	DJ	*
MARITAL STATUS:	Single	*
ONLY IF MARRIED, MAIDEN NAME:		
GENDER:	Female	Q*
DATE OF BIRTH (DD-MON-YYYY):	18-APR-1995	Q*
IDENTITY NUMBER/BIRTH CERTIFICATE NUMBER:	91041400217	*
CITIZENSHIP:	NAMIBIA	Q*
PASSPORT NUMBER:		
MOTHER TONGUE:	ENGLISH	Q*
ETHNIC GROUP:	DAMARA	Q*
P.O. BOX NUMBER:	PO BOX 1234	*
SUBURB:	KLEINE KUPPE	*
CITY OR TOWN:	WINDHOEK	
REGION:	KHOMAS	Q*
VALID EMAIL ADDRESS(used for communication):	JANEDOE@GMAIL.COM	*
VALID CELLPHONE NUMBER:	+264816561561	*
TYPE OF SCHOOL LEAVING CERTIFICATE:	NSSCO	Q*
LAST SECONDARY SCHOOL ATTENDED:	CENTAURUS HIGH SCHO	Q*
HIGHEST GRADE PASSED:	12	
EXAMINATION AUTHORITY:	NAMIBIA - MINISTRY OF E	Q*

Save Clear Form

## Step 5: Error Handling

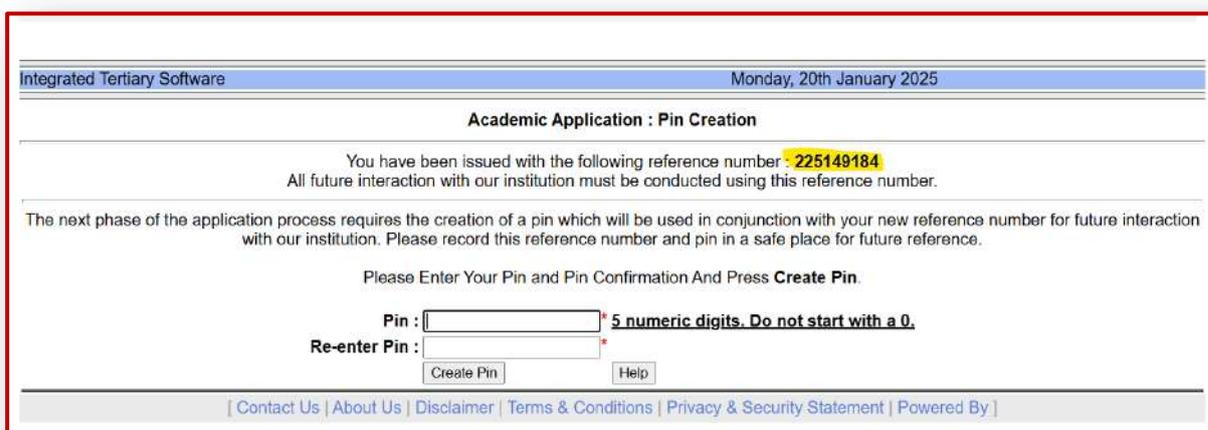
- If you encounter an error indicating that your **Id number already exists in the biographical subsystem** it means you already have a UNAM student number, refer to **Section B** Step 5 on page 15 for returning student applications. (*Please do not go back and enter an invalid ID*).



## 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 number, as highlighted in yellow in the illustrative screenshot below:

A screenshot of a web page titled "Academic Application : Pin Creation". At the top, it says "Integrated Tertiary Software" and "Monday, 20th January 2025". The main content area states: "You have been issued with the following reference number : 225149184" (the number is highlighted in yellow). Below this, it says: "All future interaction with our institution must be conducted using this reference number." The next paragraph reads: "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." A heading says: "Please Enter Your Pin and Pin Confirmation And Press Create Pin." There are two input fields: "Pin : [ ] \* 5 numeric digits. Do not start with a 0." and "Re-enter Pin : [ ] \*". Below the fields are "Create Pin" and "Help" buttons. At the bottom, there is a footer with links: "Contact Us | About Us | Disclaimer | Terms & Conditions | Privacy & Security Statement | Powered By |".

## Steps 7 – 19: Complete the Application Process

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

The screenshot shows the UNAM Student Web interface. On the left, the 'Application' menu is expanded, listing options like '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', and 'Student Enquiry'. A 'Logout' button is also visible. The main content area displays a PDF viewer for 'RULES.pdf'. The PDF content includes an 'UNDERTAKING BY THE STUDENT' section with several numbered points regarding financial responsibility, computer use, and academic honesty. An 'I Accept' button is located at the bottom of the PDF viewer.

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

The screenshot shows the 'Update Personal Information' form on the UNAM Student Web. The form displays the following information: Student Number: 225149184, Name: MS DOE JANE. A note states: '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.' The form fields are as follows: TITLE: MS, SURNAME: JANE, FIRST NAMES IN FULL: DOE, INITIALS: JD, MARITAL STATUS: Single, ONLY IF MARRIED, MAIDEN NAME: (empty), GENDER: Female, DATE OF BIRTH (DD-MON-YYYY): 18-APR-1995, IDENTITY NUMBER/BIRTH CERTIFICATE NUMBER: 91041546400217, CITIZENSHIP: NAMIBIA, PASSPORT NUMBER: (empty), 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. There are 'Save' and 'Revert Changes' buttons at the bottom.

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

UNIVERSITY OF NAMIBIA

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

Logout

## Schools Attended

Student Number: 225149184

Schools Attended

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

Period of Attendance

School Name	From Year (YYYY)	Month (MM)	To Year (YYYY)	Month (MM)	Delete
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.

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	Percent Pre-Final 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: 225149184Enter 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.

**Note:**

Date (YYYYMM)	Type	Subject	Grade	Symbol Pre-Final Year	Percent Pre-Final Year
999999 *	16 *	<input type="text"/> Q	<input type="text"/> *	<input type="text"/> Q	<input type="text"/>
999999 *	16 *	<input type="text"/> Q	<input type="text"/> *	<input type="text"/> Q	<input type="text"/>
999999 *	16 *	<input type="text"/> Q	<input type="text"/> *	<input type="text"/> Q	<input type="text"/>
999999 *	16 *	<input type="text"/> Q	<input type="text"/> *	<input type="text"/> Q	<input type="text"/>
999999 *	16 *	<input type="text"/> Q	<input type="text"/> *	<input type="text"/> Q	<input type="text"/>

Are you Upgrading your Matric/Grade 12 results? No

[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

[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

<b>*Institution Name:</b>	UNIVERSITY OF GHANA
<b>*Period of Registration: Start Year (YYYY):</b>	2016
<b>*End Year (YYYY):</b>	2016
<b>Student Number from Previous Institution:</b>	5626516
<b>*Qualification:</b>	Bachelor of Arts
<b>Field of Specialization:</b>	Political Science
<b>Was the Qualification Awarded?:</b>	Yes

**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.*).

UNIVERSITY OF NAMIBIA

Process Trail: [Qualification](#)

**Choice of Programme or Qualification**

Student Number: 225149184  
Name: MS DOE JANE

**Note:** Select your intended year of study from the "Academic Year" list provided. Enter a word or phrase pertaining to your intended field of study. This function will perform a search for an exact match of the text entered. All fields indicated with a \* must be completed.

Academic Year: 2025

Find A Programme or Qualification Containing:

Restrict the Search to:

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

UNIVERSITY OF NAMIBIA

Monday, 20th January 2025

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: 12MPST: MASTER OF ARTS IN POLITICAL STUDIES

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:

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

The screenshot shows the 'Application Detail' page on the UNAM Student Web. The page header includes the UNAM logo and the date 'Monday, 20th January 2025'. The process trail is 'Qualification > Study Choices > Detail'. The application details are as follows:

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

Below the details is a table for 'Academic Credits':

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

A note states: 'Note: For assistance please send an email to unamstudentrecords@unam.na'. At the bottom, there are buttons for 'Accept Application', 'Restart Process', 'Display Pro Forma of Costs', 'eMail Details', and 'Print Detail'.

**Steps 17:** A confirmation pop-up will appear.

The screenshot shows a confirmation pop-up message with the following text:

ienabler.unam.edu.na says  
Your application has been received for further processing. Thank you.

There is a blue 'OK' button at the bottom right of the pop-up.

**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.”

The screenshot shows the 'Qualification Study Choices' form. The process trail is 'Qualification > Study Choices'. The student details are the same as in Step 16. A note explains the study mode and academic preference options. The form fields are as follows:

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

How would you like to study for the qualification? FULLTIME STUDY: WINDHOEK CAMPUS  
When would you like to study for the qualification? YEAR BLOCK YR MODULES  
In which period are you intending to study? 1ST: FIRST YEAR

Academic Preference: 2

Buttons at the bottom: '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.

The screenshot shows the University of Namibia Student Web portal. The main content area is titled "Academic Admission Status" and displays the following information:

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

The left sidebar menu includes the following options:

- 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](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 blue header and contains the text: 'If you are a prospective student, not registered at this institution, please select the following option.' Below this text is a button labeled 'Apply Now' with a hand icon pointing to it, and the text 'Click here to Apply.' The 'Registered Users: Login Credentials' section has a blue header and contains radio buttons for 'Student', 'Personnel', 'Other', and 'Alumni'. Below the radio buttons are input fields for 'Student Number:' and 'Pin:'. Below the 'Pin:' field is the text '(5 numeric digits. Do not start with a 0.)'. At the bottom of the section are buttons for 'Login', 'Forgot Pin', 'Change Pin', 'Request A Pin', and 'Forgot Student Number'.

**Step 3:** Log in using your **Student Number** and **PIN**. Please proceed to **Step 5** if you do not have a 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. Proceed to **Step 5** to retrieve forgotten student number.

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.)

**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**

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

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

**Step 8:** Once you receive the email from Alerts ([alerts@unam.na](mailto:alerts@unam.na)), proceed to Step 9.



**Step 9:** Go back to the portal

[https://ienabler.unam.edu.na/pls/prodi41/w99pkg.mi\\_login](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

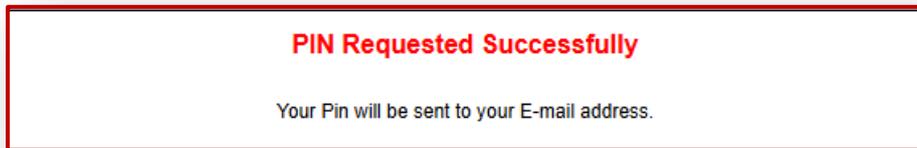
Student  Personnel  Other  Alumni

**Student Number:**

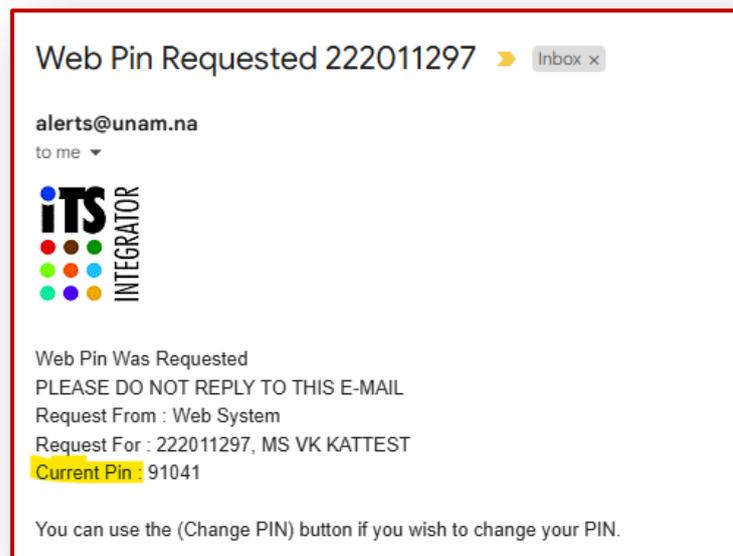
**Pin:**

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

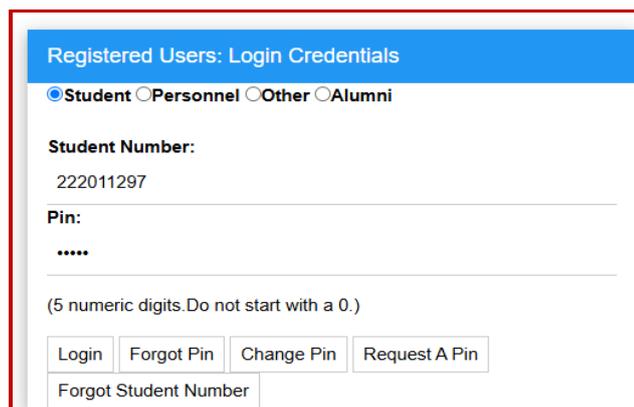
**Step 10:** An email will be forwarded to you with the Pin.



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



**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** on page 6.

### **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!