



POLYTECHNIC OF NAMIBIA

Private Bag 13388, Windhoek, Namibia; Tel: +264 61 2072056; Fax +264 61 2072401; www.polytechnic.edu.na

Application for Admission with Advanced Standing

ACADEMIC YEAR APPLIED FOR: 2012

This application is not binding on the applicant or the Polytechnic of Namibia

The closing date is **30 September 2011**

Late applications will be accepted until 28 October 2011

All information will be treated confidentially

FOR OFFICE USE ONLY

Date Received	
Biographical Computed (Initials)	
Date to Selection	
Date Received Back	
Admission Status Computed (Initials)	
Admission Letter Posted (Date)	

Form to be used by applicants with credits or completed qualifications from other accredited institutions of higher learning, who wish to apply for higher levels of study within a programme of study.

INSTRUCTIONS FOR THE COMPLETION OF THE FORM

- Complete the SHADED areas on the form in BLOCK LETTERS in black ink.
- A non-refundable application fee of N\$95 must accompany this application. Please do not send cash if posted. Payments can be made by bank deposits. Please enclose your original deposit slip with this application. Our banking details: First National Bank, Account Number 55500126319, Corporate Branch Windhoek, Branch Code 281872. Postal orders are **not** accepted as payment.
- If the Application is received after the closing date, the prescribed late application fee of N\$280 must accompany the application. However, the Polytechnic reserves the right to reject any such late applications.
- This application must be accompanied by certified copies of **birth certificate/identity card and relevant academic certificates/latest school results**.
- Applicants with Foreign Qualifications must attach English Translations of their school qualifications. Such translations must be done by a sworn translator in the country of origin or in Namibia. Original transcripts and certified copies of certificates / diplomas in the original language must also be attached. The Polytechnic of Namibia will not be held responsible for the loss of any original document(s). All certified documents will be used for filing purposes. (No copies will be returned to students).
- Candidates with Non-Namibian Qualifications must have these qualifications evaluated by the Namibia Qualifications Authority. A copy of the evaluation, together with the relevant documents, must be attached to the application form.
- Forms must be submitted to: The Office of the Registrar, Private Bag 13388, Windhoek, Namibia or all Polytechnic Regional Centres.

Did you apply to the Polytechnic of Namibia previously?

Yes No

STUDENT NUMBER
(only if you have studied at PON before)

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PART 1: PROGRAMME OF STUDY FOR WHICH YOU WISH TO ENROLL:

First choice		Full-time		Part-time		Distance	
Second choice		Full-time		Part-time		Distance	

Cross (X) the appropriate Examination Centre below: Distance Education students only

Gobabis	Katima Mulilo	Keetmanshoop	Opuwo	Ongwediva	Otjiwarongo	Outapi	Rundu	Tsumeb	Walvis Bay	Windhoek
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PART 2: PERSONAL INFORMATION:

Title:	Mr		Mrs		Miss		Dr		Prof		Rev		Other							
Surname											Maiden Name:									
Initials:			First Name(s):																	
Namibian Identity Number																				
Date of Birth	D	D	M	M	Y	Y	Y	Y	Gender	Male	Female									
Marital Status	Single	Married	Divorced	Widow/er	Home Language															
Home Town					Region: Cross (X) the appropriate region of origin below: (Namibian nationals, only)															
Caprivi	Erongo	Hardap	Karas	Kavango	Komas	Kunene	Ohangwena	Omaheke	Omusati	Oshana	Oshikoto	Otjozondjupa								

If not a Namibian Citizen, Please provide the following details:

Country of origin											Passport Number								
Type of Permit											Permit Number								
											Expiry Date	D	D	M	M	Y	Y	Y	Y

Levels of Health	Good	Poor	If Poor, please furnish details:											
Are you physically disabled?	Yes	No	If yes, please furnish details:											

FOR OFFICE USE ONLY:

Accept 1 st choice		Accept 2 nd Choice		Waiting List		Reject 1 st Choice		Reject 2 nd Choice	
Year admitted to:			Conditions Applicable (if any):						

HOD:.....

Registrar.....

Approved

Not Approved

PART 3: CONTACT DETAILS

Note: Postal Addresses of schools or hostels are unacceptable for application purposes since the correspondence may be mailed to you well after you have left your school or hostel.

Postal Address		Telephone Number (home)	
		Telephone Number (work)	
		Cell Number	
		Email Address	

Accounts to		Telephone number	
Postal Address		Fax Number	
		Email Address	

Contact Details of Parent(s) / Guardian / Next of kin: (to be contacted in case of emergency)

Surname & Name (s)					
Home (Postal) Address					
Home (Street) Address					
Email Address					
Cell #		Tel: (W)		Tel: (H)	

PART 4: EDUCATIONAL PARTICULARS (School Leaving Details)

Name of School Attended / Current School		Region	
Year of Examination			
Type of Examination (Mark with an x)			
Namibian Senior Secondary Certificate (NSSC)	<input type="checkbox"/>	Examination Number	
Higher International General Certificate in Secondary Education (HIGCSE)	<input type="checkbox"/>	Examination Number	
Current Grade 12 (August) Results:	<input type="checkbox"/>	Examination Number	
Other (Please specify)			

Please attach certified copies of school-leaving results

TERTIARY EDUCATION DETAILS:

Name of Institution	Year	Qualification obtained or Enrolled for

Admission with Advanced Standing shall be considered under the following conditions:

- In the case of credits being presented:
 - Such credits must make up at least the equivalent of one study period (one semester or one year) of the programme for which such advanced standing is applied for. If such credits do not have the sufficient volume, i.e. if they do not make up the equivalent of one study period, the applicant should apply for course-by-course credits.
 - Such credits must not be older than eight years and must be presented in an official original academic transcript from the institution concerned.
- In the case of completed qualifications being presented, such application must be accompanied by a detailed original transcript issued by the certifying institution.
- The volume of advanced standing granted shall not exceed 50% of the credit requirements for a degree, except in such cases where a National Diploma is considered appropriate for enrolment in the fourth-year level of a degree.

PART 5: HOUSING APPLICATION

I apply for student accommodation: Please tick (✓).	Single <input type="checkbox"/>	Double <input type="checkbox"/>
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PART 6: GENERAL INFORMATION

Name of Employer		Telephone Number	
Postal Address			

PART 7 DECLARATION AND UNDERTAKINGS BY APPLICANT:

I/we, the undersigned hereby declare:

To the best of my knowledge and belief the information furnished in this application is true and correct and that if it be found to be false and misleading in any respect, this application may be invalidated and the applicant's registration terminated;

That I/we will accept liability for any damage to Polytechnic property caused by me and indemnify the Polytechnic against any loss or damage howsoever caused in respect of property left at the Polytechnic by the applicant. I/we also indemnify the Polytechnic against any claim whatsoever for damages howsoever caused or arising which the applicant may sustain whilst registered as a students at the Polytechnic, acknowledging the Applicant's participation in any sporting or other activity at the Polytechnic or conveyance of the applicant in any Polytechnic vehicle, shall be at the Applicant's sole and absolute risk. This indemnity shall be binding on the Applicant's Executors and Heirs;

That I/we acknowledge that a Specified Minimum Deposit is required before or on the date of registration each semester. The balance on the account is then payable monthly as per dates specified in the Prospectus Fees section;

That a statement signed by the Bursar or his/her delegate shall represent the amount owing to the Polytechnic by me/us, and further that in the event of such amount being handed over for collection, I/we shall pay all legal charges incurred on the attorney and client scale;

That I/we shall pay all interest on all overdue fees, and disbursements at a rate of 15% per annum compounded monthly and calculated from the first day of each month following the date by which final payment of all fees and disbursements must have been made;

That I/we shall abide by all regulations of the Polytechnic – and further that the applicants shall, if accepted, be under the disciplinary control of the Polytechnic as from the date on which he/she takes up residence at the Polytechnic or the day on which he/she commences studies or attends an orientation week or registers as a student, whichever is earliest, until the Polytechnic accepts a notice of withdrawal from me/us or the applicant fails to renew his/her registration on the due date;

That I/we accept that the Polytechnic keeps documents, including this Declaration and Agreement, electronically and distributes them as such. The Polytechnic shall at all times be entitled to utilize such documentation in electronic format for whatever purpose required and I/We agree that the electronically generated documents shall replace the originals signed by me;

That although the Polytechnic does not take any responsibility for informing parents or guardian or major fee contributor of disciplinary action against a student (whether pending or finalized), academic performance or any other matters relating to the student, the Polytechnic may in its discretion report to the parents or guardian or major fee contributor such breaches of the rules by the applicant as the Polytechnic deems necessary and further to report on any matter concerning progress, conduct, well-being or health of the applicant, and further that the Polytechnic may take all such steps as it considers reasonable in the event of the applicant becoming ill or requiring medical attention without the Polytechnic undertaking any legal obligation to do so.

Signature of Applicant:

Date:

D	D	M	M	Y	Y	Y	Y
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DECLARATION BY PARENT / LEGAL GUARDIAN (if applicant is under the age of 21 or is a legal minor)

I agree and consent to the above declaration, undertakings, waiver and indemnity by the applicant. I consent to the applicant signing the registration forms if admitted. I hold myself jointly and severally liable with the applicant as co-debtor for all amounts due by the applicant to the Polytechnic until I notify the Polytechnic in writing to the contrary in which event such notification shall take effect only from the beginning of the following academic year. I irrevocably undertake that I shall not, in any capacity, hold the Polytechnic liable for any damage or loss which the applicant or any person may suffer under any of the circumstances set out in the applicants' declaration.

Signature by Parent / Legal Guardian:

Date:

D	D	M	M	Y	Y	Y	Y
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CHECK LIST: Please tick (✓).

- All parts of the application has been completed
- Application Fee enclosed

The following documents are enclosed:

- Certified copy of Identity Document /Birth Certificate/ Passport
- Certified copy of latest school results
- Certified copy of certificate, diploma or degree
- Original Academic Record

For foreign applicants:

- Translation of qualifications - if in foreign language
- Certified copies of qualifications - foreign language
- Namibian Qualification Authority (NQA) Evaluation
- Certified copy of Study Permit
- Certified copy of Passport (if foreign)

APPLICATION FEE: (FOR OFFICE USE ONLY)

Amount Received:

Receipt Number:

Date Received

Stamp