



PASSPORT
PHOTO



Tertiary Programmes APPLICATION FORM

CERTIFICATE IN DESIGNING AND DEVELOPING ONLINE ASSESSMENTS

COURSE FEE:

N\$ 1500

TP



INSTRUCTIONS FOR THE COMPLETION OF THE FORM

1. Complete the form in **BLOCK LETTERS** with black ink.
2. This application must be accompanied by certified copies of birth certificate or identity card, relevant academic certificates, latest school results and a testimonial letter for work experience.
3. Payments can only be done through direct bank deposit (please attach proof of payment).
4. Please do not send cash.
5. Incomplete applications will **NOT** be considered.
6. The forms must be submitted at NAMCOL centres or posted before **20 June 2025**.
7. Successful candidates will be notified via email.
8. Late application will NOT be accepted.

APPLICANT PARTICULARS

Title (tick)	Mr	Mrs	Ms	Other:
Surname:			First Name (s):	
Student No:			ID/Passport no/DoB	
Nationality			Cell No:	
Gender (tick)	MALE	FEMALE	Highest Qualification:	
Email Address: (Compulsory)			Nationality:	
Postal Address:			Disability if yes please specify:	
Village/Town/City:				
Physical Address:				
If not a Namibian citizen, please provide the following details				
Country of Origin		Passport No:	Expiry Date	
Type of Permit		Permit No:	Expiry Date	

EMERGENCY CONTACT / PARENT / LEGAL GUARDIAN

NAME			
ADDRESS		Town	
Work No:		Cell No:	
Relationship			

REGION: CROSS (X) THE APPROPRIATE REGION OF ORIGIN BELOW.

KHOMAS		HARDAP		KUNENE		KAVANGO WEST		ERONGO		KAVANGO EAST		ZAMBEZI	
OSHIKOTO		OSHANA		OMUSATI		OMAHEKE		OHANGWENA		OTJOZONDJUPA		KARAS	

SCHOOL LEAVING PARTICULARS

Last Secondary Attended:			
Town of the school		Region of the school	
Highest Grade passed			
Date of the Examination for the highest grade			
Examination Body (Cape, IGCSE, DNEA)			

NOTE: A CERTIFIED COPY OF YOUR CERTIFICATE SHOULD ACCOMPANY THIS APPLICATION.

SUBJECT (BEST SIX SUBJECTS PASSED) e.g. English 2nd Language	LEVEL e.g. NSSC	SYMBOL e.g. C
1.		
2.		
3.		
4.		
5.		
6.		

LEVELS

ON = NSSC

IG = IGCSE

AL = A LEVEL

HG = HIGHER GRADE

NH = NSSCH

SG = STANDARD GRADE

OL = O LEVEL

LG = LOWER GRADE

POST SCHOOL ACADEMIC QUALIFICATION:

NOTE: SUBMIT A FULL RECORD ISSUED BY THE INSTITUTION

NAME OF THE PROGRAMME (E.G. BA)	FROM YEAR	TO YEAR	NAME OF UNIVERSITY/COLLEGE

EMPLOYMENT HISTORY				
POSITION	INSTITUTION	EMPLOYER'S ADDRESS	CONTACT DETAILS	PERIOD OF EMPLOYEMENT

ICT COMPETENCY GIVE HONEST RESPONSE BECAUSE THIS IS NOT A CRITERIA FOR ADMISSION			
WHAT IS YOUR LEVEL OF ICT COMPETENCY	ADVANCE	INTERMEDIATE	BEGINNER
ARE YOU WILLING TO STUDY ONLINE	YES	NO	
DO YOU HAVE ACCESS TO INTERNET	YES	NO	

DECLARATION

I agree to abide by all existing and further rules and/or regulations of NAMCOL.

Applicant's signature: _____ Date: _____

NB: ATTACH ALL CERTIFIED COPIES OF QUALIFICATIONS, IDENTIFICATION DOCUMENTS, WORK EXPERIENCE (E.G. TESTIMONIAL LETTERS, PROOF OF PAYMENT OF APPLICATION FEE AND YOUR PASSPORT PHOTO).

Deposit the application fees into this account: NAMCOL
 Account number: 1141143121
 Bank Windhoek
 Katutura Branch
 *No Postal Orders will be accepted.

FOR OFFICIAL USE:

INCLUDED ALL REQUIRED SUPPORTING DOCUMENTS	
COMPLETED APPLICATION FORM	
APPROVED	
REJECTED	
NAME OF NAMCOL OFFICIAL	
SIGNATURE	
DATE	