

NAMCOL Tertiary programme

Online application guidelines

TP



Step 1 Pre-Application

Documents needed before commencing your online application:

- Certified scanned copies of Academic certificates
- Certified scanned copies of ID card or Passport
- Scanned Employer certificate (testimonial)
- Scanned proof of payment of application fee

Step 2

To apply for a programme, log on to www.namcol.edu.na . Once the home page of NAMCOL opens, click “Student Portal” or “Apply Here” to access the portal.

Step 3

- If you are a prospective student, click on the graduation cap to start with the application process.
- If you are an existing student, login with your student number and PIN and continue to step 6.

Prospective Students

If you are a prospective student, not registered at this institution, please select the following option:

 **Apply, Register, Change personal information, get academic and other information and make payments.**

Step 4

Complete the biographical Information. Complete all the fields marked with asterisks *. Verify the accuracy of the information before you save. Click on the “Save” button. You will then be issued with a reference/student number.

Step 1: Please complete your Personal Information as requested below. All fields indicated with a * must be completed.
Step 2: Submit your Personal Information by clicking the 'Save' button or click the 'Clear Form' button to clear the inserted value.

Title: MISTER *
Initials: S *
First Names: SIMON *
Surname: SIMON *
Id Number: 85050500367 *
Gender: ☒ Male ☐ Female *
Physical Disab.: *
Marital Status: Single *
Birthdate: 05-MAY-1985 *
Citizenship Code: NAMIBIAN *
Passport Number: *
Study Permit Number: *
Study Permit Category: -- Please Select -- *
Study Permit expiry date: *
Population Group for Statistical Purpose: *
Home Telephone: *

Step 5

- Take note of your **reference number**. This number will be your student number.
- Enter the 5 numeric digit PIN of your choice (Do not start with 0 and do not repeat a number) and click on “CREATE PIN” button. E.g. 96321. Keep your PIN in a safe place as you will be asked to enter the same pin every time you login.

Academic Application / Pin Creation

You have been issued with the following reference number: **202043265**.
All future interaction with our institution must be conducted using this reference number.

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.

Please Enter Your Pin and Pin Confirmation And Press Create Pin.

Pin: * numeric digits. Do not start with a 0.
Re-enter Pin: *
Create Pin **Save**

Step 6

Click on Application menu. Open “view Application Rules” and read the rules. Accept the rules by clicking on “I Accept”.


Student Web
☒ Application
☐ Registration
☐ Student Administration
☐ Student Enquiry
Logout

ONLINE APPLICATION PROCEDURES

1. Properly read to understand the admission rules to make sure that you apply for admission into the programme of your choice.
2. Make sure you are aware of entry requirements for the particular programme.
3. Make sure that you have a functioning e-mail address.
4. Fill in all information accurately.
5. Complete and submit your application before or on the set deadline without fail.
6. Click on the “Submit Application” button to ensure your application is submitted.
7. Acknowledgement and Declaration: Online applications are acknowledged and signed by ticking on an appropriate place during application process. Any online applications that are ticked are regarded as accepted and signed.
8. Status: To check the status of your application, **login** and click on Application Status.



Step 7

Under Academic application, Click on the search icon to select the name of your previous school. Fill in the period of attendance. Click on the “Save” button to save your information. Click “Next” button to continue.

Schools Attended

Student Number: 202043265
Name: MR ABISAI ANANIAS

Note: All fields indicated with a * must be completed. Click the 'Save' button in order to submit the entered information. Click the 'Clear' button to clear the entered information (es) and then click the 'Save' button to remove.

School Name	Period of Attendance			
	From Year (YYYY)	Month (MM)	To Year (YYYY)	Month (MM)
Acacia High School	2006	01	2007	11

Save **Revert Changes**

Step 8

Click on search icon to select the six best subjects (including English) and enter the grades as they appear on your certificates.

Student Number: 202043265 **Enter School Leaving Certificate**

Note: All fields indicated with a * must be completed. Click the 'Save' button in order to submit the entered information. Click the 'Clear' button to clear the entered information (es) and then click the 'Save' button to remove.

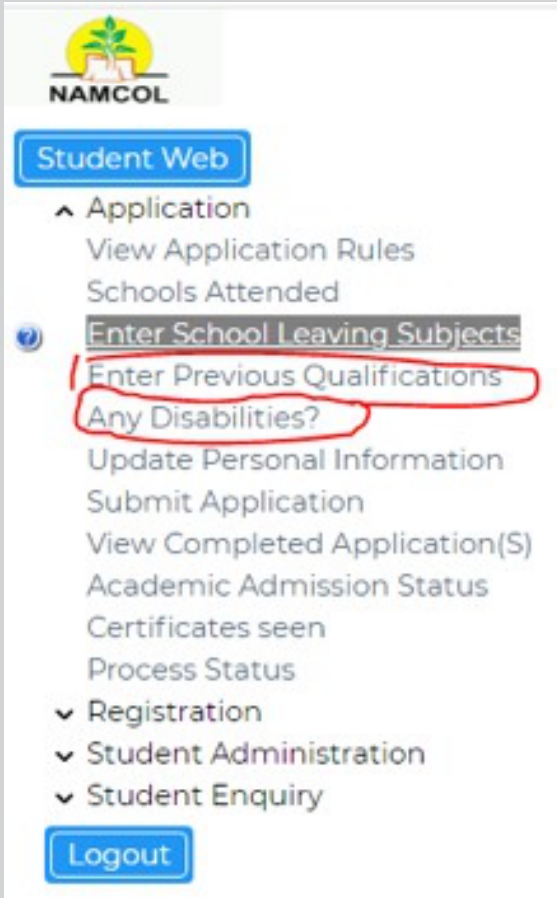
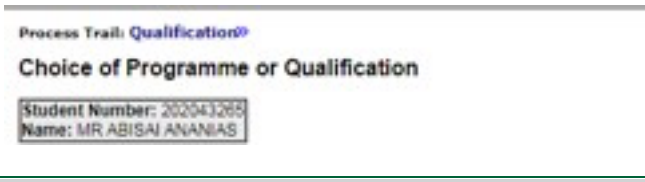
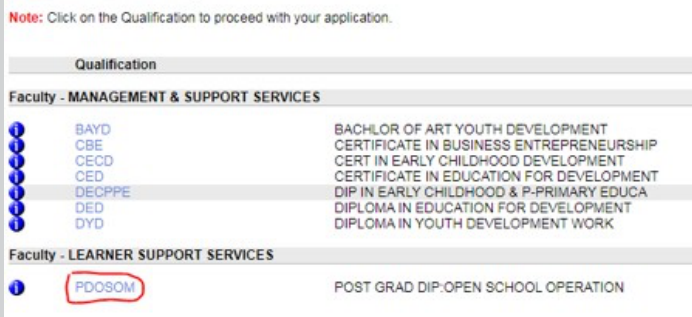
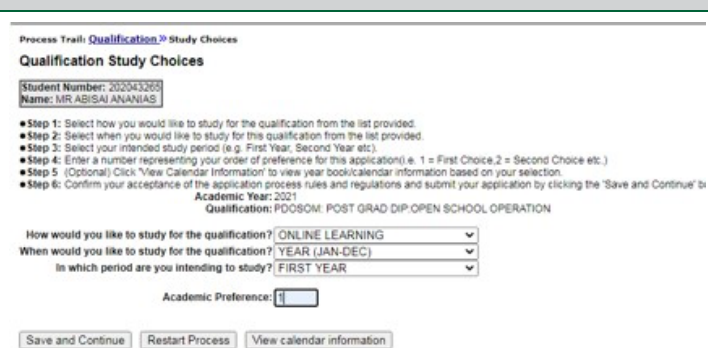
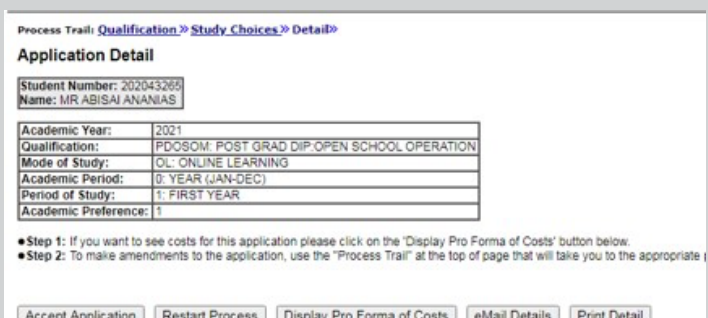
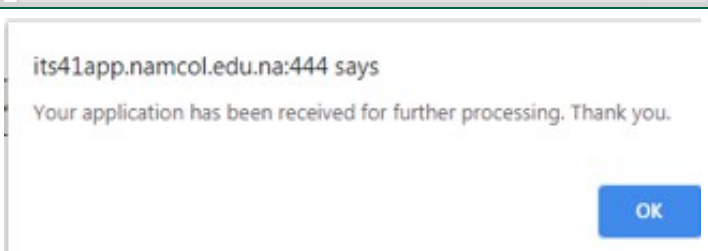
Date (mm/yyyy)	Type	Subject	Grade	Symbol (mm/yyyy)
2007/01	GC	Accounting	H	1
2007/01	GC	Agriculture	O	A
2007/01	GC	Biology	O	O

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Step 9 - Click on “Enter Previous Qualifications” to complete previous qualifications details if you have completed a qualification - Click on “Save”. - Click on “Any Disabilities” if you have any disabilities to complete the disabilities details - Click on “Save” button.	
Step 10 Select academic year, enter the qualification name or enter first letter of the qualification name and click on “Search” icon to select the programme of your choice	
Step 11 Select the programme of study of your choice.	
Fill in the details and click on “ Save and Continue”	
Step 12 Verify your application details and click on “Accept Application”.	
Your application has been successfully submitted and a notification will be sent to your email.	

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This is an example of a notification which will be send to your email to confirm the successful submission of your application

Qualification Application Notification

Student Number	202043265 MR A ANANIAS
Student Email	abiasa@namcol.edu.na
Student Contact	0814585952
Academic Year	2021
Qualification	PDOSOM POST GRAD DIP-OPEN SCHOOL OPERATION
Offering Type	OL ONLINE LEARNING
Block	0 YEAR (JAN-DEC)
Period of Study	1 FIRST YEAR
Choice	1
Login Pin	96321

Step 13

Please click “Certificates Seen” to upload the supporting documents.



Student Web

Application

View Application Rules

Schools Attended



Enter School Leaving Subjects

Enter Previous Qualifications

Any Disabilities?

Update Personal Information

Submit Application

View Completed Application(S)

Academic Admission Status

Certificates seen

Process Status

Registration

Student Administration

Student Enquiry

Logout

Click on “Loadview Document” to upload the supporting documents.

Certificates seen						
Student Number: 202043265 Name: MR ABISAI ANANIAS						
Certificate	Processed	Expiry Date	Remarks	LoadView	Estimated cost for the year	
AD ACCEPT APPLICATION	No			LoadView Document	No	No
AF APPLICATION FEE RECEIPT	No			LoadView Document	No	No
AR ACADEMIC RECORD	No			LoadView Document	No	No
BS ACCEPT REGISTRATION	No			LoadView Document	No	No
BC BIRTH CERTIFICATE	No			LoadView Document	No	No
DE DEGREE	No			LoadView Document	No	No
DP DIPLOMA	No			LoadView Document	No	No
IS SENIOR SECONDARY CERTIFICATE	No			LoadView Document	No	No
JS JUNIOR SECONDARY CERTIFICATE	No			LoadView Document	No	No
NS SENIOR SECONDARY CERTIFICATE	No			LoadView Document	No	No
OC OTHER CERTIFICATE	No			LoadView Document	No	No
P PASSPORT	No			LoadView Document	No	No
PD PROOF OF DISABILITY	No			LoadView Document	No	No
SA SIGNATURE ON APPLICATION	No			LoadView Document	No	No
SR STATEMENT OF RESULTS	No			LoadView Document	No	No
TE TESTIMONIAL FROM EMPLOYER	No			LoadView Document	No	No

Click on “Upload Document”

ITS iEnabler - Google Chrome

its41app.namcol.edu.na:444/pls/test41/w31pkg.w31_doc_lst?x_dccat=ITS_CERT&x_option=ONLY&x_reference1=2...

Maintain Documents : Certificates

Student Number: 202043265
Name: MR ABISAI ANANIAS

Student Number: 202043265
Certificate Code: AF

Close List All **Upload Document**

Certificate Code	Document Sequence	Date	File Name	Remarks
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Click on “Choose File” to select the document you want to upload.

https://its41app.namcol.edu.na:444/pls/test41/w31pkg.w31upload_screen?p_dccat=ITS_CERT&p_user=WEB&p_checksum=...

Document Upload : Certificates

Student Number: 202043265
Name: MR A ANANIAS

Prompt	Reference
Student Number	202043265
Certificate Code	AF

Filename to Upload: **Choose File** | No file chosen Save

Additional Information:

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<pre></pre>
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Step 14

Login after 1 month and click on “Academic Admission Status” to view the application outcome.

Academic Admission Status			
Student Number: 202043265 Name: MR ABISAI ANANIAS			
Year	Qualification	Faculty	Academic Choice
2021	PDOSOM POST GRAD DIP-OPEN SCHOOL OPERATION	Learner Support Services	Status: Application Without Status
Student Identity Portal			