




OPUS
college

Enter:
user name:
password:

University System for Academic Registry

This instruction shows the on line
ADMISSION FORM for students
and how it should be filled in.



OPUS
college

Enter:
user name:
password:

To get the Admission
Form, click here on
"request for admission"

University System for Academic Registry

This is a multiple form:
Click on the titles in the blue ribbons to open the various screens.
It is compulsory to fill in all red angled fields in the compulsory sections of the application form, indicated by a red title.
You, however, are kindly invited to also fill in the other sections and fields.

Details

Foreign student	<input type="text" value="no"/>
Relative of staffmember	<input type="text" value="no"/>
Student code	<input type="text"/>
Surname	<input type="text"/>
First names	<input type="text"/>
Alias first names	<input type="text"/>
National registration number (NUIC)	<input type="text"/>
Civil title	<input type="text" value="-choose-"/>
Academic title	<input type="text" value="-choose if applicable-"/>
Gender	<input type="text" value="-choose-"/>
Birth date	<div> <div>day</div> <div>month</div> <div>year</div> </div> <div> <input type="text"/> <input type="text"/> <input type="text"/> </div>
Civil status	<input type="text" value="-choose-"/>
Housing on campus	<input type="text" value="no"/>
Health issues	<input type="text"/>
Application motivation	<input type="text"/>

The first part of the Admission Form now opens. The form contains multiple sections, indicated by the headers in the blue bars on the screen.

The sections with a RED header contain compulsory fields that have to be filled in. These sections are:

- (personal) DETAILS (the default section where you are now)
- ADDRESS
- IDENTIFICATION
- SUBSCRIPTION DATA

Within each section, the RED ANGLED fields are compulsory.

The other sections are not compulsory, but nevertheless you are kindly invited to fill them in too.

In the next screens we will show you how to fill in the various sections of the form, starting with this opening screen: (personal) "Details".

Address

Background

Identification

Information about the previous institution

Subscription data

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You, however, are kindly invited to also fill in the other sections and fields.

Details

Foreign student	<input type="text" value="no"/>
Relative of staffmember	<input type="text" value="no"/>
Student code	<input type="text"/>
Surname	<input type="text"/>
First names	<input type="text"/>
Alias first names	<input type="text"/>
National registration number (NUIC)	<input type="text"/>
Civil title	<input type="text" value="-choose-"/>
Academic title	<input type="text" value="-choose if applicable-"/>
Gender	<input type="text" value="-choose-"/>
Birth date	<div>day month year</div> <div><input type="text"/> <input type="text"/> <input type="text"/></div>
Civil status	<input type="text" value="-choose-"/>
Housing on campus	<input type="text" value="no"/>
Health issues	<input type="text"/>
Application motivation	<input type="text"/>

If you are a student, coming from a foreign country, you can indicate that by choosing "yes" here.

Address

Background

Identification

Information about the previous institution

Subscription data

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If you are a relative of a staff member of the institution, you can indicate that by choosing "yes" here. Next a drop down list of all staff members of the institution will appear, out of which you have to choose your relative's name.

Details

Foreign student	<input type="text" value="no"/>
Relative of staffmember	<input type="text" value="no"/>
Student code	<input type="text"/>
Surname	<input type="text"/>
First names	<input type="text"/>
Alias first names	<input type="text"/>
National registration number (NUIC)	<input type="text"/>
Civil title	<input type="text" value="-choose-"/>
Academic title	<input type="text" value="-choose if applicable-"/>
Gender	<input type="text" value="-choose-"/>
Birth date	<div>day month year</div> <div><input type="text"/> <input type="text"/> <input type="text"/></div>
Civil status	<input type="text" value="-choose-"/>
Housing on campus	<input type="text" value="no"/>
Health issues	<input type="text"/>
Application motivation	<input type="text"/>

Address

Background

Identification

Information about the previous institution

Subscription data

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You, however, are kindly invited to also fill in the other sections and fields.

Details

Foreign student

no

Relative of staffmember

no

Student code

yes

Surname

First names

Alias first names

National registration number (NUIC)

Civil title

-choose-

Academic title

-choose if applicable-

Gender

-choose-

Birth date

day month year

Civil status

-choose-

Housing on campus

no

Health issues

Application motivation

Address

Background

Identification

Information about the previous institution

Subscription data

This is a multiple form:
Click on the titles in the blue ribbons to open the various screens.
It is compulsory to fill in all red angled fields in the compulsory sections of the application form, indicated by a red title.
You, however, are kindly invited to also fill in the other sections and fields.

Details

Foreign student

no

Relative of staffmember

no

Student code

yes

Surname

First names

Alias first names

National registration number (NUIC)

Civil title

-choose-

Academic title

-choose if applicable-

Gender

-choose-

Birth date

day month year

Civil status

-choose-

Housing on campus

no

Health issues

Application motivation

Address

Background

Identification

Information about the previous institution

Subscription data

This is a multiple form:
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It is compulsory to fill in all red angled fields in the compulsory sections of the application form, indicated by a red title.
You, however, are kindly invited to also fill in the other sections and fields.

Details

Foreign student

no

Relative of staffmember

yes

Staff member

-choose-

Student code

-choose-

Surname

Auditor A.D.

First names

Chelwa Theresa

Alias first names

Chelemu Niza

National registration number (NUIC)

Chella Hilda

Civil title

Chirwa Richard

Academic title

Chisenga Bridget

Gender

Hampande Pastor

Birth date

Ilunga Allan

Civil status

ISPU Administrator

Housing on campus

Jefferson David

Health issues

Jones Mary

Application motivation

Katucha Allan

Address
Background
Identification
Information about the previous institution
Subscription data

This is a multiple form:
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You, however, are kindly invited to also fill in the other sections and fields.

Details

Foreign student

no

Relative of staffmember

yes

Staff member

Chirwa Richard

Student code

Surname

Kyazze

First names

Angelica

Alias first names

National registration number (NUIC)

Civil title

ms.

Academic title

sec.

Gender

female

Birth date

day

month

year

29

09

1993

Civil status

single

Housing on campus

no

Health issues

None

Application motivation

I very much would like to become an IT-professional

Address

Background

Identification

Information about the

Subscription data

After filling in the basic personal details screen, click on "Address" here to supply the necessary address information.

This is a multiple form:
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Details
Address

Country

Province

District

Administrative post

Type EITHER the City and Street
OR the PO Box, so one of the two.

Either the city, street, number and zipcode are required or the POBox

City

Street

Number & Extension

Zip code

(Format: 5 digits, 12345)
[All Geo Postcodes](#)

PO Box

If you fill in your telephone numbers,
please make sure that they are in the
CORRECT FORMAT, as displayed here.
Otherwise, you will get an error upon
submission of the form. The same goes for
the ZIP-Code format.

Telephone number

Mobile phone

Fax number

E-mail address

(Format: 9 digits, 123-456789, cannot start with zero)

(Format: 9 digits, 12-3456789, cannot start with zero)

(Format: 9 digits, 123-456789, cannot start with zero)

Background
Identification
Information about the previous institution
Subscription data

This is a multiple form:
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Details**Address**

Country	<input type="text" value="ZAMBIA"/>
Province	<input type="text" value="Copperbelt"/>
District	<input type="text" value="-choose-"/>
Administrative post	<input type="text" value="-choose-"/>

Either the city, street, number and zipcode are required or the POBox

City	<input type="text" value="Kitwe"/>	PO Box	<input type="text"/>
Street	<input type="text" value="University Road"/>		
Number & Extension	<input type="text" value="25"/>		
Zip code	<input type="text"/>		

(Format: 5 digits, 12345)
[All Geo Postcodes](#)

Telephone number	<input type="text"/>	(Format: 9 digits, 123-456789, cannot start with zero)
Mobile phone	<input type="text"/>	(Format: 9 digits, 12-3456789, cannot start with zero)
Fax number	<input type="text"/>	(Format: 9 digits, 123-456789, cannot start with zero)
E-mail address	<input type="text"/>	

Background**Identification**

Information about the prev

Subscription data

Next to fill in is a few basic data concerning an identification document.
Click here to go to that section.

This is a multiple form:
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You, however, are kindly invited to also fill in the other sections and fields.

Details**Address****Background****Identification**

Identification type

passport ▼

Identification number

1234124124124214

Place of issue

Date of issue

day month year

Date of expiration

day

Information about the previous in

Subscription data

Now, last but not least, you have to supply the information on the Programme of Study you want to register for and to fill in the necessary required information for that.

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Ministry of Education and Culture, Mozambique

This is a multiple form:
Click on the titles in the blue ribbons to open the various screens.
It is compulsory to fill in all red angled fields in the compulsory sections of the application form, indicated by a red title.
You, however, are kindly invited to also fill in the other sections and fields.

Details

Address

Background

Identification

Information about the previous ins on

Subscription data

Application number

Applicant category

Study

If you don't know this number,
you can leave it open and the
system will automatically
generate one.

0

-choose-

-choose-

Submit

First, indicate wether you are a
(secondary) "school leaver" or
not and choose the Study and
its Programme you want to
register for.

This is a multiple form:
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You, however, are kindly invited to also fill in the other sections and fields.

Details**Address****Background****Identification****Information about the previous institution****Subscription data**

Application number

0

Applicant category

-choose-

Study

-choose-

Non-school leaver

School leaver

Special case

Submit

This is a multiple form:
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You, however, are kindly invited to also fill in the other sections and fields.

Details**Address****Background****Identification****Information about the previous institution****Subscription data****Application number****Applicant category****Study**

This is a multiple form:
Click on the titles in the blue ribbons to open the various screens.
It is compulsory to fill in all red angled fields in the compulsory sections of the application form, indicated by a red title.
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Details**Address****Background****Identification****Information about the previous institution****Subscription data**

Application number

Applicant category

Study

Grade type

This is a multiple form:
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Details
Address
Background
Identification
Information about the previous institution
Subscription data
Application number

Applicant category

Study

Grade type

semester

Indicate the semester (could also be trimester) you want to enter. Mostly this will be the 1st semester (trimester).

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You, however, are kindly invited to also fill in the other sections and fields.

Details**Address****Background****Identification****Information about the previous institution****Subscription data****Application number****Applicant category****Study****Grade type****semester**

1

2

3

4

5

6

This is a multiple form:
Click on the titles in the blue ribbons to
It is compulsory to fill in all red angled
the application form, indicated by a red
You, however, are kindly invited to also

Now you get a (very important!) screen where you have to fill in:

1. Your Second study of choice
2. the required grades for your secondary school subjects. Please read carefully the RED headers as they give information on the requirements.

- Details
- Address
- Background
- Identification
- Information about the previous instit

Subscription data

Application number

0

Applicant category

School leaver

Study

Computer Science

Grade type

Bachelor of science - Daytime - regular pro

semester

1

Second study of choice

-choose-

Secondary school subjects

Choose exactly 5 subjects from secondary school from the group(s) below

Give in grades for minimum 3 and maximum 3 of the subjects in this group give in grades for the minimum and maximum number of subjects in this group

Subject	Grade	Level
English Language	-choose-	-choose-
General Science	-choose-	-choose-
Mathematics	-choose-	-choose-

Give in grades for minimum 2 and maximum 2 of the subjects in this group give in grades for the minimum and maximum number of subjects in this group

Subject	Grade	Level
Combined science	-choose-	-choose-
Computer science	-choose-	-choose-

Ungrouped secondary school subjects

Fill in all other subjects from secondary school below

Subject	Grade	Level
Literature in English	-choose-	-choose-
Additional Mathematics	-choose-	-choose-
Chemistry	-choose-	-choose-
Physics	-choose-	-choose-
Physical Science	-choose-	-choose-

This is a multiple form:
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You, however, are kindly invited to also fill in the other sections and fields.

Details

Address

Background

Identification

Information about the previous institution

Subscription data

Application number

Applicant category

Study

Grade type

semester

Second study of choice

Secondary school subjects

Choose exactly 5 subjects from secondary school from the group(s) below

Give in grades for minimum 3 and maximum 3 of the subjects in this group give in grades for the minimum and maximum number of subjects in this group	
Subject	Grade
English Language	-choose-
General Science	-choose-
Mathematics	-choose-

Give in grades for minimum 2 and maximum 2 of the subjects in this group give in grades for the minimum and maximum number of subjects in this group		
Subject	Grade	Level
Combined science	-choose-	-choose-
Computer science	-choose-	-choose-

Ungrouped secondary school subjects

Fill in all other subjects from secondary school below

Subject	Grade	Level
Literature in English	-choose-	-choose-
Additional Mathematics	-choose-	-choose-
Chemistry	-choose-	-choose-
Physics	-choose-	-choose-
Physical Science	-choose-	-choose-
Engineering science	-choose-	-choose-
Agricultural science	-choose-	-choose-
Biology	-choose-	-choose-
Science	-choose-	-choose-
Commerce	-choose-	-choose-
Food and nutrition	-choose-	-choose-

First thing to do, fill in your Second study of choice. This will be the study you may be registered for in case you for one reason or another are not selected for your first study of choice.

This is a multiple form:
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Details**Address****Background****Identification****Information about the previous institution****Subscription data****Application number**

0

Applicant category

School leaver

Study

Computer Science

Grade type

Bachelor of science - Daytime - regular pro

semester

1

Second study of choice

Business Management

Grade type

Bachelor of science - Daytime - regular pro

semester

1

Secondary school subjects**Choose exactly 5 subjects from secondary school from the group(s) below**

Give in grades for minimum 3 and maximum 3 of the subjects in this group give in grades for the minimum and maximum number of subjects in this group

Subject**Grade****Level**

English Language

-choose-

-choose-

General Science

-choose-

-choose-

Mathematics

-choose-

-choose-

Give in grades for minimum 2 and maximum 2 of the subjects in this group give in grades for the minimum and maximum number of subjects in this group

Subject**Grade****Level**

Combined science

-choose-

-choose-

Computer science

-choose-

-choose-

Ungrouped secondary school subjects**Fill in all other subjects from secondary school below****Subject****Grade****Level**

Literature in English

-choose-

-choose-

Additional Mathematics

-choose-

-choose-

Chemistry

-choose-

-choose-

Subscription data

Application number

0

Applicant category

School leaver

Study

Computer Science

Grade type

Bachelor of science - Daytime - regul

semester

1

Second study of choice

Business Management

Grade type

Bachelor of science - Daytime - regul

semester

1

Next, you have to grade the secondary school subjects, following the rules given in the red coloured headers below.

Secondary school subjects**Choose exactly 5 subjects from secondary school from the group(s) below**

Give in grades for minimum 3 and maximum 3 of the subjects in this group give in grades for the minimum and maximum number of subjects in this group

Subject	Grade	Level
English Language	-choose-	-choose-
General Science	-choose-	-choose-
Mathematics	-choose-	-choose-

Give in grades for minimum 2 and maximum 2 of the subjects in this group give in grades for the minimum and maximum number of subjects in this group

Subject	Grade	Level
Combined science	-choose-	-choose-
Computer science	-choose-	-choose-

Ungrouped secondary school subjects**Fill in all other subjects from secondary school below**

Subject	Grade	Level
Literature in English	-choose-	-choose-
Additional Mathematics	-choose-	-choose-
Chemistry	-choose-	-choose-
Physics	-choose-	-choose-
Physical Science	-choose-	-choose-
Engineering science	-choose-	-choose-
Agricultural science	-choose-	-choose-
Biology	-choose-	-choose-
Science	-choose-	-choose-
Commerce	-choose-	-choose-
Food and nutrition	-choose-	-choose-
History	-choose-	-choose-
Geography	-choose-	-choose-
Metal work	-choose-	-choose-
Geometrical and mechanical drawing	-choose-	-choose-
Geometrical and building drawing	-choose-	-choose-
Bible Knowledge / Religious Education	-choose-	-choose-
Principles of Accounts	-choose-	-choose-
Language other than English	-choose-	-choose-
Other subjects	-choose-	-choose-

Secondary school subjects

Choose exactly 5 subjects from secondary school from the group(s) below

Give in grades for minimum 3 and maximum 3 of the subjects in this group give in grades for the minimum and maximum number of subjects in this group

Subject	Grade	Level
English Language	2	-choose-
General Science	1	-choose-
Mathematics	3	-choose-

Give in grades for minimum 2 and maximum 2 of the subjects in this group give in grades for the minimum and maximum number of subjects in this group

Subject	Grade	Level
Combined science	2	-choose-
Computer science	1	-choose-

Ungrouped secondary school subjects

Fill in all other subjects from secondary school below

Subject	Grade	Level
Literature in English	-choose-	-choose-
Additional Mathematics	2	-choose-
Chemistry	-choose-	-choose-
Physics	2	-choose-
Physical Science	-choose-	-choose-
Engineering science	-choose-	-choose-
Agricultural science	-choose-	-choose-
Biology	3	-choose-
Science	-choose-	-choose-
Commerce	-choose-	-choose-
Food and nutrition	1	-choose-
History	-choose-	-choose-
Geography	-choose-	-choose-
Metal work	-choose-	-choose-
Geometrical and mechanical drawing	-choose-	-choose-
Geometrical and building drawing	-choose-	-choose-
Bible Knowledge / Religious Education	-choose-	-choose-
Principles of Accounts	-choose-	-choose-
Language other than English	-choose-	-choose-
Other subjects	-choose-	-choose-
Human and social biology	-choose-	-choose-
Wood Work	-choose-	-choose-
Art	-choose-	-choose-
Zambian History	-choose-	-choose-
Economics	-choose-	-choose-
Botany	-choose-	-choose-

If you're done with the grading of the subjects, click on "Submit" to post the form.

Submit

Initial Admission

Initial Admission

[Print admission form](#)

This is your account information for OPUS College:

user name: KyazzeU405370zg42d

password: P13209032012140537

Save this information somewhere or print it. Supply this information when you pay the registration fee at the bank or administration office. After approval of payment you will receive credentials to log in to the student administration system to continue your registration.

[Print credentials](#)

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ation and Culture, Mozambique

The system now comes back with a screen where you can:

- print a copy of your admission form just submitted.
- print your login name and password for OPUS-College

(for each student a login name and password is created automatically upon submission of the form).