

OPUS
college

Enter:
user name:
password:

University System for Academic Registry

powered by Radboud University, Netherlands & Ministry of Education and Culture, Mozambique

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

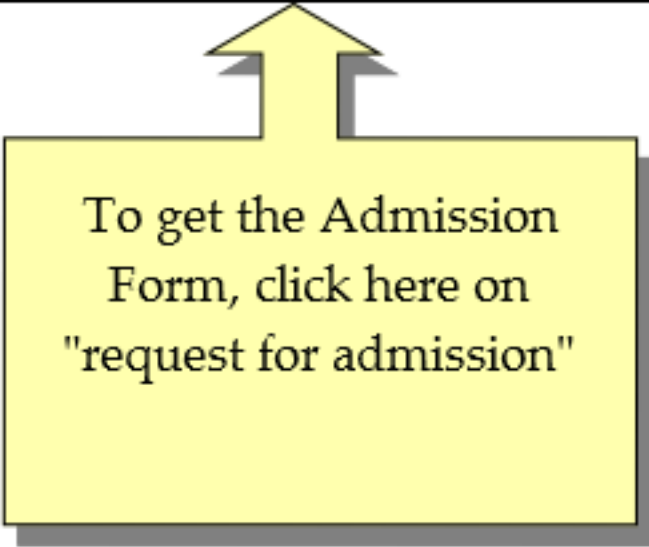


OPUS
college

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	<input type="text" value="day"/> <input type="text" value="month"/> <input type="text" value="year"/>
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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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	<div><div></div><div></div></div>
Application motivation	<div><div></div><div></div></div>

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

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	<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	<div><div></div></div>
Application motivation	<div><div></div></div>

In most cases, you will start by typing your surname and your first names.

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	<input type="text" value="no"/>
Relative of staffmember	<input type="text" value="no"/>
Student code	<input type="text"/>
Surname	<input type="text" value="Bayra"/>
First names	<input type="text" value="Mary"/>
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	<div><div></div><div></div></div>
Application motivation	<div><div></div><div></div></div>

Next fill in the rest of the form fields as shown.

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	<input type="text" value="no"/>
Relative of staffmember	<input type="text" value="no"/>
Student code	<input type="text"/>
Surname	<input type="text" value="Bayra"/>
First names	<input type="text" value="Mary"/>
Alias first names	<input type="text"/>
National registration number (NUIC)	<input type="text"/>
Civil title	<input type="text" value="ms."/>
Academic title	<input type="text" value="-choose if applicable-"/>
Gender	<input type="text" value="female"/>
Birth date	<div>day month year</div> <div><input type="text" value="12"/> <input type="text" value="04"/> <input type="text" value="1994"/></div>
Civil status	<input type="text" value="single"/>
Housing on campus	<input type="text" value="no"/>
Health issues	<input type="text" value="None"/>
Application motivation	<input type="text"/>

Here you can type why you want to enter the Programme of Study you will indicate later on in the form.

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" value="Bayra"/>
First names	<input type="text" value="Mary"/>
Alias first names	<input type="text"/>
National registration number (NUIC)	<input type="text"/>
Civil title	<input type="text" value="ms."/>
Academic title	<input type="text" value="-choose if applicable-"/>
Gender	<input type="text" value="female"/>
Birth date	<div>day month year</div> <div><input type="text" value="12"/> <input type="text" value="04"/> <input type="text" value="1994"/></div>
Civil status	<input type="text" value="single"/>
Housing on campus	<input type="text" value="no"/>
Health issues	<input type="text" value="None"/>
Application motivation	<input type="text" value="I very much would like to become an IT-1."/>

Address
Background
Identification
Information about
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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You, however, are kindly invited to also fill in the other sections and fields.

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:
Click on the titles in the blue ribbons to open the various screens.
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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="Ndola"/>	PO Box	<input type="text"/>
Street	<input type="text" value="Kitwe 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:
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**

Identification type

Identification number

Place of issue

Date of issue

day month year

Date of expiration

day month year

 Information about the previous institution**Subscription data**

Here you have to indicate
the identification
document or number you
want to use.

This is a multiple form:
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Details
Address
Background
Identification
Identification type

National Registration Card ▼

Identification number

124321412462236

Place of issue

Lusaka

Date of issue

day month year
01 02 2011

Date of expiration

day month year
31 01 2016

Information about the previous institution
Subscription data

It is recommended to enter information on your previous educational institution (secondary school or previous HE-institution).

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 application form, indicated by a red title.
You, however, are kindly invited to also fill in the

You can choose your previous institution or secondary school out of this list here (if it is there) or otherwise type in the data of the institution or school.

Details
Address
Background
Identification
Information about the previous institution
Previous institution

if the institution is not in the list, please provide name/country/province/district of the institution below

Name of previous institution

Country of previous institution

Province of previous institution

District of previous institution

Education type of previous institution

Final grade type of previous institution

Information about the copy of the diploma of the previous institution

Copy of diploma of the previous institution

Allowed filetypes: jpg, jpeg, pdf, doc, rtf

Browse...

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**Address****Background****Identification****Information about the previous institution****Previous institution**

**if the institution is not in the list, please provide
name/country/province/district of the institution below**

Name of previous institution

Country of previous institution

Province of previous institution

District of previous institution

Education type of previous institution

Final grade type of previous institution

Information about the copy of the diploma of the previous institution

Copy of diploma of the previous institution

Allowed filetypes: jpg, jpeg, pdf, doc, rtf

Subscription data

By means of this button you can indicate digital copy (PDF) of your previous diploma, which will be uploaded to the system upon submission of the form (of course the digital copy has to exist on your PC).

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Details
Address
Background
Identification
Information about the previous institution
Previous institution

**if the institution is not in the list, please provide
name/country/province/district of the institution below**

Name of previous institution

Country of previous institution

Province of previous institution

District of previous institution

Education type of previous institution

Choose File to Upload

Computer > NO NAME (H:) > Zambia-project > Daan Schraven

Search Daan Schraven

Organize New folder

Recently Change

Public

Desktop

Downloads

Recent Places

Libraries

Documents

Music

Pictures

Videos

Name	Date modified	Type	Size
Embassy of Zambia_October2011	27-10-2011 11:36	Microsoft Word 9...	27 KB
Student diploma	28-10-2011 10:09	JPG File	106 KB

File name: Student diploma

All Files (*.*)

Open

Cancel

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****Previous institution**

**if the institution is not in the list, please provide
name/country/province/district of the institution below**

Name of previous institution

Country of previous institution

Province of previous institution

District of previous institution

Education type of previous institution

**Final grade type of previous
institution****Information about the copy of
the diploma of the previous
institution**

It will be uploaded to
the form.

**Copy of diploma of the
previous institution**

Allowed filetypes: jpg, jpeg, pdf, doc, rtf

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**Address****Background****Identification****Information about the previous institution****Previous institution**

**if the institution is not in the list, please provide
name/country/province/district of the institution below**

Name of previous institution

Country of previous institution

Province of previous institution

District of previous institution

Education type of previous institution

**Final grade type of previous
institution****Information about the copy of
the diploma of the previous
institution****Copy of diploma of the
previous institution****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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Details
Address
Background
Identification
Information about the previous institution
Subscription data

Applicant category

Study

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

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

-choose-

-choose-

Non-school leaver

School leaver

Special case

Submit

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

School leaver ▼

Study

-choose- ▼

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

School leaver ▼

Study

-choose- ▼

-choose-
Computer Science

Submit

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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****Applicant category**

School leaver ▼

Study

Computer Science ▼



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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****Applicant category**

School leaver ▼

Study

Computer Science ▼

Grade type

-choose- ▼

-choose-

Bachelor of science - Daytime - regular program

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****Applicant category**

School leaver ▼

Study

Computer Science ▼

Grade type

Bachelor of science - Daytime - regular pro ▼

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
Applicant category

School leaver ▼

Study

Computer Science ▼

Grade type

Bachelor of science - Daytime - regular pro ▼

semester

-choose- ▼

Submit

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

This is a multiple form:

Click on the titles in the blue ribbons to open the various screens.

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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****Applicant category**

School leaver ▼

Study

Computer Science ▼

Grade type

Bachelor of science - Daytime - regular pro ▼

semester

1 ▼

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****Applicant category**

School leaver ▼

Study

Computer Science ▼

Grade type

Bachelor of science - Daytime - regular pro ▼

semester

1 ▼

Click on submit to save
these basic 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

Address

Background

Identification

Information about the previous institution

Subscription data

Applicant category

Study

Grade type

semester

Now you get a (very important!) screen where you have to fill in the required grades for your secondary school subjects. Please read carefully the RED headers as they give information on the requirements.

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-

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
Subscription details
Applicant category
Study
Grade type
semester
Secondary school
Choose exactly 3 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-

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
Subscription data
Applicant category
Study
Grade type
semester
Secondary school

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

Fill in all other subjects

... and also the 2 subjects out of this group here.

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-

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 institution

Subscription data

Applicant category

School leaver

Study

Computer Science

Grade type

Bachelor of science - Daytime - regular prc

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

Level

Combined science

-choose-

Computer science

-choose-

You are also asked to provide grades for the other subjects you took in secondary school.

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-

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	1	-choose-
General Science	2	-choose-
Mathematics	2	-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	2	-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	-choose-	-choose-
Physical Science	1	-choose-
Engineering science	-choose-	-choose-
Agricultural science	-choose-	-choose-
Biology	6	-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-
Human and social biology	-choose-	-choose-
Wood Work	-choose-	-choose-
Art	-choose-	-choose-
Zambian language	-choose-	-choose-
Economics	-choose-	-choose-
Botany	-choose-	-choose-

Submit

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

Initial Admission

Initial Admission

[Print admission form](#)

This is your account information for OPUS College:

user name: BayraU71822bv07op

password: P13807032012171822

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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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).