

Projektmanagment:  
Auslandssemester in Windhoek, Namibia

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## 1 Einleitung

Ein Auslandsstudium bezeichnet einen Studienaufenthalt von meist ein bis zwei Semestern in einem anderen Land als dem, in dem das Studium aufgenommen wurde und normalerweise auch abgeschlossen werden kann.

## 2 Projektauftrag

Wir wollen ein Auslandssemester in der Universität Polytechnic of Namibia in Windhoek erfolgreich absolvieren und ohne große finanzielle Verluste zurückkehren.

Unter Erfolgreich absolvieren verstehen wir, dass alle Prüfungen an denen wir teilnehmen werden bestanden und anerkannt werden.

Unter finanziellen Verlusten verstehen wir, dass wir deutlich mehr in Namibia ausgeben als wir es zu hause tun würden. Um es Messbar zu machen nehmen wir unser Einkommen, welches bei 200-400 Euro liegt.

## 3 Projektplan

### 3.1 Zeitplan

### 3.2 Kosten

Kosten gering halten: Förderung: „go to Afrika“ (zur Zeit Abgelaufen) Auslands bafög beantragen Stipendien Jobs vor Ort (Eventuell schwer zu finden)

Ausgabenquellen:

Flug (ungefähr 1000 Euro mit Air Berlin) siehe Anhang

Versicherung (Reiseversicherung oder Privatversicherung)

Unterkunft (300-400 Euro im Monat )

Semester gebühren (Entfällt bei uns)

30 Euro Bearbeitungsgebühr für einen Antrag auf ein befristetes Studium und ca 40-140 Euro für die Studienzeit

Fix Kosten ungefähr 1000 Euro 400 Euro pro Monat

variable Kosten 200 Euro pro Monat

Die Preise für Lebensmittel, Kleidung und ähnliches sind vergleichbar mit Deutschland

### 3.3 Vorkehrungen

#### 3.3.1 Impfung

Es wurde ärztlich empfohlen ein Impfschutz gegen:

- Diphtherie
- Tetanus
- Polio,
- Hepatitis A
- Masern (oder Immunität nach Krankheit)

machen zu lassen und zwar ca ein halbes Jahr vor der Abreise.

Für Risikogruppen zusätzlich die Impfung gegen:

- Hepatitis B
- Tollwut
- Meningokokken
- Pneumokokken
- Influenza

machen zu lassen. Dies ist aber sehr individuell und muss mit dem eigenen Hausarzt besprochen werden.

Windhoek und Süd-Namibia sind Malariafrei, daher müssen diesbezüglich keine Vorkehrungen getroffen werden.

Ein Impfzertifikat ist beim Arzt einzufordern und muss unter umständen am Flughafen in Windhoek vorgezeigt werden.

### **3.3.2 Anträge**

Anträge zum Studium für das Visum und Arbeitserlaubnis sollten vorher rausgesucht werden und möglichst ein halbes Jahr vor der Abreise bei dem entsprechenden Amt eingereicht werden. Verschiedene Anträge befinden sich im Anhang zum ausfüllen bereit.

### **3.4 Flug**

Zeit zum Einplanen des Fluges: Der Flug dauert in der Regel ca 10-15 Std auf die man sich einstellen sollte. Siehe dazu Anhang

## **4 Reflexion zum Projektverlauf**

### **4.1 Gruppensicht**

## **5 Anhang**

1. Antrag auf Studium
2. Anträge auf Arbeitsplatz
3. Gesundheitsbefund
4. Radiologisches Gutachten
5. Bewerbung für das Studium an der Polytec
6. Screenshots zum Flug

## Befristete Studierlaubnis, Praktikum, Schulbesuch

Ausländische Staatsangehörige, die in der Republik Namibia studieren möchten, ein Praktikum absolvieren oder die Schule besuchen wollen, benötigen eine befristete Studierlaubnis (Temporary Study Permit).

Genaue Angaben über den Studiengang / das Praktikum, die Unterkunft und den Unterhalt müssen dem von Ihnen auszufüllenden **Antrag für eine Studierlaubnis/ ein Praktikum / einen Schulbesuch** beigefügt werden.

Bitte senden Sie den komplett ausgefüllten Antrag an unsere Botschaft.

Dem Antrag für eine befristete Studierlaubnis, ein Praktikum oder ein Schulbesuch ist folgendes beizufügen:

- Gültiger Reisepass
- Zwei Passfotos mit Ihrem Namen auf der Rückseite
- letztes Schulzeugnis oder Immatrikulationsurkunde
- polizeiliches Führungszeugnis bei Antragstellern/-innen über 18 Jahre
- Einladung der Institution in Namibia
- Genaue Angaben zur Unterkunft und zum Unterhalt in Namibia
- € 30,00 Bearbeitungsgebühr

|                |           |   |   |
|----------------|-----------|---|---|
| <b>Kosten:</b> | <b>a)</b> | € 40,00   | für einen Zeitraum von 1 – 3 Monaten      |
|                |           | <i>[(a): zu entrichten in der namibischen Botschaft in Berlin]</i>              |   |
|                | <b>b)</b> | € 78,00   | für einen Zeitraum bis zu 9 Monaten       |
|                | <b>c)</b> | € 139,50  | für einen Zeitraum ab 9 Monate und länger |
|                |           | <i>[(b) &amp; (c): zu entrichten beim Innenministerium in Windhoek/Namibia]</i> |   |

**Schüler/-innen**, die in Namibia eine Schule besuchen wollen, müssen ebenfalls einen Antrag auf Studierlaubnis ausfüllen. Von Schülern/-innen unter 18 Jahren wird ein schriftliches Einverständnis der Erziehungsberechtigten verlangt, aus dem hervorgeht, dass der Schulbesuch in Namibia erlaubt wird. Auch sollte dem Antrag eine Freistellungsbescheinigung der deutschen Schulbehörde beigefügt werden, wenn der/die Schüler/-in nach deutschem Recht noch schulpflichtig ist.

Adressen von Schulen in Namibia können Sie unter **NAMIBIA** → Allgemein ↘ Schulen und Universitäten abrufen.

**Bitte beachten Sie, dass alle Ihre Dokumente in die englische Sprache übersetzt sein müssen.**



**REPUBLIC OF NAMIBIA  
MINISTRY OF HOME AFFAIRS  
DEPARTMENT OF CIVIC AFFAIRS**

**DEED OF SURETY**

WHEREAS (1) .....

is an intended visitor/employee to Namibia and (1) .....

may be repatriated or deported from Namibia by the Government of the Republic of Namibia which may involve certain expenses and costs.

NOW THEREFORE, I

(2) .....

do hereby bind myself as surety and co-principal debtor to the said

**GOVERNMENT OF THE REPUBLIC OF NAMIBIA**

(hereinafter called 'the Government')

(a) of all expenses and costs to be incurred for the repatriation or deportation:

(b) the care, treatment and maintenance of the said person by the Government and/or local authority and/or any other public body of

(1) .....

and the amount thereof (not exceeding N\$ ..... ) shall be in the sole discretion of the Ministry of Home Affairs on behalf of the Government, and I hereby renounce all benefits arising out of the legal exceptions ordinis seu excussionis et divisionis with the full force and effect with which I acknowledge myself to be acquired.

I choose my domicilium citande at executandi for all purposes of and in connection with this deed as follows:

.....

SIGNED AT ..... this ..... day of ..... 20 ..... in the presence of the undersigned witnesses.

.....  
(Signature)

AS WITNESSES:

1. ....

2. ....

**REVENUE  
STAMP**

(3)

\* (1) Full name of visitor/employee, in block letters

(2) Full name of employer, guardian, relative, or bank giving surety, in block letters

(3) Under item 20 of the first schedule of Act 77 of 1968 5c for every N\$100 or part thereof.



3-1/0002

**REPUBLIC OF NAMIBIA**  
**MINISTRY OF HOME AFFAIRS**  
**DEPARTMENT OF CIVIC AFFAIRS**  
**IMMIGRATION CONTROL ACT, 1993**  
**ANNEXURE TO APPLICATION FOR EMPLOYMENT PERMIT**  
**[Section 27(1)/Regulation 17]**

**REPRESENTATION BY PROSPECTIVE EMPLOYER**

1. Surname and full first names of applicant (prospective employee): .....

**PARTICULARS RELATING TO THE PROSPECTIVE EMPLOYER**

2. Name of employer: .....
3. Street address (head-office): .....
4. Postal address: .....
5. Telephone number: .....
6. Address(es) of branch(es) .....
7. Name(s) and citizenship of owner(s) of employer-undertaking, or if a company or close corporation, name(s) and citizenship of director(s) or member(s): .....
8. Date of establishment of the business of the employer: .....
9. Main activities of employer: .....
10. Employees at present employed by the employer:
- (a) total number: .....
- (b) Namibian citizens: (number) .....
- (c) non-citizens:
- (i) permanent residents (number) .....
- (ii) holders of employment permits (number): .....
- (iii) others .....

**PARTICULARS OF THE VACANCY CONCERNED**

11. Job title: .....
12. Brief job description: .....
13. Date on which vacancy occurred: .....
14. Details of enquiries made at Trade Unions: .....
15. Details of enquiries made at private employment agencies (attach proof): .....
16. Details of advertisements relating to vacancy in local newspapers (attach proof): .....
17. Why is the filling of the post essential (attach motivation, if necessary) .....
18. Reasons why Namibian citizens or persons in possession of permanent residence permits are not considered suitable or cannot be considered for the position ..  
(attach motivation, if necessary): .....



19. Reasons why the position cannot filled by promoting any of the other employees of the employer: .....

20. Will the employer be prepared to employ a suitable Namibian citizen, if available?

Yes

No

21. If the reply to paragraph 20 is "No", give reasons: .....

22. Are Namibian citizens being trained to fill the position?

Yes

No

23. If the reply to paragraph 22 is "YES", give details. If "NO", motivate (attach details of motivation, if necessary): .....

24. Employer's requirements for an appointment to the position (qualifications, training, experience etc.): .....

25. Place in Namibia where employee will be employed (town/district/farm): .....

26. Proposed date of commencement of employment: .....

27. Conditions of service agreed upon:

(a) remuneration per week/month/year: NS .....

(b) other benefits: .....

(c) period of employment: .....

#### PARTICULARS RELATING TO THE APPLICANT

28. Reasons why the applicant is considered to be a suitable candidate for the position (in respect of the following):

(a) qualifications and training: .....

(b) experience: .....

(c) other reasons (be specific): .....

29. Is the applicant in possession of any qualification or training or experience not obtainable or available in Namibia ?

Yes

No

30. If the reply to paragraph 29 is "Yes", give details (attach details, if necessary): .....

31. Will the applicant train other employees?

Yes

No

32. Reasons for your reply to the question in paragraph 31: .....

33. Details of training programmes for local inhabitants (attach details, if necessary): .....

#### UNDERTAKING BY PROSPECTIVE EMPLOYER

I/We, .....

acting in my/our personal capacity/capacities acting for and on behalf of .....

duly authorized thereto, hereby accept full responsibility for all costs pertaining to the return of the applicant and his or her spouse and his or her dependent children to his or her or their respective countries of domicile at the expiration of the applicant's period of employment in Namibia referred to in paragraph 27(c), or any extension of such period.

Signed at ..... on this ..... day of ..... 199 .....

AS WITNESSES:

1. ....

2. ....

PROSPECTIVE EMPLOYER FOR ON BEHALF  
OF PROSPECTIVE EMPLOYER

Namib Graphics 1105/94



3-1/0003

**REPUBLIC OF NAMIBIA  
MINISTRY OF HOME AFFAIRS  
DEPARTMENT OF CIVIC AFFAIRS**

**MEDICAL CERTIFICATE**

**CONDITIONS OF A RECCURENT NATURE**

Although the person(s) may be generally in a good state of health at the time of the examination, it would be appreciated of the medical officer/practitioner could furnish any details of any disease, condition or defect the person(s) has/have suffered and which might recur.

I hereby certify that I have examined the following person(s)

|         |         |
|---------|---------|
| 1 ..... | 2 ..... |
| 3 ..... | 4 ..... |
| 5 ..... | 6 ..... |
| 7 ..... | 8 ..... |

and find him/her:

- (a) not mentally disordered\* or physically defective in any way;
- (b) not suffering from leprosy, venereal disease, trachoma, tuberculosis or other infectious or contagious diseases;
- (c) generally in a good state of health;

except for the following defects observed:

Name of person(s) (Please type or print)

|       |       |
|-------|-------|
| ..... | ..... |
| ..... | ..... |
| ..... | ..... |
| ..... | ..... |

Signature of medical officer/practitioner

Official stamp and address of medical officer/  
practitioner/hospital

Date: .....

| Int. Code | * "Mental disorders" includes the following:                               |
|-----------|--|
| 290-299   | All psychoses  |
| 300       | Neurosis   |
| 301       | Personality disorders  |
| 303-304   | Addictions   |
| 308       | Behaviour disturbances of childhood  |
| 310-315   | All forms of mental retardation  |
| 320-349   | Epilepsy and all other forms of degeneration of the central nervous system |



**REPUBLIC OF NAMIBIA  
MINISTRY OF HOME AFFAIRS  
DEPARTMENT OF CIVIC AFFAIRS**

**RADIOLOGICAL REPORT**

**Note:**

- (1) A radiological report of the chest is required in respect of every prospective immigrant 12 years of age and over.
- (2) The radiologist must insert the names of the prospective immigrants examined by him in the space provided for that purpose on the form. Unused space must be crossed out.
- (3) A separate report is required in respect of every applicant suffering or suspected to be suffering from tuberculosis.

**I hereby certify that I have radiologically examined the chest(s) of the following person(s)  
and that I could not find any signs of active pulmonary tuberculosis.**

Name: (1) .....

(2) .....

(3) .....

(4) .....

(5) .....

(6) .....

Official stamp and address of Radiologist/Hospital:

.....  
Radiologist

.....

.....

Date: .....

.....

.....

**ACADEMIC YEAR APPLIED FOR: 2012**

**For Office Use Only**

## INSTRUCTIONS FOR THE COMPLETION OF THE FORM

1. Complete the SHADED areas on the form in BLOCK LETTERS in black ink. Refer to the Guide for Prospective Students 2012 when completing this form.
2. 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.
3. 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.
4. This application must be accompanied by certified copies of **birth certificate/identity card and relevant academic certificates / latest school results**.
5. 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 the students).
6. Candidates 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. 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, must submit an **Application form for Admission with Advanced Standing**.
7. Forms must be submitted to: The Office of the Registrar, Private Bag 13388, Windhoek, Namibia or all Polytechnic Regional Centres.

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

**PART 1: PROGRAMME OF STUDY FOR WHICH YOU WISH TO ENROL**

|               |  |           |  |           |  |          |
|---------------|--|-----------|--|-----------|--|----------|
| 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 | Keetmanshoo | Opuwo | Ongwediva | Otiwarongo | Outapi | Rundu | Tsumeb | WalvisBay | Windhoek |
|---------|---------------|-------------|-------|-----------|------------|--------|-------|--------|-----------|----------|

## PART 2: PERSONAL DETAILS

|          |     |  |                |  |     |  |     |                             |       |  |      |  |        |
|----------|-----|--|----------------|--|-----|--|-----|-----------------------------|-------|--|------|--|--------|
| Title    | Mr. |  | Mrs.           |  | Ms. |  | Dr. |                             | Prof. |  | Rev. |  | Other: |
| Surname  |     |  |                |  |     |  |     | Maiden Name (if applicable) |       |  |      |  |        |
| 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: <i>(Namibian nationals, only)</i> |  |  |  |               |  |   |   |   |   |   |   |   |   |        |      |        |

|         |        |        |       |         |        |        |           |         |         |        |          |              |
|---------|--------|--------|-------|---------|--------|--------|-----------|---------|---------|--------|----------|--------------|
| Caprivi | Erongo | Hardap | Karas | Kavango | Khomas | 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: |  |                 |   |   |   |   |   |   |   |   |

**FOR OFFICE USE ONLY:**

|                               |  |                               |  |                  |  |                               |  |                               |  |
|-------------------------------|--|-------------------------------|--|------------------|--|-------------------------------|--|-------------------------------|--|
| Type of school certificate    |  |                               |  |                  |  | Over-all Points Obtained      |  | Year admitted to              |  |
| English                       |  | Mathematics                   |  | Physical Science |  | Biology                       |  | Other:                        |  |
| Accept 1 <sup>st</sup> Choice |  | Accept 2 <sup>nd</sup> choice |  | Waiting List     |  | Reject 1 <sup>st</sup> Choice |  | Reject 2 <sup>nd</sup> Choice |  |

Conditions Applicable: (if any)-

Selection Committee:.....

Registrar:.....

**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         |  |             |  |
| Telephone Number      |  | Cell Number |  |

**PART 4: PHYSICAL CHALLENGES**

Indicate whether you are physically challenged: Yes ☐ No ☐

If your answer is 'yes' cross (x) the appropriate challenge you are experiencing.

|                              |                          |                  |                          |
|------------------------------|--------------------------|------------------|--------------------------|
| Blind                        | <input type="checkbox"/> | Deaf             | <input type="checkbox"/> |
| Albinism                     | <input type="checkbox"/> | Polio afflicted  | <input type="checkbox"/> |
| Amputee                      | <input type="checkbox"/> | Crutches-User    | <input type="checkbox"/> |
| State the relevant limb..... |                          | Wheelchair bound | <input type="checkbox"/> |

State any other challenge that you experience below:

|  |
|--|
|  |
|  |
|  |

**PART 5: SPECIALLY DESIGNATED ETHNIC MINORITIES**

Are you a member of the following ethnic minorities:

|                     |                              |                             |
|---------------------|------------------------------|-----------------------------|
| Ovazemba / Ovahimba | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| San                 | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

If your answer is 'Yes', attach hereto, your full birth certificate, a sworn declaration by your Regional Councillor or Headman, confirming your ethnic group of origin. If the mentioned documents are not attached, it will be assumed that the particulars that you furnished are not true and this may lead to the disqualification of your application.

**PART 6: 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:**

*Please enclose original transcripts and certified copies of certificates, diplomas etc.*

|                     |      |  |
|---------------------|------|--|
| Name of Institution | Year | Qualification obtained or Enrolled for |
|                     |      |  |
|                     |      |  |
|                     |      |  |
|                     |      |  |

**PART 7: HOUSING APPLICATION**

I apply for student accommodation: (Please cross appropriate square):

Single

Double

**PART 8: GENERAL INFORMATION**

|                  |  |                  |  |
|------------------|--|------------------|--|
| Name of Employer |  | Telephone Number |  |
| Postal Address   |  |                  |  |

Do you have access to a computer:

Yes

No

**PART 9: 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 student 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 |
|---|---|---|---|---|---|---|---|

**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 |
|---|---|---|---|---|---|---|---|

**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  
 Certified copy of latest school results  
 Certified copy of certificate, diploma or degree

☐  
☐  
☐
**For foreign applicants:**

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

**APPLICATION FEE: (FOR OFFICE USE ONLY)**

Amount Received:

N\$

Receipt Number:

Date Received

Stamp



# POLYTECHNIC OF NAMIBIA

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

## MATURE AGE ENTRY APPLICATION

**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**  
**(NO LATE APPLICATIONS WILL BE CONSIDERED)**  
 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)

### INSTRUCTIONS FOR THE COMPLETION OF THE FORM

1. Complete the SHADED areas on the form in BLOCK LETTERS in black ink.
2. Refer to the Guide for Prospective students 2012 when completing this form.
3. Where a choice is given, mark only the appropriate answer with an (x).
4. An 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.
5. This application must be accompanied by certified copies of **birth certificate/identity card, relevant academic certificates and reference letters from employers.**
6. 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 the applicant).
7. 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.
8. Forms must be submitted to: The Office of the Registrar, Private Bag 13388, Windhoek, Namibia or all Polytechnic Regional Centres.

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

|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|

### PART 1: PROGRAMME OF STUDY FOR WHICH YOU WISH TO ENROL:

|               |  |           |  |           |  |          |  |
|---------------|--|-----------|--|-----------|--|----------|--|
| 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 |
|---------|---------------|--------------|-------|-----------|-------------|--------|-------|--------|------------|----------|

### PART 2: PERSONAL DETAILS:

|          |     |  |      |               |     |  |     |             |       |  |      |  |        |  |
|----------|-----|--|------|---------------|-----|--|-----|-------------|-------|--|------|--|--------|--|
| Title    | Mr. |  | Mrs. |               | Ms. |  | 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 | Khomas | 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:

|                                 |         |                                 |             |          |               |         |    |                          |     |    |
|---------------------------------|---------|---------------------------------|-------------|----------|---------------|---------|----|--------------------------|-----|----|
| Mature Age Test results: (%)    | English |                                 | Mathematics |          | Age 23+ years | Yes     | No | Work Experience 3+ years | Yes | No |
| Accepted 1 <sup>st</sup> choice |         | Accepted 2 <sup>nd</sup> Choice |             | Rejected |               | Revised |    | Reason                   |     |    |

### Comments:

|  |
|--|
|  |
|  |
|  |
|  |
|  |
|  |

Selection Committee:.....

Registrar:.....

**PART 3: CONTACT DETAILS:**

|   |  |                         |  |
|---|--|-------------------------|--|
| Home (Postal) Address   |  |                         |  |
| Study (Postal) Address<br>(While studying at the Polytechnic) |  |                         |  |
| Home (Street) Address   |  |                         |  |
| Telephone number (Home)                                       |  | Telephone Number (work) |  |
| Cell Number   |  | Email Address           |  |

Person Responsible for Account (NOT GOVERNMENT or SPONSOR)

|                    |  |                  |  |
|--------------------|--|------------------|--|
| Name & Surname (s) |  | Telephone Number |  |
| Postal Address     |  | Cell Number      |  |
|                    |  | Email Address    |  |

**PART 4: EDUCATIONAL PARTICULARS (School Leaving Details):**

|  |  |                    |  |
|--|--|--------------------|--|
| Name of School Attended / Current School                                 |  |                    |  |
| Year of Examination  |  | Region             |  |
| Type of Examination (Mark with an x)                                     |  |                    |  |
| Namibian Senior Secondary Certificate (NSSC)                             |  | Examination Number |  |
| Higher International General Certificate in Secondary Education (HIGCSE) |  | Examination Number |  |
| Junior Secondary (Grade 10 or Standard 8):                               |  | Examination Number |  |
| Other (Please specify)   |  |                    |  |

**OTHER LEARNING EXPERIENCE:***Please enclose original transcripts / results and certified copies of certificates / diplomas.*

|                     |      |  |
|---------------------|------|--|
| Name of Institution | Year | Qualification obtained or enrolled for |
|                     |      |  |
|                     |      |  |

**PART 5: WORK EXPERIENCE:***NB: Reference letters from employers MUST be attached.*

|                           |  |                    |  |
|---------------------------|--|--------------------|--|
| Name of Current Employer  |  | Number of Year (s) |  |
| Current Position          |  | Telephone Number   |  |
| Postal Address            |  |                    |  |
| Name of Previous Employer |  | Number of Year (s) |  |
| Position held             |  | Telephone Number   |  |
| Postal Address            |  |                    |  |

**PART 6: MATURE AGE ENTRY EXAMS:**

For admission purposes you will be expected to write a Mathematics (Basic Numeracy) and English entrance test. Applicants are expected to turn up on the date and time that they have indicated below without a written invitation / notice from the institution.

*Indicate at which centre you would like to take the test:*

|         |               |              |       |           |             |        |       |        |           |          |
|---------|---------------|--------------|-------|-----------|-------------|--------|-------|--------|-----------|----------|
| Gobabis | Katima Mulilo | Keetmanshoop | Opuwo | Ongwediva | Otjiwarongo | Outapi | Rundu | Tsumeb | WalvisBay | Windhoek |
|---------|---------------|--------------|-------|-----------|-------------|--------|-------|--------|-----------|----------|

*Indicate on which day you would like to take the test:*

|      |   |                                       |                                      |
|------|---|---------------------------------------|--------------------------------------|
|      | Thursday,<br>29 <sup>th</sup> September | Friday,<br>30 <sup>th</sup> September | Saturday,<br>1 <sup>st</sup> October |
| TIME | 13h00                                   | 13h00                                 | 08h00                                |



**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 student 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 |
|---|---|---|---|---|---|---|---|

**CHECK LIST:** (Please tick ☒ )
☐  
☐

- All parts of the application form have been completed  
 Application Fee enclosed

**The following documents are enclosed:**
☐  
☐  
☐  
☐

- Certified copy of Identity Document  
 Certified copy of latest school results  
 Certified copy of certificate, diploma or degree  
 Reference letter(s) from employer(s)

**APPLICATION FEE: (FOR OFFICE USE ONLY)**

Amount Received:

Receipt Number:

Date Received  
 Stamp

CANDIDATE’S REMINDER TO COME AND WRITE THE MATURE AGE ENTRY TEST

Please complete in block letters, tear off and keep slip.

NB!! You will be required to show this reminder when entering the examination venue.

Important Information:

1. The Mature Age Entry Tests consist of two tests: English (Proficiency Test) and Mathematics (Basic Numeracy)
2. You should write **BOTH** tests and score at least a minimum pass-mark of 40% in each test.
3. Passing the test does not mean that you will be automatically accepted. You should still fulfill all other requirements and admission is based on spaces available.
4. Test results will be mailed to you by the 1st week of December.
5. Applicants are expected to turn up on the date and time they have indicated without a written invitation / letter from the institution. Should you not turn up for the test, you will loose the opportunity. No other test dates are scheduled. You **MUST** bring with the following:
- 5.1 **Original** Identity Card or Passport. Applicants will not be allowed to write tests without these documents.
- 5.2 Pencil, Pen, Rubber, Ruler, Calculator.
- 5.3 NO cell-phones will be allowed for the duration of the test.
6. You are required to turn up at least **15 minutes** before commencement of the test. No-one will be allowed into the venue 15 minutes after the test has commenced. You are also not allowed to leave the venue for the duration of the test and will be given a 15 minute break after the first test has been written.

Surname: ..... First name(s): ..... Programme (e.g. Marketing): ..... Signature: .....

ID number/date of birth: .....

Tick (✓) the appropriate Examination Centre below:

|         |               |              |       |           |             |        |       |        |           |          |
|---------|---------------|--------------|-------|-----------|-------------|--------|-------|--------|-----------|----------|
| Gobabis | Katima Mulilo | Keetmanshoop | Opuwo | Ongwediva | Orijwarongo | Outapi | Rundu | Tsumeb | WalvisBay | Windhoek |
|---------|---------------|--------------|-------|-----------|-------------|--------|-------|--------|-----------|----------|

|            |                                    |                                 |                                  |
|------------|------------------------------------|---------------------------------|----------------------------------|
| Day & Date | Thursday<br>29 <sup>th</sup> Sept. | Friday<br>30 <sup>th</sup> Oct. | Saturday<br>1 <sup>st</sup> Oct. |
| Time       | 13h00                              | 13h00                           | 08h00                            |

