



ACADEMIC YEAR APPLIED FOR: 2012

For Office Use Only

- Date Received
- Biographical computed (Initials)
- Qualification computed (Initials)
- Pre-evaluation done (Initials)
- Date to selection
- Date received back
- Admission Status computed (Initials)

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.

Did you apply to the PON previously

Yes

No

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	Otjiwarongo	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 st Choice		Accept 2 nd choice		Waiting List		Reject 1 st Choice		Reject 2 nd 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)		Examination Number	
Higher International General Certificate in Secondary Education (HIGCSE)		Examination Number	
Current Grade 12 (August) Results:		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 students 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