

## STEP BY STEP GUIDE FOR ONLINE APPLICATION

### **Important!!**

- 1. If you are a new applicant, never applied to IUM before and do not have an IUM Student number, complete Step 1 to 7**
- 2. If you are a former or current IUM student and have an IUM 9 digit student number, and now wish to apply for another qualification, you must use your existing student number and PIN to log into your portal and start the new application process from Step 5 to Step 7. If you forgot your PIN, send an email to [itssupport@ium.edu.na](mailto:itssupport@ium.edu.na) your student number must be mentioned in the email.**

Before you start with the Online Application process, you must have the following

1. All the documents required for your application must be certified and scanned in pdf format to upload onto the system. Documents must be scanned separately and not in one long document. For Example, The ID must be a Separate file and the NSSC certificate must also be a separate file and so on.
2. A scanned Passport Photo in jpeg (.jpg or .jpeg) which can be in colour (preferable) or black and white
3. Access to an internet connected computer.
4. It is highly recommended that you have a Valid and Active email address. If you don't have an e-mail address yet, you can create one for free at [www.gmail.com](http://www.gmail.com) or [www.yahoo.com](http://www.yahoo.com) or at any other e-mail service provider of your choice.

**Note:** It's advisable to have a pen and paper to write down your **STUDENT NUMBER** and **PIN** for future references.

### How to Apply Online

#### Step 1:

Go to the IUM Website ([www.ium.edu.na](http://www.ium.edu.na)) >> Click on **Student Corner** and Select **Student Portal/iEnabler**

#### Step 2:

Click on **New Application**



### Step 3:

Complete the Biographical Information and Click **Save**

(Please use the **TAB** key to move from field to field and not the “Enter” Key)

**BIOGRAPHICAL INFORMATION**

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

Title:

First Names:

Initials:

Surname:

Maiden Names:

Gender:  Male  Female

Birth Date:

E Mail:

Activity before studying at IUM:

Cell Phone:

### Step 4

The system generates a Student Number and you need to create a 5-digit PIN. The PIN cannot be 12345, or starts with a 0 (e.g 03264) or have any consecutive repeating digits (e.g. 11335). Please write down your new student number and PIN to enable you to log into your portal and for future reference.

na:7771/pls/testi... | Page | Safety

tsv13 | Mond

**Academic Application : Pin Creation**

You have been issued with the following reference number **213000067**.  
All future interaction with our institution must be conducted using this reference number.

in process requires the creation of a pin which will be used in conjunction with your new reference number for future inter  
institution. Please record this reference number and pin in a safe place for future reference.

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

Pin :  \* 5 numeric digits. Do not start with a 0.

Re-enter Pin :

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**Step 5.**

**Student Web**

- Application
  - [Update Personal Information](#)
  - [Personal Contact Detail](#)
  - [Address Validation](#)
  - [Schools Attended](#)
  - [Enter School Leaving Subjects](#)
  - [Enter Previous Qualifications](#)
  - [Any Disabilities?](#)
  - [View Application Rules](#)
  - [View Completed Application\(s\)](#)
  - [Submit Application](#)
  - [Academic Admission Status](#)
  - [Process Status](#)
- Registration
- Student Enquiry
- Student Administration

Logout



**5.1 Update Personal Information:**

View your Bio Info here. If need be, correction can be made here or new info can be added. For any changes made, ensure to click on "SAVE"

**5.2 Personal Contact Detail:**

View your contact details here. If need be, correction can be made here or new info can be added. For any changes made, ensure to click on "SAVE"

**5.3 Address Validation:**

View your address Info here. If need be, corrections can be made here or new info can be added. For any changes made, ensure to click on "SAVE"

**5.4 Schools Attended**

Select from the List the Name of the secondary school where you wrote your Final Secondary school exams

| School Name               | Period of Attendance |                      |                      |                      |
|---------------------------|----------------------|----------------------|----------------------|----------------------|
|                           | From Year (YYYY)     | Month (MM)           | To Year (YYYY)       | Mon                  |
| Academia Secondary School | 2016                 | 1                    | 2020                 | 11                   |
| <input type="text"/>      | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

**5.5 Enter School Leaving Subjects**

Enter the best five subjects here, Including English. Select Grade/Level and your results symbols. Marks in Percentage must be converted to symbols. Save the records for one subject before proceeding to enter the next subject.

| Date (YYYYMM) | Type | Subject              | Grade                | Symbol Pre-Final Year | Percentage Pre-Final Year | Symbol Mid-Final Year | Percentage Mid-Final Year | Symbol Final Year    | Percentage Final Year | Delete?                  |
|---------------|------|----------------------|----------------------|-----------------------|---------------------------|-----------------------|---------------------------|----------------------|-----------------------|--------------------------|
| 202011        | 1    | ACCOUNTING           | H                    | <input type="text"/>  | <input type="text"/>      | <input type="text"/>  | <input type="text"/>      | 2                    | <input type="text"/>  | <input type="checkbox"/> |
|               |      |                      |                      | Rating                |                           |                       |                           | 9                    |                       |                          |
| 202011        | 1    | BIOLOGY              | O                    | <input type="text"/>  | <input type="text"/>      | <input type="text"/>  | <input type="text"/>      | B                    | <input type="text"/>  | <input type="checkbox"/> |
|               |      |                      |                      | Rating                |                           |                       |                           | 6                    |                       |                          |
| 202011        | 1    | <input type="text"/> | <input type="text"/> | <input type="text"/>  | <input type="text"/>      | <input type="text"/>  | <input type="text"/>      | <input type="text"/> | <input type="text"/>  | <input type="checkbox"/> |
| 202011        | 1    | <input type="text"/> | <input type="text"/> | <input type="text"/>  | <input type="text"/>      | <input type="text"/>  | <input type="text"/>      | <input type="text"/> | <input type="text"/>  | <input type="checkbox"/> |
| 202011        | 1    | <input type="text"/> | <input type="text"/> | <input type="text"/>  | <input type="text"/>      | <input type="text"/>  | <input type="text"/>      | <input type="text"/> | <input type="text"/>  | <input type="checkbox"/> |
|               |      |                      |                      | Total Rating          | 0                         | 0                     | 15                        |                      |                       |                          |

Are you Upgrading your Matric/Grade 12 results



### 5.6 Enter Previous Qualifications

If you have a qualification from an Institution of Higher Learning, Please enter it's details here

**Note: To upload a copy of the previous Qualification, see Step 6)**

### 5.7 Any Disabilities?

If you have any form of disability, please specify it here. If not, enter "NONE"

### 5.8 View Application Rules

Read and Accept the application rules. If you don't click on "I Accept" the rules, you cannot continue with the application process.

### 5.9 Submit Application

This is where you select the name of the course you wish to apply. To search the for a Bachelor degree qualification, enter **%Bachelor%** in the second field and click on **Search**. To search for certificates, enter **%Certificate%**; For Masters: **%Master%**; for Postgraduate Diploma: **%Postgraduate%** and for PhDs: **%Doctor%**. Please familiarise yourself with the admission requirements for the course you intent to apply before submitting your application.

Process Trail: [Qualification](#)>>

### Choice of Programme or Qualification

Student Number: 202100278  
Name: DR. SEM SHIKONGO

**Note:** Select your intended year of study from the "Academic Year" list provided. Enter a word or phrase be completed.

Academic Year: 2021\*

Find A Programme or Qualification Containing: %Bachelor%

Restrict the Search to: Restrict to Undergraduate programmes Only

Select the exact qualification you wish to apply by clicking on the Qualification Code e.g. BOSD etc.

| Qualification                            |        |  |
|--|--------|--|
| Faculty - INFO COMMUNICATION TECHNOLOGY  |        |  |
|  | BHEI   | BACHELOR IN ELECTRONICS HONS INSTRUMENT. |
|  | BHRBIS | BACHELOR IN BUSINESS INFORMATION SYS HON |
|  | BHRSD  | BACHELOR OF SOFTWARE DEVELOPMENT HONOURS |
|  | BHSD   | BACHELOR IN SOFTWARE DEVELOPMENT HONOURS |
|  | BOBIS  | BACHELOR IN BUSINESS INFORMATION SYSTEMS |
|  | BOSD   | BACHELOR IN SOFTWARE DEVELOPMENT         |
| Faculty - TOURISM HOSPITALITY EVENTS MAN |        |  |
|  | BHRTHE | BACHELOR OF TOURISM HOSP&EVENTS MAN HONS |
|  | BOTHEM | BACHELOR IN TOURISM, HOSP.& EVENTS MAN.  |



Complete the required details. Your First Choice programme must have **Academic Preference = 1** and Click on **Save and Continue**

### Qualification Study Choices

**Student Number:** 202100278  
**Name:** DR. SEM SHIKONGO

**Note:** To Setup : Refer to {GOPS-21} - External Body = INE, External Code Type = 106 If not setup the default study for this qualification from the list provided. . Step 3: Select your intended study period (e.g. First Year, Se etc.) . Step 5 (Optional) Click 'View Calendar Information' to view year book/calendar information based on you 'Save and Continue' button.

**Academic Year:** 2021

**Qualification:** BHNUR: BACHELOR IN NURSING HONOURS

How would you like to study for the qualification? WINDHOEK - FULL TIME  
When would you like to study for the qualification? YEAR  
In which period are you intending to study? YEAR 1

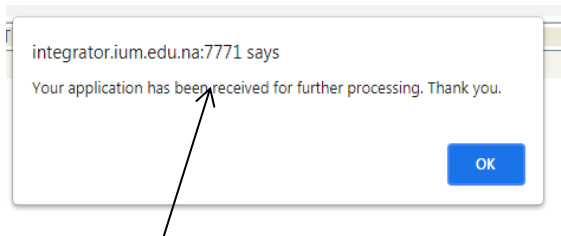
**Academic Preference** 1

Save and Continue

Restart Process

View calendar information

Verify the correctness of your qualification. If everything is OK, click on **Accept Application**



IF you get this pop up message, it means you application was successfully submitted.

To apply for the second Choice programme, repeat the **“Submit Application”** Step

### 5.10 View Completed Application(s)

This is where you view the submitted applications

| Academic Year | Academic Preference | Qualification | Description                              | WRS Score |
|---------------|---------------------|---------------|--|-----------|
| 2021          | 1                   | BOSD          | BACHELOR of SCI. IN SOFTWARE DEVELOPMENT | 38        |
| 2021          | 2                   | BHNUR         | BACHELOR IN NURSING HONOURS              | 15        |

### 5.11 Academic Admission Status

This is where you need to be checking if you are admitted or not. Weeks after you submitted your application, you need to log into your portal to check your admission status.

**Academic Admission Status**

Student Number: 202100278  
 Name: DR. SEM SHIKONGO

| Year | Qualification                                 | Faculty                       | Status   | Academic Choice |
|------|---|-------------------------------|----------|-----------------|
| 2021 | BOSD BACHELOR of SCI. IN SOFTWARE DEVELOPMENT | Info Communication Technology | Admitted | 1               |

[Printer Friendly Format](#)

### 5.12 Process Status

This is where you can view if you completed all the necessary steps.

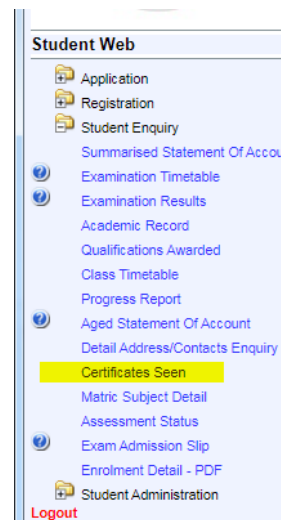
| Step Number | Description                   | Compulsory | Completed |
|-------------|-------------------------------|------------|-----------|
| 1           | Update Personal Information   | N          | Y         |
| 2           | Personal Contact Detail       | N          | Y         |
| 3           | Address Validation            | N          | Y         |
| 4           | Schools Attended              | N          | Y         |
| 5           | Enter School Leaving Subjects | N          | Y         |
| 6           | Enter Previous Qualifications | N          | N         |
| 7           | Any Disabilities?             | N          | Y         |
| 8           | View Application Rules        | N          | Y         |
| 9           | View Completed Application(s) | N          | Y         |
| 10          | Submit Application            | Y          | Y         |
| 11          | Academic Admission Status     | N          | Y         |

You have completed all compulsory steps for this process.

### Step 6

### How to upload a copy of ID/Passport, NSSC Certificate/Secondary School leaving Certificate and Passport Photo onto the system

Open the **Student Enquiry** Menu and Select **Certificates Seen**



**Student Web**

- Application
- Registration
- Student Enquiry
  - Summarised Statement Of Account
  - Examination Timetable
  - Examination Results
  - Academic Record
  - Qualifications Awarded
  - Class Timetable
  - Progress Report
  - Aged Statement Of Account
  - Detail Address/Contacts Enquiry
  - Certificates Seen**
  - Metric Subject Detail
  - Assessment Status
  - Exam Admission Slip
  - Enrolment Detail - PDF
- Student Administration

[Logout](#)



Click on **Load/View Document**

**Certificates Seen**

Student Number: 202100278  
Name: DR. SEM SHIKONGO

| Certificate |                               | Processed | Expiry Date | Remarks | Load/View                          |
|-------------|-------------------------------|-----------|-------------|---------|------------------------------------|
| AA          | APPLICATION RULES REGULATIONS | Yes       |             |         | <a href="#">Load/View Document</a> |
| AC          | ACCEPT CONTRACT ON IENABLER   | Yes       |             |         | <a href="#">Load/View Document</a> |
| GR          | GRADE 12 OR EQUIVALENT CERT   | No        |             |         | <a href="#">Load/View Document</a> |
| ID          | ID DOCUMENT                   | No        |             |         | <a href="#">Load/View Document</a> |
| PP          | PASSPORT PHOTO                | No        |             |         | <a href="#">Load/View Document</a> |
| SC          | SIGNED CONTRACT WITH IUM      | No        |             |         | <a href="#">Load/View Document</a> |

[Printer Friendly Format](#)

Click on **Upload Document**

**Maintain Documents : Certificates**

Student Number: 202100278  
Name: DR. SEM SHIKONGO

Student Number: 202100278  
Certificate Code: GR

[Close](#) [List All](#) [Upload Document](#)

| Certificate Code | Document Sequence | Date | File Name |
|------------------|-------------------|------|-----------|
|------------------|-------------------|------|-----------|

Click on **Choose File**

**Document Upload : Certificates**

Student Number: 202100278  
Name: DR. S SHIKONGO

| Prompt           | Reference |
|------------------|-----------|
| Student Number   | 202100278 |
| Certificate Code | GR        |

Filename to Upload: [Choose File](#) No file chosen [Save](#)

Additional Information:

<pre></pre>

Browse where your file is saved>>> select the file you wish to upload>>>and Click **Open**

Then click **Save**

**Document Upload : Certificates**

User Number: 202100278  
Name: DR. S SHIKONGO

**Details of loaded document:**

| Prompt                 | Reference                        |
|------------------------|----------------------------------|
| Student Number         | 202100278                        |
| Certificate Code       | GR                               |
| Filename               | F1095083384/NSSC Certificate.pdf |
| Additional Information |                                  |
| Mime Type              | application/pdf                  |
| Document Size          | 111778                           |
| DAD Characteraset      | ascii                            |
| Content Type           | BLOB                             |

**Document/Image upload successful**

[Close](#)

Your Document is successfully uploaded

Click on **Close**

**NOTE: Continue to upload your other documents in a similar way**



The last column shows which documents are uploaded and which ones are not.

**Certificates Seen**

Student Number: 202100278  
Name: DR. SEM SHIKONGO

| Certificate | Processed | Expiry Date | Remarks | Load/View                          | Uploaded via the web |
|-------------|-----------|-------------|---------|------------------------------------|----------------------|
| AA          | Yes       |             |         | <a href="#">Load/View Document</a> | No                   |
| AC          | Yes       |             |         | <a href="#">Load/View Document</a> | No                   |
| GR          | No        |             |         | <a href="#">Load/View Document</a> | Yes                  |
| ID          | No        |             |         | <a href="#">Load/View Document</a> | Yes                  |
| PP          | No        |             |         | <a href="#">Load/View Document</a> | No                   |
| SC          | No        |             |         | <a href="#">Load/View Document</a> | No                   |

[Printer Friendly Format](#)

**Step 7:**

**Only for Applicants with previous qualifications from Tertiary Institutions**

**How to upload a copy of a previous qualification onto the system**

Open the **Application Menu** and Select **Enter Previous Qualifications**

**Student Web**

- Application
  - [Update Personal Information](#)
  - [Personal Contact Detail](#)
  - [Address Validation](#)
  - [Schools Attended](#)
  - [Enter School Leaving Subjects](#)
  - [Enter Previous Qualifications](#)
  - [Any Disabilities?](#)
  - [View Application Rules](#)
  - [Submit Application](#)
  - [View Completed Application\(s\)](#)
  - [Academic Admission Status](#)
  - [Process Status](#)
- Registration
- Student Enquiry

If this section was not previously completed, enter the details of your previous qualification and Click **Save**  
Otherwise, simply click on **Load/View Documents**

**Enter Previous Qualifications**

Student Number: 202100278  
Name: DR. SEM SHIKONGO

**Note:** To Setup : Refer to (GOPS-21) - External Body = INE, External Code Type = 001 If not setup the default message is : {MAN}{SAV}{DLM}  
Please provide the following compulsory documentation when you do complete this previous obtained qualification information:  
Certified certificate/diploma/degree  
NQA Evaluation Letter for foreign qualifications

**Error!** The Start Year may not be later than the End Year.

Institution Name: UNIVERSITY OF MPUMALANGA \*

Period of Registration: Start Year (YYYY): 2015 \*

End Year (YYYY): 2018 \*

Student Number from Previous Institution: \*

Qualification: Bachelor in Education \*

Field of Specialization: Education

Was the Qualification Awarded? No \*

Year Awarded: 2020

Post-Graduate Qualification? No \*

Qualification Level: Degree

National Level: LEVEL 3

Result: BH PASS QUALIFIED FOR HONOURS DEGREE

Remarks: passed

[Subjects for Previous Qualification](#)  
[Load/View Documents](#)

[Save](#) [Revert Changes](#)





Click on **Upload Document**

| Certificate Code | Document Sequence | Date | File Name |
|------------------|-------------------|------|-----------|
|------------------|-------------------|------|-----------|

Click on **Choose File**

Browse where your file is saved>>> select the file you wish to upload>>>and Click **Open**

Then click **Save**

| Prompt                 | Reference                        |
|------------------------|----------------------------------|
| Student Number         | 202100278                        |
| Certificate Code       | GR                               |
| Filename               | F1095083384/NSSC Certificate.pdf |
| Additional Information |                                  |
| Mime Type              | application/pdf                  |
| Document Size          | 111778                           |
| DAD Characterset       | ascii                            |
| Content Type           | BLOB                             |

**Document/Image upload successful**

Close

Your Document is successfully uploaded

Click on **Close**

**THIS IS THE END OF THE APPLICATION PROCESS!!**



## How to Log the Portal

The portal/iEnabler is where you can apply online, view your application status, register online and view your academic information

### Step 1:

Go to the IUM Website ([www.ium.edu.na](http://www.ium.edu.na)) >> Click on **Student Corner** and Select **Student Portal/iEnabler**

### Step 2:

Enter your **student number** and your 5-digit **PIN** and click **login**

### Registered Users

Please use the login screen below if you already have the appropriate login information. If not, please cont

Student  
  Personnel  
  Other  
  Alumni

Student Number

Pin  (5 numeric digits. Do not start with a 0.)

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[er](#) | [Terms & Conditions](#) | [Privacy & Security Statement](#) ]

If you forgot your PIN, send an email student to [itsupport@ium.edu.na](mailto:itsupport@ium.edu.na) your student number must be mentioned in the email.

## GENERAL ENQUIRES

Should you experience problems with the online application process or for any other admissions related enquiries, Contact Admissions Office at one of the following

| CAMPUS            | Contact Number            | Email                           |
|-------------------|---------------------------|---------------------------------|
| Windhoek Campus   | 061 – 433 6000            | admissionswindhoek@ium.edu.na   |
| Ongwediva Campus  | 065 - 230 145/065 230 149 | admissionsongwediva@ium.edu.na  |
| Coastal Campus    | 064 - 206 647             | admissionscoastal@ium.edu.na    |
| Nkurenkuru Campus | 066 - 264 957             | admissionsnkurenkuru@ium.edu.na |