



## 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 6**

**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/previous student number and PIN to log into your portal and start the new application process from Step 5 to Step 6. If you forgot your PIN, send an email to [itssupport@ium.edu.na](mailto:itssupport@ium.edu.na) with your student number and request for a PIN re-set.**

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.

Documents required for different types of applications **(All Copies need to be Certified)**

<b>Current Grade 11/12 Applicants Or Using NSSCO/H/AS or any Secondary school leaving Certificate</b>	<b>Mature Age Entry Applicants</b>	<b>Recognition of Prior Learning (RPL): Using qualification(s) from Previous Institution of Higher Learning</b>	<b>Postgraduate Applications (PG Diplomas, Masters and PhDs)</b>
<ul style="list-style-type: none"> <li>• ID/Passport,</li> <li>• Gr.11/12 School Report (If still in Grade 11/12)</li> <li>• NSSCO/H/AS Certificate (for those who completed Gr.11/12 in previous years)</li> <li>• Proof of Payment for the Application Fee</li> </ul>	<ul style="list-style-type: none"> <li>• ID/Passport,</li> <li>• Grade 10 Certificate,</li> <li>• Employment Confirmation letter.</li> <li>• Proof of Payment for the Application Fee</li> </ul>	<ul style="list-style-type: none"> <li>• ID/Passport,</li> <li>• NSSCO/AS Certificate/Secondary School leaving Certificate,</li> <li>• Previous tertiary Qualification* *</li> <li>• Transcripts/Academic Records</li> <li>• Proof of Payment for the Application Fee</li> </ul>	<ul style="list-style-type: none"> <li>• ID/Passport,</li> <li>• Previous tertiary Qualification* *</li> <li>• Transcripts/Academic Records</li> <li>• Concept Note (For PhDs)</li> <li>• Proof of Payment for the Application Fee</li> <li>• Employment Reference/Confirmation Letters (For Masters and PhDs only)</li> </ul>

\*\* All Foreign Qualifications must be Evaluated by NQA and the Evaluation letter attached.



2. A scanned Proof of Payment for the Application Fee

Before embarking on the online application process, Applicants must first pay the application fee, either through direct cash deposit or EFT, directly into university's bank account.

**Bank Details**

- **Bank Name:** Bank Windhoek
- **Beneficiary Name:** IUM-Book Fund
- **Branch Name:** Kudu Branch, Windhoek
- **Branch Code:** 482172
- **Account Number:** 3000338051

NB: Please use your **“Initials and Surname”** as reference. Example: **S.E. TSUSES**. The Initials and Surname **MUST** be that of the Applicant and not of the Parent or Guardian.

Cash payments can also be made at the Cashier at any campus, Monday to Friday from 08:00 until 13:00.

Scan and upload the Proof of Payment in Step 6.

**Application Fees**

Application Type	Normal Application Fee On or before 31 October 2023	Late Application Fee After 31 October 2023
Undergraduate (certificates, diplomas, Bachelor Degrees and Honours Degrees)	N\$150.00	N\$180.00
Postgraduate (Postgraduate diplomas, Master degrees and PhDs)	N\$450.00	N\$500.00
Short Courses (CIIP)	N\$150.00	N\$150.00

**Applications without Proof of Payment for the Application Fee shall be rejected**

3. Access to an internet connected computer.

4. 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: In case a prospective applicant does not have a valid and active email address and is unable to create one, the online application will not go through and such applicant must complete a paper-based/hard copy application form, available for free download on the IUM Website ([www.ium.edu.na](http://www.ium.edu.na))**

5. It's advisable to have a pen and paper to write down your STUDENT NUMBER and PIN for future reference and for making further enquiries regarding your application at the university.

## How to Apply Online

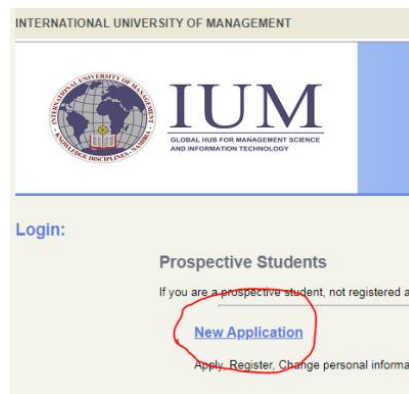
### Step 1:

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

Go to the IUM Website ([www.ium.edu.na](http://www.ium.edu.na)) >>Home tab>> **Online Application** >> **Click here to Apply Online**

### 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:

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E Mail:

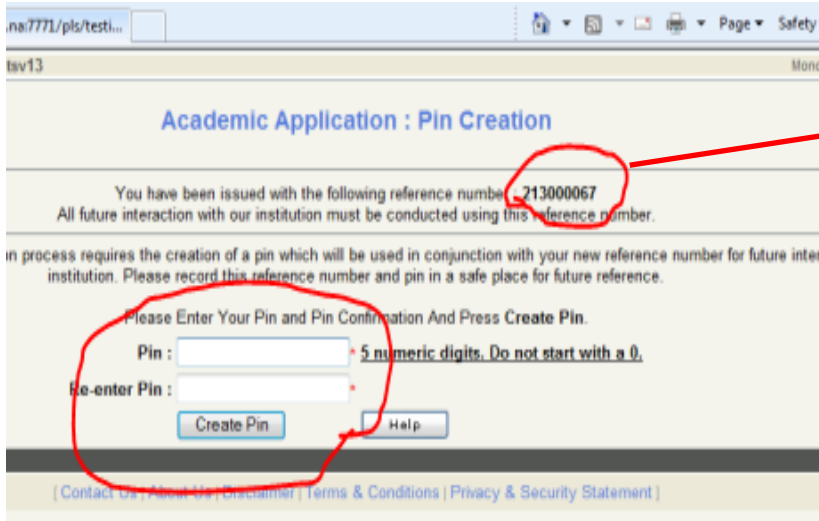
Activity before studying at IUM:

Cell Phone:



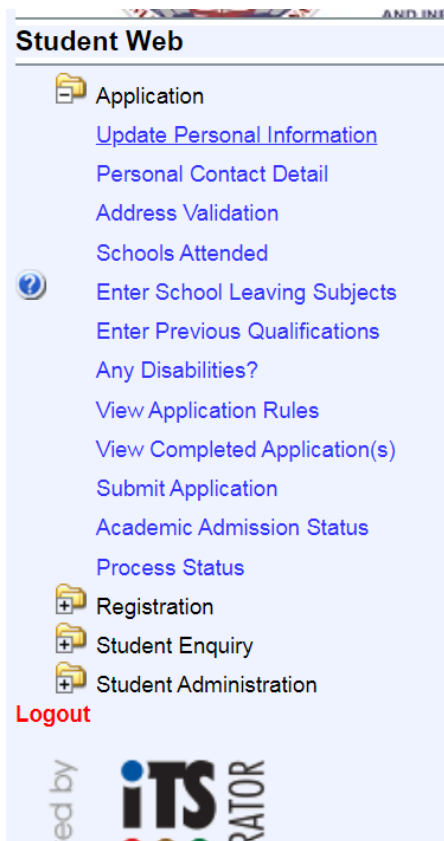
**Step 4**

The system generates a Student Number (here referred to as Reference 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 and enquiries.**



This is your Student Number,  
Write it down

**Step 5.**



**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					2		<input type="checkbox"/>
				Rating				9		
202011	1	BIOLOGY	O					B		<input type="checkbox"/>
				Rating				6		
202011	1									
202011	1									
202011	1									
				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 its details here

**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](#)

**DO NOT** upload documents here. All Documents must be upload in Step 6

**Note:** To upload a copy (ies) of previous Qualification(s) and transcripts/Academic records , 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 the "I Accept" button, you cannot continue with the application process. If you had already accepted the Rules before or earlier, the "I Accept" button will not appear again and you simply proceed to next step.



### 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% or %MSC%**, for Postgraduate Diploma: **%Postgraduate%** and for PhDs: **%Doctor% or %PHD%**. 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 to be completed.

Academic Year: 2021 2024

Find A Programme or Qualification Containing: %Bachelor%

Restrict the Search to: Restrict to Undergraduate programmes Only

Search

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

Qualification		
<b>Faculty - INFO COMMUNICATION TECHNOLOGY</b>		
	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
<b>Faculty - TOURISM HOSPITALITY EVENTS MAN</b>		
	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.

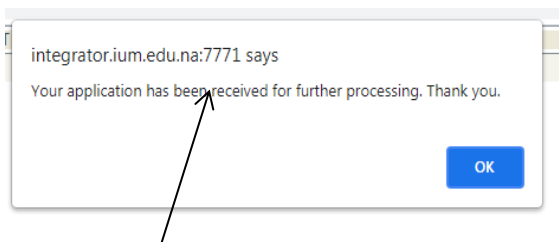
Academic Year: 2021  
Qualification: BHNUR: BACHELOR IN NURSING HONOURS

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 5.9 **“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, Passport Photo, Copy of Previous tertiary Qualification and Transcripts/Academic Records onto the system

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

Click on **Load/View Document**

**Certificates Seen**

Student Number: 202100278  
Name: DR. SEM SHIKONGO

Certificate	Processed	Expiry
AA APPLICATION RULES REGULATIONS	Yes	
AC ACCEPT CONTRACT ON IENABLER	Yes	
GR GRADE 12 OR EQUIVALENT CERT	No	
ID ID DOCUMENT	No	
PP PASSPORT PHOTO	No	
SC SIGNED CONTRACT WITH IUM	No	

[Printer Friendly Format](#)

**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**
  - Matric Subject Detail
  - Assessment Status
  - Exam Admission Slip [/view Document](#)
  - Enrolment Detail - PDF [/view Document](#)
  - Student Administration [/view Document](#)
  - [Logout](#)

Click on **Upload Document**

**Maintain Documents : Certificates**

Student Number: 202100278  
Name: DR. SEM SHIKONGO

Student Number: 202100278  
Certificate Code: GR

Certificate Code	Document Sequence	Date	File Name
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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:  No file chosen

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 Characterset	ascii
Content Type	BLOB

**Document/Image upload successful**

Your Document is successfully uploaded

Click on **Close**

**NOTE: Continue to upload all 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

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

**How to Log onto the Portal**

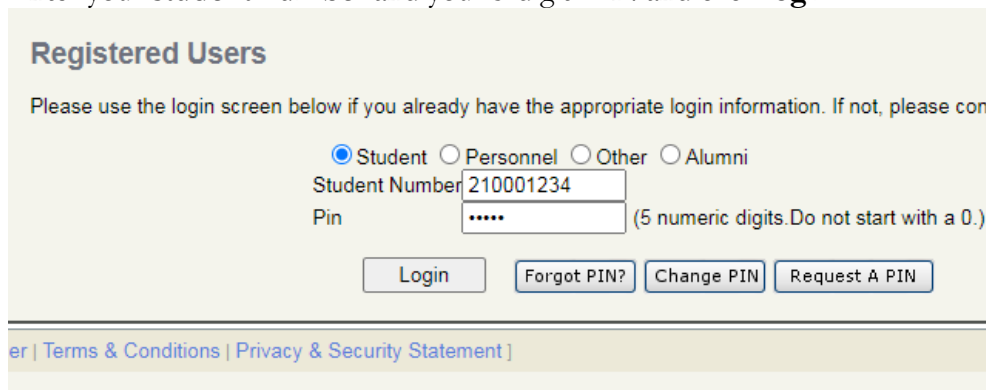
The portal/iEnabler is where you can apply online, view your application status, register online and view your academic information

**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**



If you forgot your PIN, send an email student to [itssupport@ium.edu.na](mailto:itssupport@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

<b>CAMPUS</b>	<b>Contact Number</b>	<b>Email</b>
Windhoek Campus	061 – 433 6000	<a href="mailto:admissionswindhoek@ium.edu.na">admissionswindhoek@ium.edu.na</a>
Ongwediva Campus	065 - 230 145/065 230 149	<a href="mailto:admissionsongwediva@ium.edu.na">admissionsongwediva@ium.edu.na</a>
Coastal Campus	064 - 206 647	<a href="mailto:admissionscoastal@ium.edu.na">admissionscoastal@ium.edu.na</a>
Nkurenkuru Campus	066 - 264 957	<a href="mailto:admissionsnkurenkuru@ium.edu.na">admissionsnkurenkuru@ium.edu.na</a>