



# SYMANEK TRAINING ACADEMY

P.O BOX 4270, WINDHOEK, 9000  
INDUSTRIE STREET, INDUSTRY AREA, OKAHANDJA

## APPLICATION FORM - 2024

PASSPORT  
PHOTO

### PROGRAM APPLIED FOR:

First choice \_\_\_\_\_

Second choice \_\_\_\_\_

(Please, type or print clearly, IN BLOCK LETTERS)

First Names \_\_\_\_\_

Last Name \_\_\_\_\_ Region \_\_\_\_\_

Postal address: \_\_\_\_\_ Postal code: \_\_\_\_\_ Country \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_

Residential address: \_\_\_\_\_ Street: \_\_\_\_\_

Cellphone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Student number (if any): \_\_\_\_\_ Academic year: \_\_\_\_\_

### SECTION 1: PERSONAL PARTICULARS

Date of Birth:	D	D	M	M	Y	Y	Y	Y	I.D. No.:										
Passport No.:									Marital Status:	Single		Married							
Gender:	M		F						Maiden Name:										
Mother Tongue:									Home Town:										
Citizenship:	Namibian		Other (specify)																
If not a Namibian citizen, please apply for a study permit from your country of origin.																			

Do you have an impairment or disability?	Yes		No		(for planning purposes only)
If 'yes' please specify and attach documents specifying your condition.					
Based on your disability, do you have special needs?			Yes		No
If 'yes' briefly state your additional needs arising from the above mentioned impairment or disability.					

### SECTION 2: APPLICANT'S NEXT OF KIN/LEGAL GUARDIAN PARTICULARS

(To be contacted in case of emergency.)

Family relationship with the person whose particulars are supplied.
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Father		Mother		Spouse/partner		Guardian	
Title:	Mr		Ms		Other (specify)		
Surname:							
First Names in full:							Initials
I.D. No.:							
Home Address (next of kin/guardian):							
Tel No.: Work							
Tel. No.: Home						Cell No.:	
Employer (next of kin/guardian):							
Occupation:							
Employer's Address:							

**SECTION 3: EMPLOYMENT PARTICULARS (only if applicant is in full-time employment)**

Name of Employer:	
Your Occupation:	
Years of Experience	
Employer's Postal Address:	
Employer's Telephone No.:	

**SECTION 4: SCHOOL LEAVING PARTICULARS**

Last secondary school attended:			
Address of school:			
Highest grade passed:			
Current grade (if applicable):			
Date of examination:			
Examination number:			
Examination body:			
Subject (Best 6 Subjects, including English)	Level ## <i>(See table below)</i>	Symbol	

LEVEL			
ON = NSSC	IG = IGCSE	AL = A LEVEL	HG = HIGHER GRADE
NH = NSSC	HI = HIGCSE	OL = O-LEVEL	SG = STANDARD GRADE
	09 = GRADE 9	10 = GRADE10	LG = LOWER GRADE

**SECTION 5: POST-SCHOOL ACADEMIC QUALIFICATIONS**

**Note: A full Academic Record ISSUED by the INSTITUTION SHOULD accompany THIS application.**

Student No.	From Year	To Year	Name of University/College/Academy			
Name of Programme:			Awarded:	Y	N	
Have you ever been refused admission to any Tertiary Institution?				Y	N	
Are you currently enrolled at another institution of high learning?				Y	N	
If 'yes' please indicate where.						

**BANKING DETAILS:**

**SYMANEK TRAINING ACADEMY**  
**FIRST NATIONAL BANK - OKAHANDJA**  
**Account number: 64279814676**  
**Branch code: 280373**



**DECLARATION**

*I hereby declare that all the particulars given in this application form are true and correct. I further declare that my enrolment as a student at Symanek Training Academy shall be subject to the terms and conditions contained in the agreement, which I shall complete, sign and submit at registration.*

**SIGNATURE OF APPLICANT**

Date

**SIGNATURE OF GUARDIAN**

*(If applicant is under 21 years of age)*

Date

**FOR OFFICIAL USE ONLY:**

APPLICATION FEE RECEIVED: \_\_\_\_\_ RECEIPT NUMBER: \_\_\_\_\_

LATE FEE RECEIVED: \_\_\_\_\_ RECEIPT NUMBER \_\_\_\_\_

*Please circle which is applicable: Accepted / Rejected*

**PLEASE SEND A COMPLETED APPLICATION FORM TOGETHER WITH SUPPORTING DOCUMENTS TO:**

**SYMANEK TRAINING ACADEMY**  
**P O BOX 4270, MAIN BRANCH**  
**WINDHOEK, NAMIBIA**

**Or Email to: [Symanekinv@gmail.com](mailto:Symanekinv@gmail.com)**

**IMPORTANT INFORMATION:**

***Documents to be submitted with Application Form (Tick ✓):***

ID Document - certified copy or

Passport - certified copy or

Birth Certificate - certified copy

Passport photo

School Leaving Certificate - certified copy

Application Fee proof of payment (No Application will be processed without proof of payment)

Official Translation (Non-English Documents)

NQA Evaluation Report (International Qualifications)

School Results/ Rapport (Namibian Schools – Current Grade 10/ 12, if new curriculum, grade 9/ 11)

Mode of Study: **Distance / Full time** (Please circle which is applicable). Refer to the prospectus for the mode of study allowed per program.

***Application Dates and Fees (Non-refundable):***

***The following must be paid at the nearest Campus or into STA Bank Account. (Please attach proof of payment to the application form):***

- Namibian Applicants (N\$ 200.00)
- International Applicants (N\$ 300.00)
- Late Namibian Applicants (N\$ 300.00)
- Late International Applicants (N\$ 400.00)