

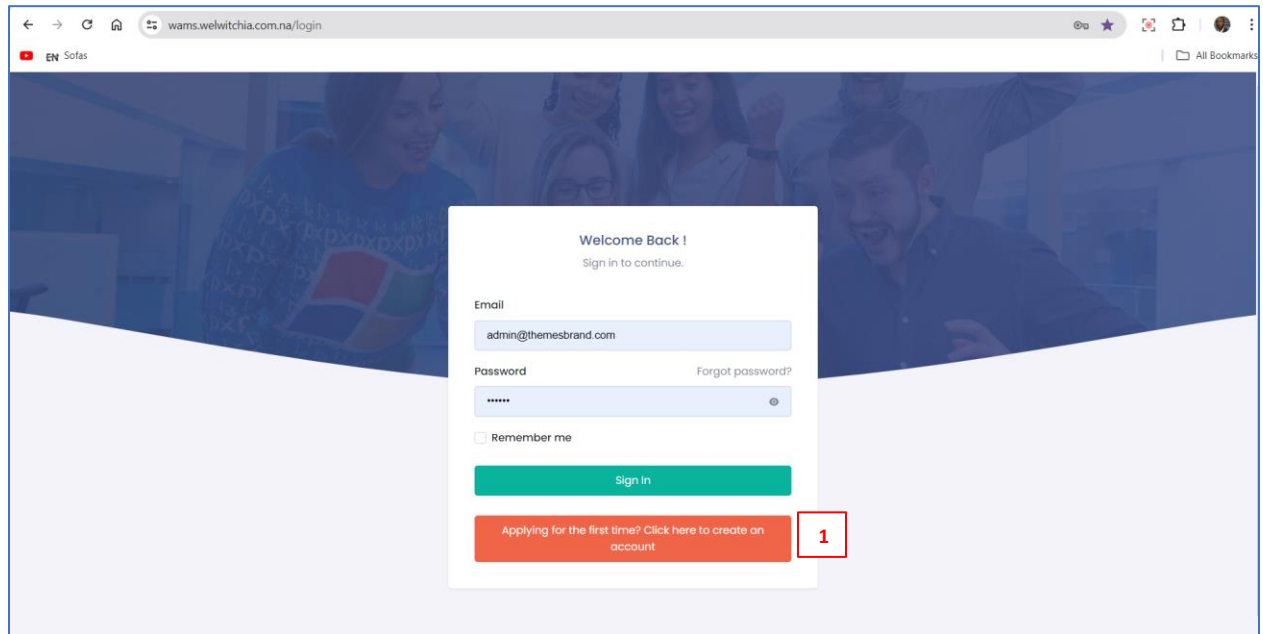


STUDENTS ONLINE APPLICATION USERS' MANUAL

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1. Student Create An Account



Welcome Back !
Sign in to continue.

Email
admin@themesbrand.com

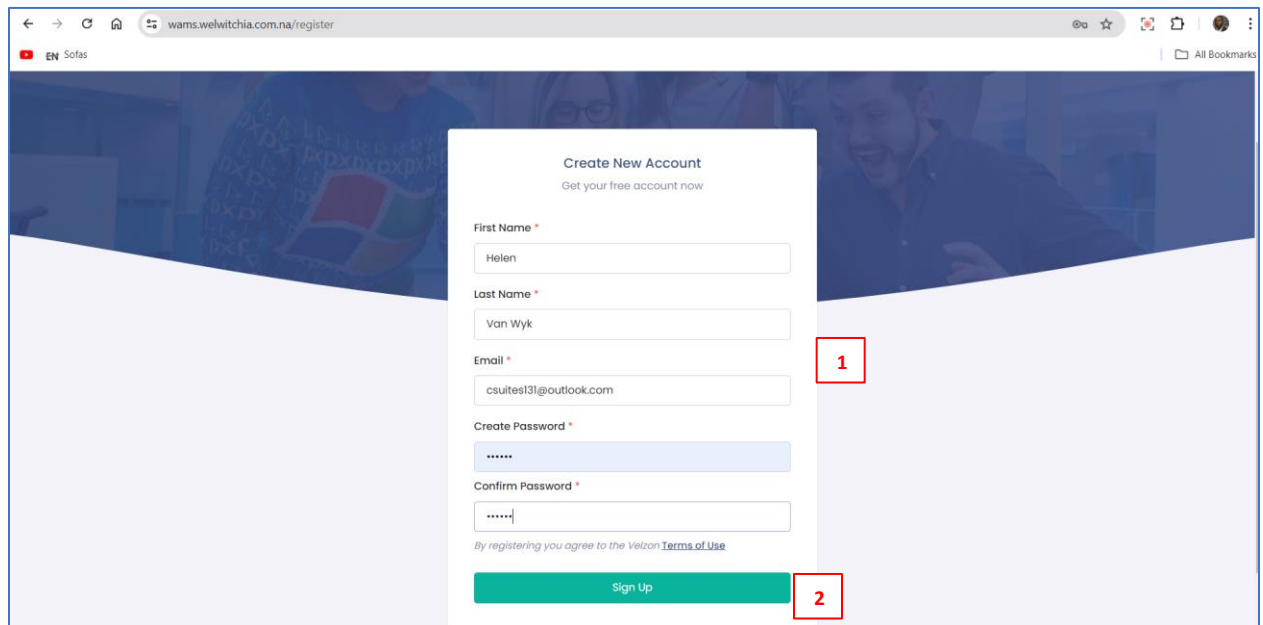
Password [Forgot password?](#)

Remember me

Sign In

Applying for the first time? Click here to create an account **1**

Click **“Applying for the first time? Click her to create an account”** to get the screen below.



Create New Account
Get your free account now

First Name *
Helen

Last Name *
Van Wyk

Email * **1**
csultes131@outlook.com

Create Password *

Confirm Password *

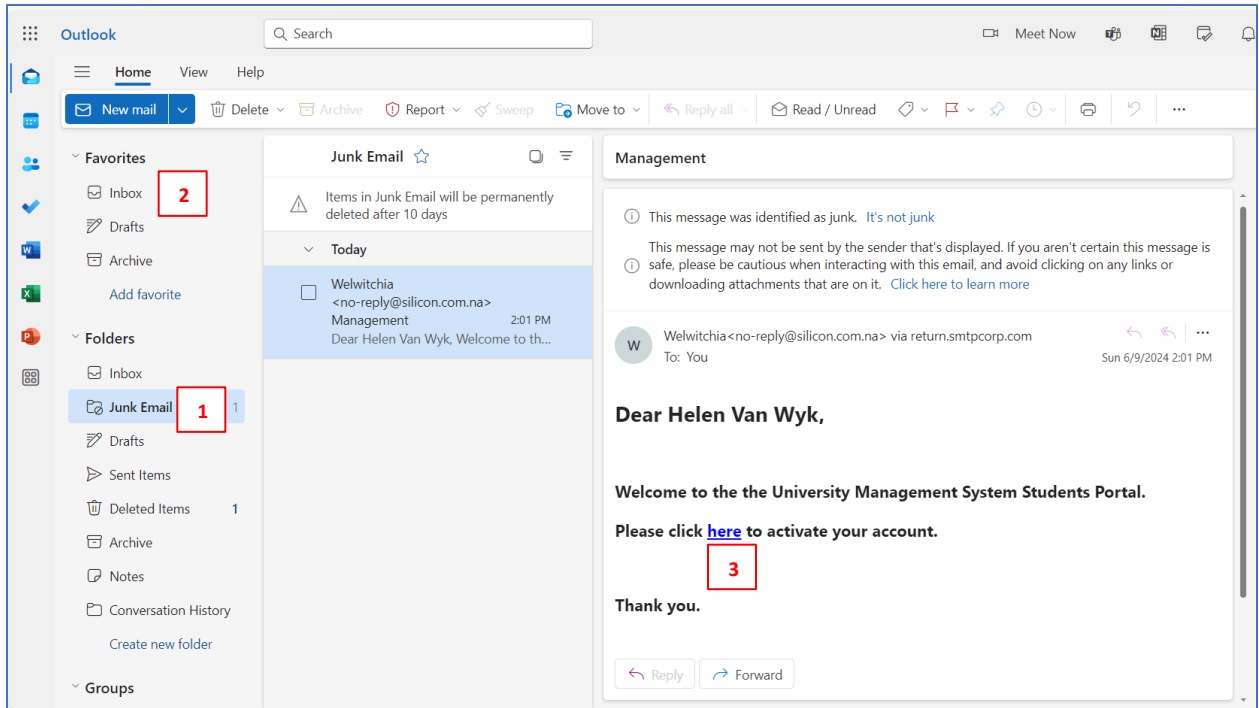
By registering you agree to the Veltron [Terms of Use](#)

Sign Up **2**

1 Enter First Name, Last Name, Email, Create Password, Confirm Password.

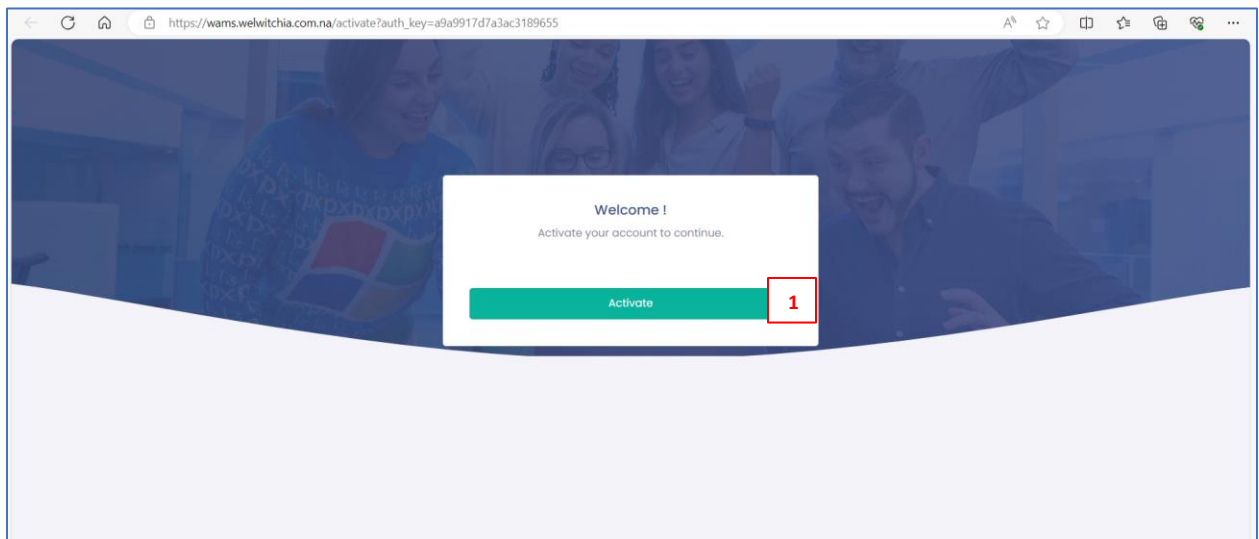
2 Click Sign Up.

An email will be sent to you as below:

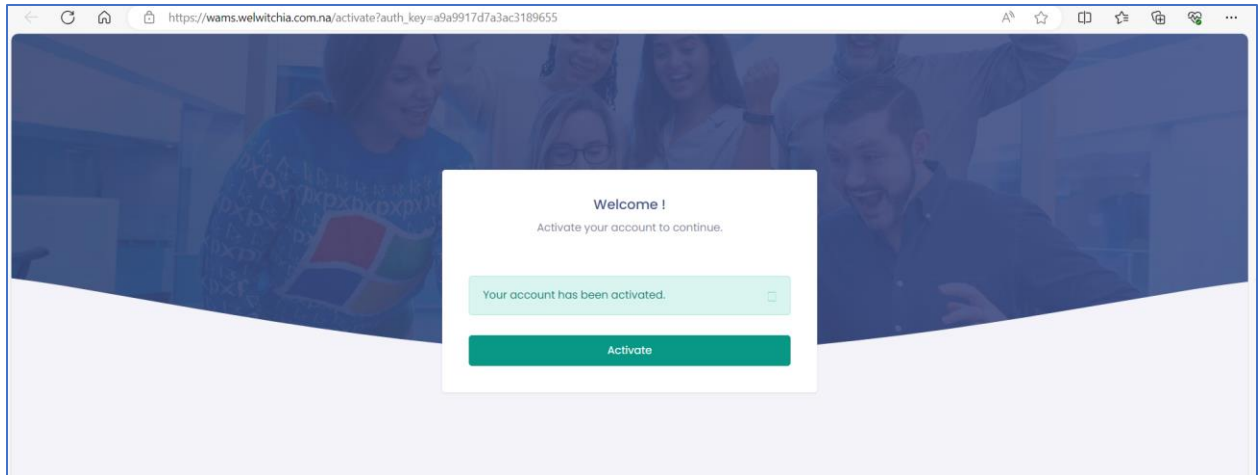


1 Check your Junk Email or 2 Inbox for the email.

3 Click the link to get the screen below:

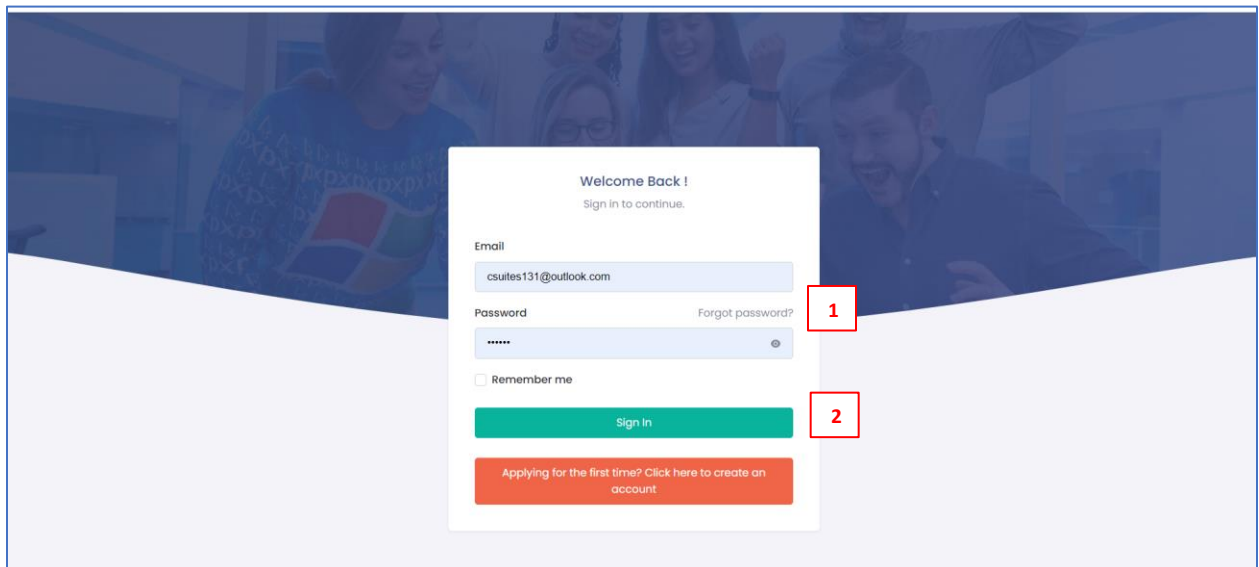


1 Click Activate to get the screen below:



Now you can login.

2. Update Personal Details




1 Enter email address and password.

2 Click Sign In to get the screen below:

The screenshot shows a web application interface for a student profile. At the top, there is a search bar and a navigation menu with items: Applications for Admission, Personal Details (highlighted with a red box and the number '1'), Registration, Modules Management, CA & Exams, and Change of Campus. The user's name, Helen Van Wyk, and student status are displayed in the top right corner. The main content area is titled 'Student Personal Details' and contains a list of fields: Title, First Name (Helen), Last Name (Van Wyk), Initials, Marital Status, Maiden Name, Gender, Date of Birth, Citizenship, ID/Passport #, Ethnic Group, Mother Tongue, Region, and Mobile Number. Below this list is a section for 'Applicant's next of kins (Parents/Guardian/Spouse/Others) to be contacted in case of emergency' with fields for Title, First Name, and Last Name. An 'Edit Profile' button (highlighted with a red box and the number '2') is located in the top right of the main content area. A settings gear icon is visible in the bottom right corner.

1 Click Personal Details

2 Click Edit Profile to get the screen below and update the personal details:

← ↻ 🏠 <https://wams.welwitchia.com.na/student/profile-setting> 🔍 Search...  Helen Van Wyk Student

📄 Applications for Admission 📄 Personal Details 📄 Registration 📄 Modules Management 📄 CA & Exams 📄 Change of Campus

Personal Details Change Password Change Email

Student Personal Details

Title*	First Names*	Last Name*	Initials*
▼	Helen	Van Wyk	

Marital Status*	Maiden Name	Gender*	Date of Birth*	Citizenship*
▼		▼		Namibia X ▼

ID/Passport #*	Ethnic Group*	Mother Tongue*	Region*	Mobile Number*
	▼	▼	▼	(###) ##-#####

Postal Address	Residential Address/Town/Village*	Telephone No

Applicant's next of kins (Parents/Guardian/Spouse/Others) to be contacted in case of emergency

Title*	First Name*	Last Name*	Relationship to the next of kin*
▼			

Email	Cellphone*	Work Phone	Residential Address/Town/Village*

Postal Address	Residential Address*	Name of Employer

Background Information

Are you Wheelchair-bound?	Do you have a disability?	Have you ever been diagnosed with a Psychiatric Disorder?
▼	▼	▼


Are you visually impaired (blind)Do you have a chronic medical condition?	Are you diabetic?	Please state any challenge you might experience and assistance that you might need*
▼	▼	

Ethnic Minority*

Are you a member of one of the following ethnic minorities (If Yes, attach your full birth certificate and a sworn declaration by your Regional Councillor or Village Headman confirming ethnic group origin):

▼

Documents (ID, Passport, etc.)* Cancel Save



Drop files here or click to upload.

Upload

↑

3. Apply for admission

ch...

1

2 --- Select Academic Year ---

3 + Apply for admission

Academic Year	Student #	Old Student #	Qualification	Study Mode	Qualification Level	Campus	Application	Status	Admission Letter
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Designed & Developed by Silicon Software Solutions

1 Click Application for Admission

2 Select Academic Year

3 Click Apply for Admission get the screen below:

Helen Van Wyk
Student

Applications for Admission | Personal Details | Registration | Modules Management | CA & Exams | Change of Campus

Application for admission

Qualification Level* Are you applying through mature age*

Qualification Choice 1

Select Campus* Select Qualification* Study Mode*

Qualification Choice 2

Select Campus Select Qualification Study Mode

Last Secondary School* Highest Grade Passed* Examination Date* School Address*

School Subjects + Add Subject

School Subject	High School Examination	Level	Symbol	Point
Total Point				0

Do you have post high school qualification (certificate, diploma, degree)?*

Person/Organization responsible for payments* Postal Address* Email Address* Telephone*

Do you have access to internet?* Do you have access to Computer?* Do you have access to Cellphone?*

Upload certified copies of certificates, results, etc.

Upload proof of payment for application fee.

Upload certified copy of latest school results.

Upload certified copies of all tertiary qualification(s) and academic record (s)?

Upload certified copy ID document (Namibian Citizens) or Passport (Foreign Students)?

Upload an original official translation of the foreign qualification - if in a foreign language other than English.

Upload a certified copy of the Namibia Qualification Authority (NQA) evaluation of foreign qualifications (if qualification is not obtained in Namibia)

Upload a certified copy of the marriage certificate or divorce order?

Upload an original letter from the employer?

Declaration and Undertaking By Applicant

By submitting this application for I/we declare, agree, and undertake the following towards Welwitchia University:

1. That I shall acquaint myself with the content of the rules and regulations of the institution that apply to students in general as well as the course/programme for which I am registering and that, for the entire duration of my study, I commit myself to the fulfillment of these rules and regulations as well as to the additional rules and regulations that The university may announce from time to time.
2. That the non-fulfillment of these rules and regulations can lead to disciplinary steps taken, including permanent suspension from the institution.
3. That I shall acquaint myself with the admission requirements of the institution for the course/program for which I am registering and shall fulfill these requirements at the commencement of the academic year.
4. That I accept liability for all fees payable by me to the university.
5. That I cede and transfer to the institution my rights and title in any intellectual property that I create or make in the course of any study or research project that I undertake or may undertake at the institution or that I develop or may develop with the assistance of the institution, except where otherwise agreed. I undertake to sign any document, whenever necessary, to cede and transfer the rights concerned.
6. That this contract is valid and enforceable for the entire duration of my registration at the institution and thereafter until I have fulfilled all obligations in terms thereof.
7. That the institution is entitled to summarily cancel my registration at any time if I should provide false or incorrect information to the institution.
8. I undertake not to hold the university or any of its employees liable for any damages or loss of whatever nature that I may incur in respect of personal property.
9. That this agreement is concluded online and is regulated by and interpreted in accordance with international law, including Namibian, South African, and United States law.

Enter relevant information and upload documents and click submit.