

Name:
 Reg. NO.....
 Degree Program.....

**THE NELSON MANDELA
 AFRICAN INSTITUTION OF SCIENCE AND TECHNOLOGY
 ADMISSION CHECKLIST - STEP BY STEP**

S/N	Requirement and Checking Department/Unit	Remarks		Signature of Authorizing Officer
		Yes	No	
	1: Admission Department			
1	Admission letter - Evidence of application fee payment			
2	Evidence of application fee payment/GePG			
3	Evidence of Identity			
4	Acceptance letter			
5	Release letter from employer (for employed students)			
6	Three (3) passport size (photos)			
7	Evidence of sponsorship			
8	Original School certificates			
9	Birth certificate (Original and one certified copy)			
10	TCU Validated Certificates (if needed)			
11	Certified copies of School certificates			
12	Original University/College certificates and transcripts			
13	Certified copies of University/College certificates and transcripts			
	2: Accounts Department			
14	Payment of tuition fee			
15	TCU Payment			
16	Payment of accommodation costs			
17	Students Union			
18	Payment of caution money			
19	Payment for student ID card			
20	Student bank account			
	3: Health Unit			
21	Dully filled medical examination form			
22	Membership to Health Insurance Services/Scheme			
	4: Students Welfare Department			
23	Hostel/room allocation - Students' accommodation forms			
24	Accommodation contract – Students' accommodation rules			
25	Students' By-Laws			
	5: ICT- Resource Centre Department			
26	Student e-mail			
27	Student identity card			
28	Registration form			
	6: Academic Department			
29	Prospectus			
30	Academic Regulations			

31	Guideline for Preparation and Submission of Students Research Proposals and Dissertation/Thesis, and Conduct of Students Research			
32	Timetable			
33	Enrollment of courses			
	7: Registry Unit			
34	Compilation of documents & filing			
	8: Library			
35	Library orientation and Information access skills			
36	Students Registration Management System			
	9: Quality Assurance Unit			
37	Checking student's registration quality			