

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	
	<b>1: Academic Affairs Directorate -Admissions</b>			
1	Admission letter - Evidence of application fee payment			
2	Evidence of Identity			
3	Acceptance letter			
4	Release letter from employer (for employed students)			
5	Three (3) passport size (photos)			
6	Evidence of sponsorship			
7	Original School certificates			
8	Birth certificate (Original and one certified copy)			
9	TCU Validated Certificates (if needed)			
10	Certified copies of School certificates			
11	Original University/College certificates and transcripts			
12	Certified copies of University/College certificates and transcripts			
	<b>2: Finance Unit</b>			
13	Payment of tuition fee			
14	TCU Payment			
15	Payment of accommodation costs			
16	Students Union			
17	Payment of caution money			
18	Payment for student ID card			
19	Student bank account			
	<b>3: Health Centre Unit</b>			
20	Dully filled medical examination form			
21	Membership to Health Insurance Services/Scheme			
	<b>4: Students Services Directorate</b>			
22	Hostel/room allocation - Students' accommodation forms			
23	Accommodation contract – Students' accommodation rules			
24	Students' By-Laws			
	<b>5: Information and Communication Technology Unit</b>			
25	Student e-mail			
26	Student identity card			
27	Registration form			
	<b>6: Academic Affairs Directorate -Academics</b>			
28	Prospectus			
29	Academic Regulations			
30	Guideline for Preparation and Submission of Students Research Proposals and Dissertation/Thesis, and Conduct of Students Research			

31	Timetable			
32	Enrollment of courses			
	<b>7: Registry Unit</b>			
33	Compilation of documents & filing			
	<b>8: Library Services Directorate</b>			
34	Library orientation and Information access skills			
35	Students Registration Management System			
	<b>9: Internationalization, Convocation and Advancement Unit</b>			
36	TCU certificates verification			
37	VISA processing			
38	Study Buddy programme			