

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: Admission Department</b>			
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 (2) passport size (photos)			
7	Evidence of sponsorship			
8	Original and certified copies of School certificates and transcripts			
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			
	<b>2: Accounts Department</b>			
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			
	<b>3: Health Unit</b>			
21	Dully filled medical examination form			
	<b>4: Students Welfare Department</b>			
22	Hostel/room allocation - Students' accommodation forms			
23	Accommodation contract – Students' accommodation rules			
24	Students' By-Laws			
25	Membership to Health Insurance Services/Scheme			
	<b>5: ICT- Resource Centre Department</b>			
26	Student e-mail			
27	Student identity card			
28	Registration form			
	<b>6: Academic Department</b>			

29	Prospectus			
30	Academic Regulations			
31	Guideline for Preparation and Submission of Students Research Proposals and Dissertation/Thesis, and Conduct of Students			
32	Timetable			
33	Enrollment of courses			
	<b>7: Registry Unit</b>			
34	Compilation of documents & filing			
	<b>8: Library</b>			
35	Library orientation and Information access skills			
36	Students Registration Management System			
	<b>9: Laboratory</b>			
37	Orientation for the NM-AIST laboratory services			