

INSTRUCTIONS TO APPLY ONLINE

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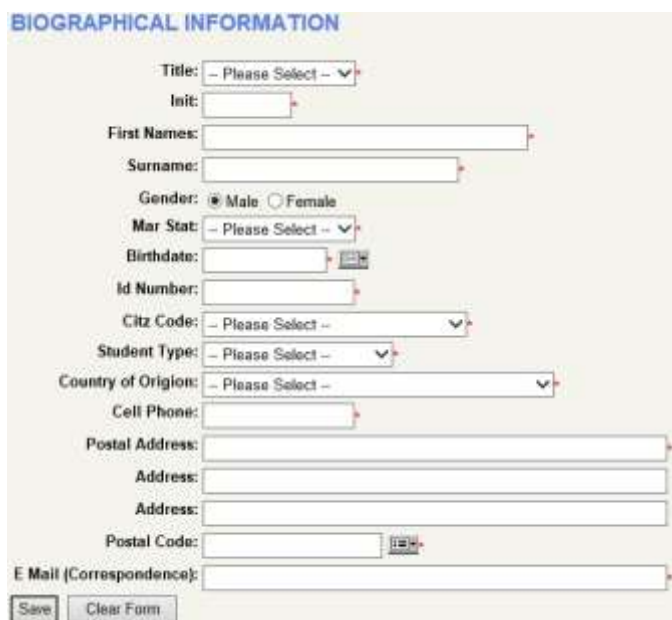
INSTRUCTIONS TO APPLY ONLINE

From <http://www.nul.ls> under “Study At NUL” select “Apply online”.

1.1 Biographical Details

You must use an email address that belongs to you and is not in use by any other applicant. If you do not have your own email account, create your own email account from [Gmail](#) or [Outlook](#).

Fill all the details of the biographical information form. Details with * are compulsory.



The form is titled "BIOGRAPHICAL INFORMATION". It contains the following fields: Title (dropdown menu), Init (text box), First Names (text box), Surname (text box), Gender (radio buttons for Male and Female), Mar Stat (dropdown menu), Birthdate (text box with a calendar icon), Id Number (text box), Citz Code (dropdown menu), Student Type (dropdown menu), Country of Origin (dropdown menu), Cell Phone (text box), Postal Address (text box), Address (text box), Address (text box), Postal Code (text box with a calendar icon), and E Mail (Correspondence) (text box). At the bottom are "Save" and "Clear Form" buttons.

On successful save, the information below will be displayed.



The screen is titled "Academic Application : Pin Creation". It displays the message: "You have been issued with the following reference number : 201101049". Below this, it states: "All future interaction with our institution must be conducted using this reference number." The next phase of the application process requires the creation of a pin which will be used in conjunction with your new reference number for future interaction with our institution. Please record this reference number and pin in a safe place for future reference. The screen prompts the user to "Please Enter Your Pin and Pin Confirmation And Please Create Pin". It shows two input fields: "Pin : *****" and "Re-enter Pin : *****". A green arrow points to the first input field with the text "5 numeric digits. Do not start with a 0". At the bottom are "Create Pin" and "Help" buttons. At the very bottom are links: "(Contact Us) (About Us) (Disclaimer) (Terms & Conditions) (Privacy & Security Statement)".

You will be supplied with a *reference number* (Student Number) and will be required to create a *Pin*

Be sure not to forget your Student number and Pin.

before proceeding. A pin is a five digit number e.g. 71249.

Once successful with pin creation you will receive a message to your provided correspondence email with your student number and pin. You will be presented with the following screen:



On the left hand side under Student Web, expand Academic Application to reveal the options displayed.

You are advised to fill these options in order of appearance. Starting with the top option and ending with the bottom option.

[Address Validation](#) to work with your addresses.


[Personal Contact Details](#) to work with your emails and phone numbers.

1.2 Address Validation

To work with your addresses, click Address Validation to display the following screen:



Click [New Record](#) to add your Next of Kin address. Your Next of kin is the person we will need to contact in case you have an emergency that does not allow you to respond.

Note: Enter your address details and click 'Save'. Use the list of values button  provided to access a list of pre-defined values. All fields indicated with a * must be completed. Click the 'Clear Form' button to clear the inserted values.


Type of Address: * 

Address: * 

Postal Code: * 

[Address Query Criteria](#)

Click

Type of Address: 

to change type of address to Next of Kin (NOK).

List Of Values: Address Types


Search criterion for Address Types:

%

Code	Description
NP	NOK Postal Address

Select **NP** from list of values of Address Types.

Then fill the details of your Next of Kin postal address when *Type of address* is the same as below.

Note: Enter your address details and click 'Save'. Use the list of values button  provided to access a list of pre-defined values. All fields indicated with a * must be completed. Click the 'Clear Form' button to clear the inserted values.

Type of Address: * 

Address: * 

Postal Code: * 

[Address Query Criteria](#)

Click save when finished.


You can revisit Address Validation again to make changes to any address types listed.

1.3 Personal Contact Detail

To add your Next of Kin telephone number, select [Personal Contact Detail](#) from the side menu.


Personal Contact Detail

Student Number: 201600747
Name: MR. NTSIMANE STEPHEN MOTANTELI

Note: Enter your contact details and click 'Save'. Use the list of values button  provided to access a list of pre-defined values. All fields indicated with a * must be completed. Click the 'Clear Form' button to clear the inserted values.

Communication Type: 

Detail:

Use  to change Communication Type to Next of Kin, add telephone on the detail and save when finished.

You can revisit Personal Contact Details again to make changes to any Communication types listed.

2 Academic Application

2.1 School Leaving Subjects

To be used by applicant with only Senior Certificate results. (LGCSE, IGCSE, *GCSE, Matric)

Applicants from other tertiary institutions fill section 3.3.

To fill school leaving subject click [[Enter School Leaving Subjects](#)].

Enter School Leaving Subjects

Student Number: 201500003
Name: MR. TEST TEST

Note: All fields indicated with a * must be completed. Click the 'Save' button in order to submit the entered information. Select the 'Delete' checkbox(es) and then click the 'Save' button to remove the existing record(s) or to clear the newly entered record.

Date (YYYYMM)	Type	Subject	Grade	Symbol Pre-Final Year	Symbol Mid-Final Year	Symbol Final Year	Delete?
201411	*12	ENGLISH LANGUAGE	*O			B	
201411	*12	MATHEMATICS SYLLABUS D	*O			C	
201411	*12	SESOTHO	*O			A	

2.1.1 Date

Fill the Date in the format YYYYMM where YYYY denotes examination year (e.g. 2014) and MM denotes the examination month (e.g. 11 for November).

2.1.2 Type

Select **12** for LGCSE or any other IGCSE type. Certificates that are not based on IGCSE model accredited by Cambridge International Examinations should be accompanied with a conversion certificate from Examinations Council of Lesotho (ECOL). ECOL converts results to LGCSE therefore select **12**.

2.1.3 Subject

Select the appropriate subject from the list. The list is shown by clicking on the highlighted button

Subject

ENGLISH LANGUAGE	<input type="button" value="Select"/>
------------------	---------------------------------------

2.1.4 Grade

Fill O for grade.

2.1.5 Symbol Final Year

Skip all symbol columns and fill the last symbol column.

2.1.6 School Leaving Documents

NATIONAL UNIVERSITY OF LESOTHO - TEST

Enter School Leaving Subjects

Student Number: 201506007

Name: MR. TS'OAANELO PATRICK FOTHELA

Note: All fields indicated with a * must be completed. Click the 'Save' button in order to submit the entered information. Select the 'Delete' checkbox(es) and then remove the existing record(s) or to clear the newly entered record.

Date (YYYYMM)	Type	Subject	Grade	Symbol Pre-Final Year	Symbol Mid-Final Year	Symbol Final Year	Delete?
2014	01	ENGLISH LANGUAGE (*GCSE)	O	1	1	1	<input type="checkbox"/>
999999	01	ENGLISH LANGUAGE (*GCSE)	O	1	1	1	<input type="checkbox"/>
999999	*01						
Total Rating				2	2	2	

Save Revert Changes Load/View Documents

After clicking the [LoadView Document](#) link the document links will appear.

Date (YYYYMM)	Type	Subject	Grade	Symbol Pre-Final Year	Symbol Mid-Final Year	Symbol Final Year	Delete?
2014	01	ENGLISH LANGUAGE (*GCSE)	O	1	1	1	<input type="checkbox"/>
999999	01	ENGLISH LANGUAGE (*GCSE)	O	1	1	1	<input type="checkbox"/>
999999	*01						
Total Rating				2	2	2	

Save Revert Changes Load/View Documents

Choose Category Close Window

- View/Upload - COSC results slip/certificate
- View/Upload - ECOL conversion certificate
- View/Upload - LGCSE results slip/certificate
- View/Upload - Matric/other certificate

Use appropriate link for the right certificate. For example, to upload scanned certified copy of LGCSE use View/Upload-LGCSE results.

The scanned certificate must be:

- Certified in the current application calendar year
- In PDF format with a size less than 2MB.
- Named [**student number**]_{SC_1}. e.g. 201506007_SC_1.pdf.
- In good readable quality image.
- Certificates that are not based on IGSCE model accredited by Cambridge International Examinations should be accompanied with a conversion certificate from Examinations Council Of Lesotho (ECOL)



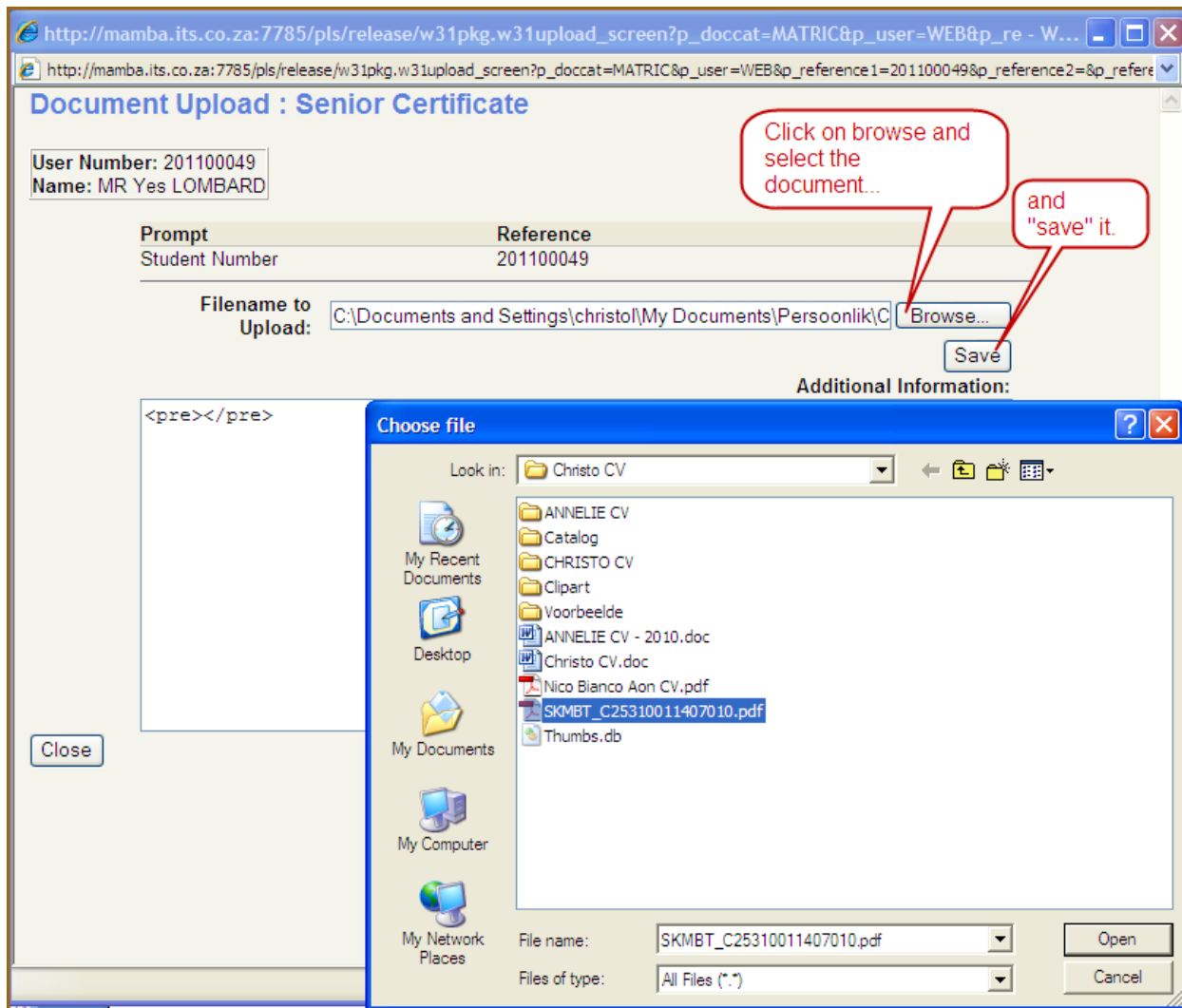
Named [**student number**]_{ECOL_2}. e.g. 201100049_ECOL_2.pdf.

2.1.7 Maintain Documents

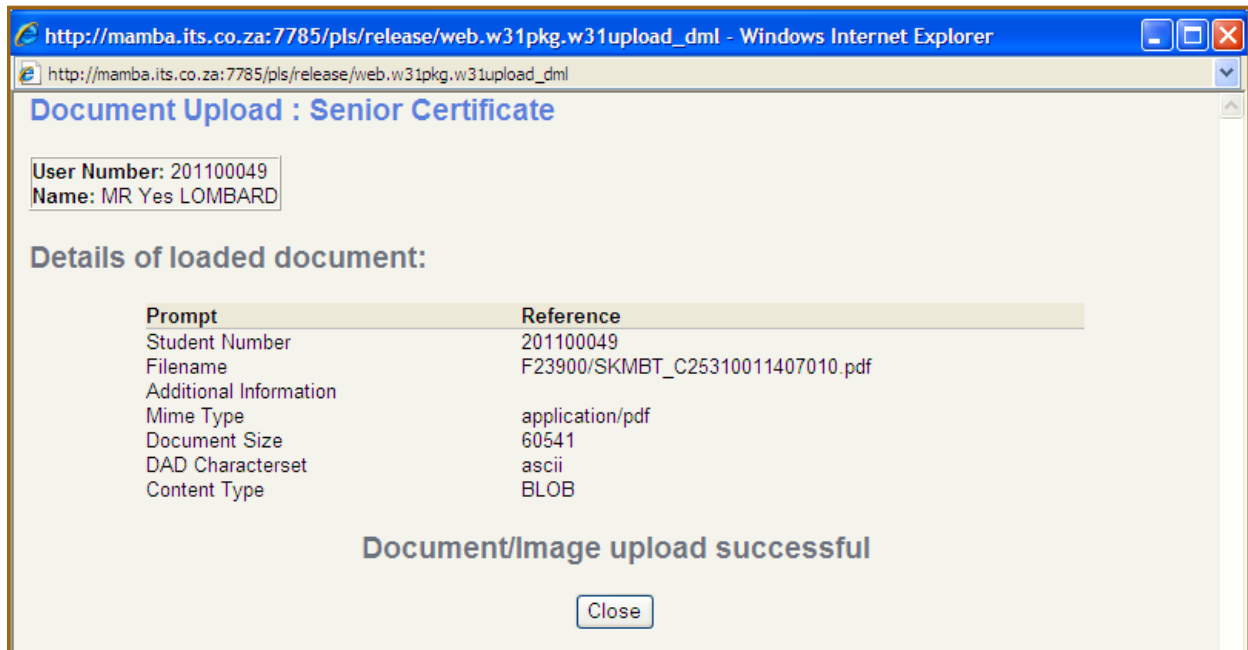
As soon as the appropriate category is clicked, the Maintain Document screen will appear



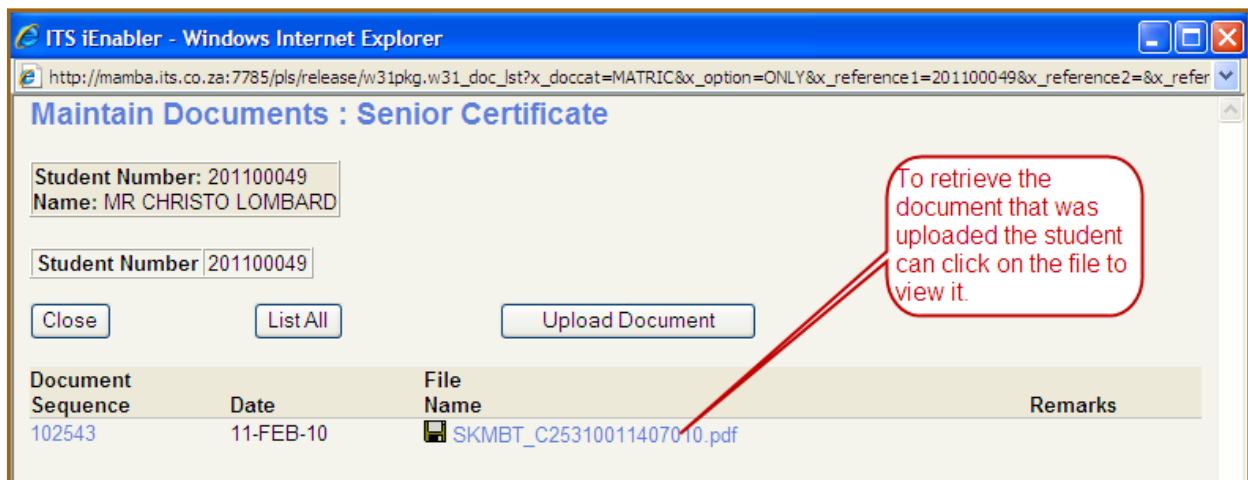
This will show another screen to allow you to browse your document on your computer and upload your selected document.



As soon as this document is saved, the following screen will appear as a confirmation that your document/image is uploaded successfully.



To retrieve the uploaded document, open the same Maintain Document screen you used to upload the document. The uploaded file will be listed.



If there are more certificates and transcripts to upload, name them [student number]_certificate_5[letter]. e.g. 201100049_certificate_8a.pdf, 201100049_certificate_8b.pdf, 201100049_certificate_8c.pdf ...

2.2 School attended.

Fill all appropriate information pertaining your High School and click to save.

2.3 Previous Qualification

To be used by applicant with post High School Certificates.

Applicants from High Schools skip this section.

Click [[Enter Previous Qualification](#)] to add tertiary qualifications.

The screenshot shows the 'Enter Previous Qualifications' form in the ITS Tertiary Software. The form is for a student named MR. CHRISTO LOMBARD with Student Number 201100045. It contains fields for Institution Name (UNIVERSITY OF SOUTH AFRICA), Period of Registration (Start Year 2000, End Year 2003), Student Number from Previous Institution (1234567), Qualification (BA HOME), Was the Qualification Awarded? (Yes), Post-Graduate Qualification? (No), Qualification Level (Degree), National Level (National First Degrees, National Higher Dipl.), Result (PASS PASS WITH DISTINCTION), and Remarks. A 'Save' button is at the bottom.

ITS tertiary software

ITS Tertiary Software : Release

Thursday, 17th February 2010

Enter Previous Qualifications

Student Number: 201100045
Name: MR. CHRISTO LOMBARD

Note: All fields indicated with a * must be completed. Click the 'Save' button in order to submit the entered information. Select the 'Delete' checkboxes and then click the 'Save' button to remove.

Institution Name: UNIVERSITY OF SOUTH AFRICA

Period of Registration: Start Year (YYYY): 2000
End Year (YYYY): 2003

Student Number from Previous Institution: 1234567

Qualification: BA HOME

Was the Qualification Awarded?: Yes

Post-Graduate Qualification?: No

Qualification Level: Degree

National Level: National First Degrees, National Higher Dipl.

Result: PASS PASS WITH DISTINCTION

Remarks:

Field descriptions:

Institution Name: Name of institution selected from the List defined.

Period of Registration Start Year: Initial registration year for a qualification at that institution

Period of Registration End Year: Last year of registration for a qualification at that institution

Student Number from Previous Institution: Your student number at that institution where you had previously studied.

Qualification: The name of the qualification obtained at that institution.

Was the Qualification Awarded: Indicate whether the qualification was awarded.

Post Graduate/Qualification? Indicate whether this previous qualification is on the Post-graduate level.

Qualification Level: The category of the qualification, e.g. diploma, degree, etc.

National Level: The National Level types of the Qualification.

Result: The Result of the Qualification obtained.

Remarks: Any remarks applicable to the Qualification.

After saving the information, the following options will be available.

ITS tertiary software

ITS Tertiary Software - Release

Thursday, 11th February 2010

Enter Previous Qualifications

Student Number: 201100049
Name: MR CHRISTO LOMBARD

Note: All fields indicated with a * must be completed. Click the 'Save' button in order to submit the entered information. Select the 'Delete' checkbox(es) and then click the 'Save' button to remove.

Institution Name: UNIVERSITY OF SOUTH AFRICA

Period of Registration: Start Year (YYYY): 2000
End Year (YYYY): 2003

Student Number from Previous Institution:

Qualification: BA HOME

Was the Qualification Awarded? Yes

Post-Graduate Qualification? No

Qualification Level: Degree

National Level: National First Degrees, National Higher Diploma

Result: PD PASS PASS WITH DISTINCTION

Remarks:

Delete? ☐

Subjects for Previous Qualification
Load/View Documents

Institution Name:

(Contact Us | About Us | Disclaimer | Terms & Conditions | Privacy & Security Statement)

If you want to add the subjects to the qualification click on the [Subjects for Previous Qualification](#) link. The next screen will appear:

ITS tertiary software

ITS Tertiary Software - Release

Thursday, 11th February 2010

Enter Previous Subjects

Student Number: 201100049
Name: MR CHRISTO LOMBARD

Year From: 2000

Institution: UNIVERSITY OF SOUTH AFRICA

Degree: BA HOME

Note: All fields indicated with a * must be completed. Click the 'Save' button in order to submit the entered information. Select the 'Delete' checkbox(es) and then click the 'Save' button to remove.

Subject	Mark	Delete?
Basic Farming Principles	92	<input type="checkbox"/>
Farming 100	80	<input type="checkbox"/>
Game Farming 101	85	<input type="checkbox"/>
Poultry Farming 111	82	<input type="checkbox"/>
Southern Hemisphere Farming Conditions	90	<input type="checkbox"/>
Water and Survival Techniques	83	<input type="checkbox"/>

Save Revert Changes

To upload any documentation pertaining to this qualification clicking on the link [LoadView Document](#) and upload it. Refer to [Maintain Document](#) section for further details.

2.4 Disabilities

To fill [Any Disability?](#), select the appropriate disability and add the full description of the disability under remark and click [Save](#) to save. Use [LoadView document](#) link to upload certified copies of disability certificate documentation from your doctor.


2.5 Update Personal Information.

Use this page to make changes to your personal information.

The LoadView document will allow you to upload the following documentation:

Update Personal Information

Student Number: 201506007
Name: MR. TS'OANELO PATRICK FOTHELA

Note: Use the calendar button  provided to select a date in entered information. Click the 'Revert Changes' button to restore

Title: MR.
Init: T.P.
First Names: TS'OANELO PATRICK
Surname: FOTHELA
Maiden Names:
Gender: Male
Mar Stat: Single
Birthdate: 27-MAY-1995
Id Number: 0151701255824
Citz Code: LESOTHO
Student Type: LOCAL STUDENT
Country of Origin: LESOTHO

Choose Category Close Window

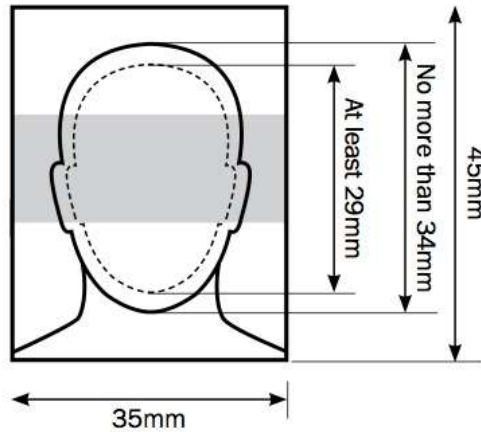
- View/Upload - Reference 1
- View/Upload - Application fee confirmation receipt
- View/Upload - Reference 2
- View/Upload - Passport-sized photo
- View/Upload - Passport/identity document

[View Documents](#)

The following documents are needed as part of the application package:

1. [Passport size photograph.](#)

- Your photo must be 35 mm wide by 45 mm high i.e. 413x531 pixels of resolution 300dpi
- The image of you - from the crown of your head to your chin - must be between 29mm and 34mm high.



- Comply with ISO/IEC 19794-5 standard.

Saved in JPG lossless format and named [student number]_photo_3. e.g.

2. Application fee confirmation receipt.

Application fee of M200.00 (Local), M300.00 (Non-Local) paid to

- Name of Account : **National University of Lesotho**
- Bank: **Standard Lesotho Bank**
- Account Number: **0140019696701**
- Bank code: **062067**
- Swift Address: **SBICLSMX**

Scanned receipt of application fee with your student number included as your reference.

Saved in PDF format and named [student number]_fee_4. e.g. 201506007_fee_4.pdf

3. Two filled photocopied NUL references forms downloaded from www.nul.ls

Saved in PDF format and named [student number]_reference_5. e.g. 201506007_reference_5a.pdf for the first reference and 201506007_reference_5b.pdf for the second reference

4. Certified copy of passport or Identity Document showing biographical data and date of

Saved in PDF format and named [student number]_ID_6. e.g. 201506007_ID_6.pdf.

expiry.

2.6 View Application Rules.

Read carefully all the application rules displayed and the rules in the Information Booklet and accept the terms in order to be allowed to proceed with the application.

2.7 Submit Application (Qualification selection).

This is where you actually make the selection of the qualifications you are seeking. Applicant are advised to apply for at least two qualifications.

To make the qualification selection:

- i. Search the qualification desired, e.g. BA SOCIAL SCIENCES.
- ii. Select the qualification, e.g. SOC010 BA SOCIAL SCIENCES (FIRST YEAR).
- iii. Follow instruction presented and enter the number for the choice in the **Academic Preference:** as instructed.
- iv. Click to save when satisfied with the choice.
- v. Click to accept the application.
- vi. Click and repeat step i. to make the next choice of qualification.

2.8 View Completed Application

This will display a list of qualifications applied. Applicant are advised to apply for at least two qualifications.

view Completed Application(s)

Student Number:
Name:

Note : If any previously submitted applications exist click on the academic year to view its detail.

Academic Year	Academic Preference	Qualification	Description
2016	1	SCI010	BSC (FIRST YEAR)
2016	2	SOC010	BA SOCIAL SCIENCES (FIRST YEAR)

2.9 Process Status

This will show the status of your application.

Application

Student Number:
Name:

The following records indicate your progress in completing the business process. It is advisable to complete the steps of the business process in the sequence displayed. The compulsory processes in **Bold** MUST still be completed. If these compulsory processes are not completed the business process will be deemed incomplete and it will not be processed.

Step Number	Description	Compulsory	Completed	Preceding Step
1	Enter School Leaving Subjects	Y	Y	
2	Any Disabilities?	Y	Y	Enter School Leaving Subjects
3	Schools Attended	Y	Y	Any Disabilities?
4	View Application Rules	Y	Y	Enter School Leaving Subjects
5	Submit Application	N	Y	View Application Rules
6	View Completed Application(s)	N	Y	

You have completed all compulsory steps for this process.

3 Academic admission status.

When admissions are done, in the [Student Enquiry](#) menu's [Academic Application](#) menu.

Select [Academic admission status](#) to view you status. The status indicator will be displayed, and email will be send to your correspondence email address.

Good luck