



APPLICATION FOR ADMISSION TO AN UNDERGRADUATE PROGRAMME

This form is also available on the NUS website: www.nus.edu.ws

APPLICATION CHECKLIST

Applying for the first time?

- Please complete this application form and attach certified documents listed in the checklist with the application.

Applying for a New Programme since completing another NUS Programme?

- Please submit this application form only.

Please ensure you have all the requirements stated in this checklist before submitting this form.

- Your application is incomplete if all the necessary documents are not submitted.
- Photocopied (non-original) documents must be certified by a Justice of the Peace, the Office of the Attorney-General or a registered solicitor. The University can also certify your documents if you submit copies and present the original document.
- Do not submit photocopies of a certified copy.

Please tick the check box to indicate the documents that have been submitted with the application:

- Certified copy of your Birth Certificate or Passport (only if you do not have a NUS Student ID Number)
- Proof of Measles Immunization record
- Proof of Covid-19 Immunization record
- Certified copy of Samoa School Certificate (or equivalent)
- Certified copy of Samoa School Leaving Certificate (or equivalent)
- Certified copy of Tertiary Qualifications (except for qualifications obtained through NUS)
- Evidence from employers and/or trainers of at least two years' full time relevant work experience and/or training (e.g. curriculum vitae including reference(s), letter of recommendation, etc.)
- Other documents if needed (please specify) _____

SECTION A: Applicant Details (Please print clearly in CAPITAL LETTERS)				
NUS Student ID Number: <i>(If you were previously granted admission)</i>				
Last name(s): <i>(As it appears on your Birth Certificate or Passport)</i>				
First name(s): <i>(As it appears on your Birth Certificate or Passport)</i>				
Date of Birth (DD/MM/YYYY):	/		/	
Title (please tick one):	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Other
Gender (please tick one):	<input type="checkbox"/> Female		<input type="checkbox"/> Male	
Village:				
Marital Status (please tick one):	<input type="checkbox"/> Single	<input type="checkbox"/> Married	<input type="checkbox"/> Divorced	<input type="checkbox"/> Widowed
Telephone Number (Landline or Mobile):				
E-mail Address:				
Citizenship:				
Last School Attended:				

Emergency Contact: *(Provide details of a person who can be contacted in case of an emergency)*

Full Name:	
Relation to applicant:	
Telephone Number (Landline or Mobile):	
E-mail Address:	

SECTION B: Programme and Majors/Minors (Please print clearly in CAPITAL LETTERS)

Programme you wish to apply for (e.g. Bridging course, Foundation Certificate, Certificates, Diplomas, Bachelor Degrees and Graduate Diploma).

Majors/Minors: To be completed if you are applying for a Bachelor's Degree.

Please fill in all three (3) choices as 2nd and 3rd choices may be considered if places are not available or if you do not qualify for your 1st choice.

	Programme	Major(s)	Minor
1 st Choice			
2 nd Choice			
3 rd Choice			

SECTION C: Credit Transfer and Recognition of Prior Learning

Those who wish to apply for credit for courses completed at NUS for a different programme, or for courses completed at another recognised tertiary institution are to please complete an **Application for Credit Form**.

Section A Cross Credit – Courses previously completed at NUS for a different programme

Please refer to the NUS Calendar for credit regulations.

Section B Credit – Courses passed at another Recognised Tertiary Institution.

Please attach:

- Certified copies of your academic transcript
- Course outlines of courses you passed for which you are now seeking credit, or
- Calendar entries detailed the length of those courses, content covered, level and basis of assessment

Please note that the maximum number of courses that can be credited from another Recognised Tertiary Institution to an NUS programme is in the NUS Calendar.

This form is available during the Semester – Enrolment Week and must be handed in to the Student Administration Office no later than Week 2, Friday of the Semester.

SECTION D: Educational Background (Please print clearly in CAPITAL LETTERS)

Please attach certified copies of results and qualifications certificates and insert individual marks for Samoa School Certificate (SSC) and Samoa School Leaving Certificate (SSLC).

SSC (or equivalent)		SSLC (or equivalent)	
SEN No.: _____ Year: _____		SEN No.: _____ Year: _____	
School: _____		School: _____	
Subjects	Marks	Subjects	Marks
English		English	
Total:		Total:	

Other Qualifications: *(Please attach certified copies of results and certificates of qualifications indicated below)*

1. Qualification		Year	
2. Qualification		Year	

If you are awaiting graduation or completion from another institution, please submit a certified copy of your Completion Letter from that Institution.

SECTION E: Work Experience And/Or Training (Print clearly in CAPITAL LETTERS)

Work Experience: If you do not have a formal qualification, please attach a recent Curriculum Vitae including reference(s) detailing your work experience and duration of employment.

1. Position/Employer		Period	
2. Position/Employer		Period	
3. Position/Employer		Period	

SECTION F: Applicants with Special Needs

The National University of Samoa has a strong tradition of supporting individuals with special needs to thrive at the university. To ensure that such individuals at the University are provided with equal opportunity, applicants are encouraged to indicate any support the University may offer them. Supporting documents describing your special needs and its impact on the applicant should be attached with this form and such disclosure will be used for administrative purposes only, and will be treated with confidentiality.

Special needs – State the nature of your disability *(e.g. Visual disability and/or hearing disability etc.)*

Support or Special Needs – Type of support required to study.

Any other relevant information the University should know to assist with your studies.

SECTION G: Declaration

I declare that the information I have given in this application is true and complete. I understand that giving false information may result in exclusion from the University.

Signature of Applicant: _____

Date: _____

(Your Application will be deemed incomplete if you do not sign this form)

FOR OFFICIAL USE

1. Application review: Complete Incomplete Hold Pending Results

Comments: _____

Reviewed by: _____ Date: _____

2. Faculty Assessment:

1st Choice	• Approved	Programme:	
	• Not Approved	Majors(s):	Minor:
	Notes by Authorising Officer:		
	Authorising Officer:		Date: / /
2nd Choice	• Approved	Programme:	
	• Not Approved	Majors(s):	Minor:
	Notes by Authorising Officer:		
	Authorising Officer:		Date: / /
3rd Choice	• Approved	Programme:	
	• Not Approved	Majors(s):	Minor:
	Notes by Authorising Officer:		
	Authorising Officer:		Date: / /

If 1st Choice is **Not Approved**, then please REFER to appropriate Faculty or RETURN to Student Administration Office (Step 1 during Enrolment Week).

If **Approved**, please REFER to Student Administration Office (Step 2 during Enrolment Week)

3. Artena Update:

Updated by: _____ Date: _____

CLOSING DATES

DEADLINE for submission of Application for Admission to the Student Administration Office are:

Semester 1: January

Semester 2: July

Once Approved for Admission then you must see your Faculty during Enrolment Week to enrol in courses for each semester.

Specific dates are available from the University Calendar.

For any enquiries, please email studentenquiries@nus.edu.ws.