



## On-site Learning International Student Application Process

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This document outlines the process that all international students who wish to study on campus must follow in order to complete the application process, apply for a study permit and successfully begin their studies at Northrise University.

Becoming a Northrise University international student is a reasonably easy process. All you have to do is ensure that you follow through the laid down procedure. Once you are done with this process, you will be on your way to Northrise, a university located in Zambia, Africa and ready to begin your classes in a diverse and rich culture of the Zambian people.

Note: All applicants must be aware that any delays in providing relevant documentation may result in delays with the processing and obtaining of the Study Permit because the process is generally slower than usual.

The following is the admission process:

- **Step 1: *Submit Application Form***  
Submit your Application Form together with 2 passport size photos, a copy of your passport and G12 GCE, Cambridge or equivalent
- **Step 2: *Await Processing***  
Await the processing of your application by the NU Admissions Office. Northrise University admits International Students that meet the minimum entry requirements including:
  - G12 Certificate or equivalent with 5 credits or better inclusive of English and Mathematics
  - English Proficiency when applicant is coming from a non-English speaking country or did prior learning in another language
- **Step 3: *Admission Decision Feedback***  
Receive your admission decision feedback from Northrise University Admissions Office. Northrise will inform you immediately after you have been accepted primarily via email. Please ensure that you provide the University with a Valid Email Address and an alternative email where all correspondence can be Cc'd.
- **Step 4: *Make Tuition Payment***  
If accepted, you will receive your Provisional Acceptance Letter accompanied with an Invoice indicating the Total Amount Due. Once you receive the two documents, you will be required to make a full Tuition and Other Fees payment as invoiced.

**NOTE:** All international students are expected to make a full tuition payment. If you do not pay the invoice in full, Northrise University cannot proceed with processing you for full admission.

**Step 5: Apply for a Study Permit**

○ **Step5 a: Receive and Complete the Study Permit Application Form:**

If accepted and paid up, you will be emailed a Form IX (Study Permit Application Form) that you must complete and send back to the Admissions Office as requested.

- *All international students are required to present a valid Study Permit which is granted by the Zambian Department of Immigration (the Immigration) in order to study at Northrise University.*
- *Study permits are issued to Non-Zambians who come to study in Zambia. Applicants who are not resident in Zambia MUST submit their applications while outside the country.*
- *If you are a holder of a different permit other than the Study Permit, you are required to write a letter to Immigration seeking approval to study while holding a different permit or option to study to with us online; a study mode that does not require a study permit.*

You are free to obtain the application form (Form 20) from the Zambia Immigration Website (<http://www.zambiaimmigration.gov.zm/index.php/permits/study-permit>) or use the form provided by the NU Admissions Office after acceptance.

*NOTE: Omit this step if you are already in possession of a Study Permit or Resident Permit.*

○ **Step5 b: Attach supporting documentation**

The following documents are required in order for the Study Permit Application Form to be considered complete and acceptable by the Zambian Department of Immigration.

1. Two recent passport size photographs
2. Police clearance from Applicant's country of permanent residence
3. Letter of Acceptance from the admitting institution – Northrise University will attach this letter to the application
4. Chest X-Ray Report
5. Confirmation Letter from the sending institution confirming that the financial needs of the applicant will be duly met.
  - a. If the applicant will covering their own living costs, a bank statements will be required to show sufficient funds
  - b. If the sending institution will be covering the living costs of the applicant, a cover letter confirming that the institution is covering the cost is all that is required
6. A Cover Letter addressed to the Chief Immigration Officer

○ **Step5 c: Submit the Study Permit Application Form to NU Admission Office for Authentication:**

Before the Study Permit can be sent to the Zambia Department of Immigration office for processing, Northrise University must authenticate the form by recommending and signing it. The Immigration office does not process forms that are not endorsed by the institution you will be attending

- **Step5 d: Submit Study Permit Application Form to Zambian Department of Immigration Office:**

You have two options of submitting the form: Either *via Northrise* or a *Personal Submission*

- *Via Northrise Submission:* Upon request, you can submit your Study Permit Application Form through the University (Admissions Office). To do this, please put your request in writing and remit the Study Permit Application fee (As indicated on the Immigration website) to Northrise University. In addition, you will be invoiced by Northrise University and must pay the Study Permit Application Processing Fee before the Admissions Office can make the submission on your behalf.

**NOTE:** *This is a highly recommended option for students that are currently outside of Zambia especially those living in cities and countries where finding the Zambian Embassy would be difficult or those with limited time before the start of class.*

- *Personal Submission:* Alternatively, you can directly submit your Study Permit application to the Zambian Department of Immigration by following their procedure as indicated on their website.

**Note:** *Please see all applicable Study Permit Application Fees under the “Processing of Study Permit Fee” section below.*

- **Step5 e: Receive Feedback on Study Permit Approval**

Once your Study Permit Application is approved, travel clearance and an indicative date of when the Permit will be ready for collection will be given by the Immigration Office.

Once you receive notification that your Permit has been issued, you must immediately inform Northrise University. If you applied using the Northrise University Submission Services, the Zambian Immigration office will notify Northrise University instead. Thus, NU will inform you of your Permit Application Status.

Based on the provided information, Northrise University Admissions office will notify you of arrival dates, other travel requirements and the Visa process to be complete at port of entry.

At this point, the Acceptance Letter will also be sent to you as the final document giving clearance of your travel.

**Note:** *Countries like the USA do not need to apply for VISA prior to travel. A VISA will be issued at the port of entry.*

- **Step 6: Make Travel Arrangements**

Based on the arrival dates stated in your Full Admission Acceptance Letter, you can then proceed to book your flights and arrange for travel.

Once your flight is booked, you will be required to submit your travel itinerary to the Student Life Office before embarking on the journey so that Northrise University Student Life Office can be ready for your arrival.

**Note:** *Please do not make any confirmed travel arrangements (such as flight bookings) until you receive your possible travel dates.*

- **Step 7: Travel to Zambia**

At this point, Northrise University will be ready to receive you. Upon arrival, you will find a NU assigned staff waiting for you at the Ndola Airport or designated station depending on your travel itinerary.

Welcome to Northrise!

- **Step 8: Begin your Studies**

If you are at this step, then you are ready to begin your classes. Congratulations!

## Processing of Study Permit Fee: *Applies to all International Students*

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- Application Fee : K 6,750.00 (Paid to the Zambian Immigration Department)
- Processing Fee : K 1,500.00 (Paid to Northrise University as a processing fee)
- Total : K 8, 250.00

**NOTE:** Fees quoted above are stated as of Sep 2021. Study Permit Fees are subject to change without prior notice.

## Currency used in Zambia:

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Kwacha is the currency used in Zambia. It is denoted by ZMW or K

Northrise University quotes all fees in Zambian Kwacha (ZMW). International students must therefore convert all fees from Kwacha (ZMW) to Dollar (USD) using the prevailing rate to find the equivalent amount to remit.

Please use the Bank of Zambia website

[http://www.boz.zm/\(S\(5lgpp5450hdibw55kzhuqxno\)\)/startpage.aspx](http://www.boz.zm/(S(5lgpp5450hdibw55kzhuqxno))/startpage.aspx) to obtain the Kwacha/Dollar exchange rate that is officially recognized by Northrise University.