



# **Online Learning Student Registration Process**

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Online Learning Student Registration Process

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Please visit our website: <http://www.northriseuniversity.com>

Email Us: [apply@northrise.net](mailto:apply@northrise.net)

## Introduction

This document helps highlight each stage of the Registration process for new Online (ONL) students. Each new online student can use this document to identify how far along they are in the process of being enrolled in a class.

## Application Process

The journey of any student at Northrise University starts with filling in an application form. At this point, individuals who wish to pursue their studies at NU are referred to as Applicants.

### How To Apply:

- **Using the Online Application Form.** To apply using the Online Application Form, please visit <http://www.northriseuniversity.com/apply-now/>. Kindly ensure that you have all the required documents ready for upload before you begin processing your Online Application.
- **Downloading the Application Form.** Applying Online is our recommended application method. However, if you are more comfortable with filling in a hard-copy application, simply download it by visiting <http://www.northriseuniversity.com/campaigns/2020-s2-recruitment/>, complete and submit the Form using the following options:

### Submit Application:

- **Email Submission:** To submit via email, please scan the filled-in form and attach it to an email together with a copy of your NRC, 2 passport size photos, your Grade 12 certificate, and any other necessary academic qualifications you would like us to consider. Then email to [apply@northrise.net](mailto:apply@northrise.net).
- **Post Submission:** Alternatively, you can mail it through the post addressing it to:

Recruitment Manager  
Northrise University Main Campus  
P.O. Box 240271  
Ndola, Zambia

## Application and Other Fees Payment Process

A non-refundable application fee of **K120.00 (Undergraduate)/K220.00 (Postgraduate)** applies.

**Please note that your application will only be processed after you pay your Application for Admission Fee stated above.**

### Payment Procedure

**All Fees at Northrise University are paid through First National Bank (FNB).** To pay for your Application Fee and/or Intent to Register (ITR) Fee successfully, you must first obtain your Application

ID from the Northrise University Admissions Office. When depositing or transferring the fee into the FNB Account below, you will use it as your **Reference Number for the deposit**.

## Payment Methods

You can pay using the following payment methods:

### Electronic Funds Transfer (EFT):

- Online Bank Transfer
- ATM Deposits
- Mobile Banking

### Over the Counter (OTC):

- Deposit at any FNB branch
- See attached Sample Deposit Slip for counter deposits

### Bank Details

**Bank Name:** First National Bank (FNB)

**Branch:** Ndola Main Branch

**Account Name:** Northrise University

**Account Number:** 0062757671237

## Admission Process

After an application has been successfully submitted, it is reviewed by the Admissions office and the outcome of the application is communicated to Applicants. During enrolment periods the Admission process can take an average of 4 working days from submission of application. Whether an application is accepted or rejected, the outcome is communicated to the student by the Admissions office. When the application is accepted the Applicant is now a successful applicant who has been admitted into a Program offered at Northrise University for an upcoming intake.

The Admissions office issues to the successful applicant a group of documents known as an Acceptance Package. The Acceptance Package comprises documents that detail the terms and conditions of the Program that the Applicant has been admitted under. All successful applicants must read and understand all documents within the Acceptance Package before the commencement of class.

## Registration Process

At Northrise University, registration entails returning your Intent to Register Form and paying your Intent to Register Fee.

### Return "Intent to Register" (ITR) Forms and Make ITR Fee Payment

Before commencing classes, students are expected to fill in the following documents and return to the Admissions office:

- Intent to Register Form
- Minimum Class Size Form
- Sponsors Agreement Form

The deadline to return the above-mentioned forms is in the Acceptance Letter issued to successful applicants. The forms can either be brought in person or scanned and sent via email to [apply@northrise.net](mailto:apply@northrise.net).

Once applicants pay their Intent To Register Fees, they matriculate into new students. At matriculation, an applicant is assigned their Student ID. At this point, the Admission office will be in touch to confirm attendance during orientation on Ndola Main Campus or online.

Before orientation, online students are required to send a clear picture of themselves to the Admissions office. This is done to capture their biometrics for the identification process.

Upon submission of a clear picture, your Student ID will be communicated.

## **Attending Orientation**

## **Attending Seminars**

After Orientation week comes Seminar week. A *seminar* is a form of academic instruction, conducted that carries Credits at Northrise University. It has the function of bringing together small groups for recurring meetings, focusing each time on some particular subject, in which everyone present is requested to participate. Skills taught during the seminars position new online students to excel on the journey at Northrise University.

Seminars at Northrise University last for 5 days (one working week). The first Seminars offered in Semester One (S1) are *Introduction to University Studies* (for Undergraduate students) and *Introduction to Post Graduate Studies* (for Postgraduate students). Seminars are taught, assessed, and examined online.

## **Making Tuition Fee Payment**

Alongside attending the Seminar, a new student is required to make their first tuition installment.

- Refer to the Invoice for the amount due of the initial installment.

## **Start of Classes**

Classes begin immediately after seminars are concluded. New Students at this point begin accessing materials and instructions from instructors taking the respective courses they have been enrolled into for a particular intake. Once enrolled, students can log into their online platform to begin engaging with school materials. Welcome to Northrise University.