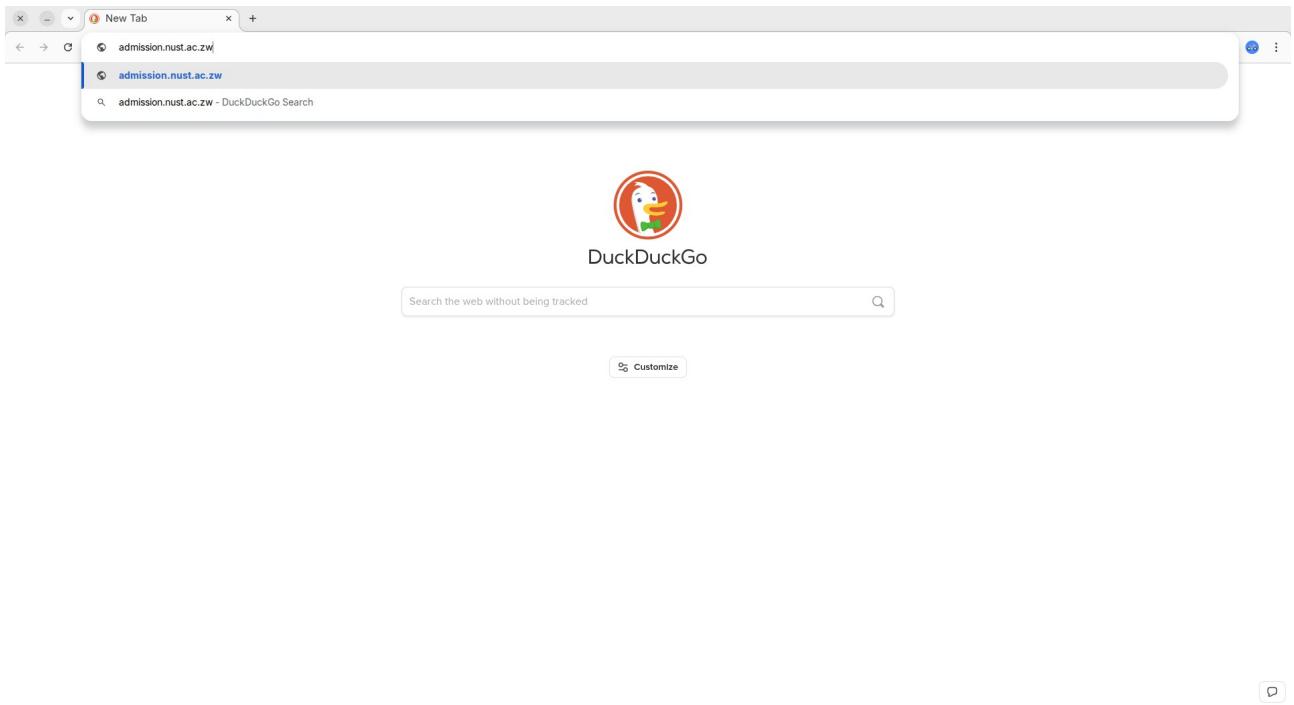


# Application Process Tutorial

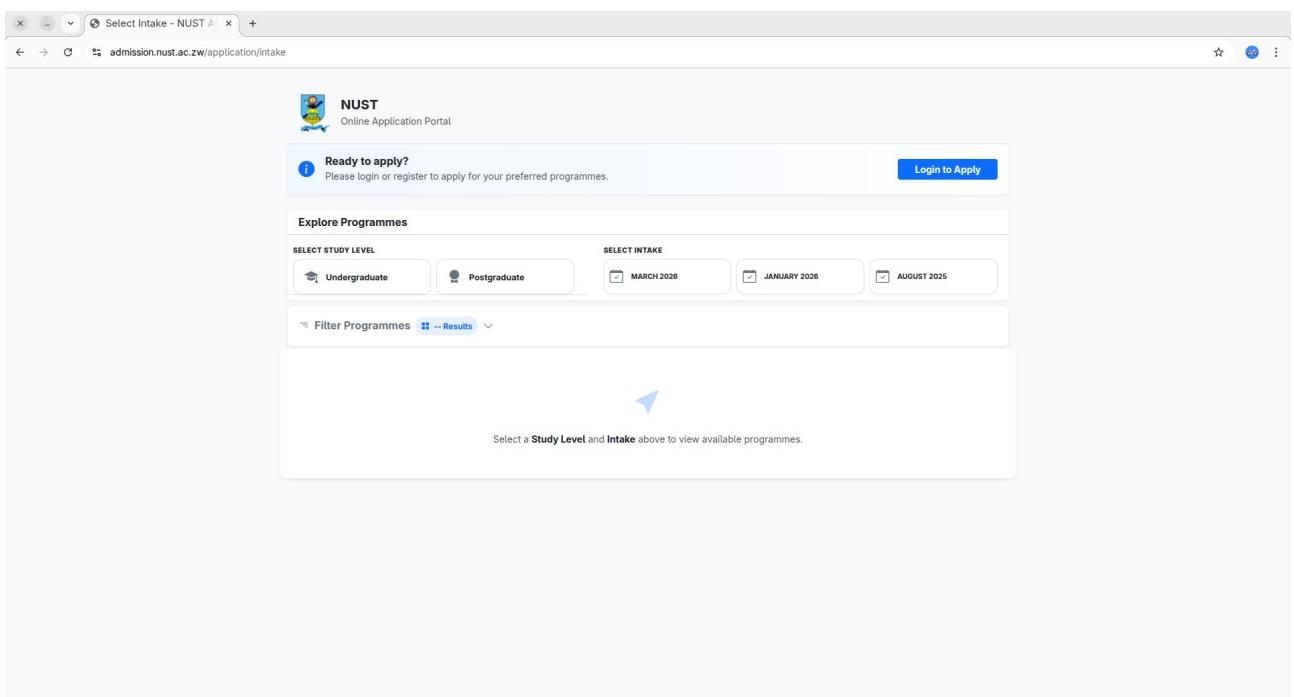
## Step 1.

Open a web browser, and type in [admission.nust.ac.zw](http://admission.nust.ac.zw) into the address bar, then press Enter on your keyboard.



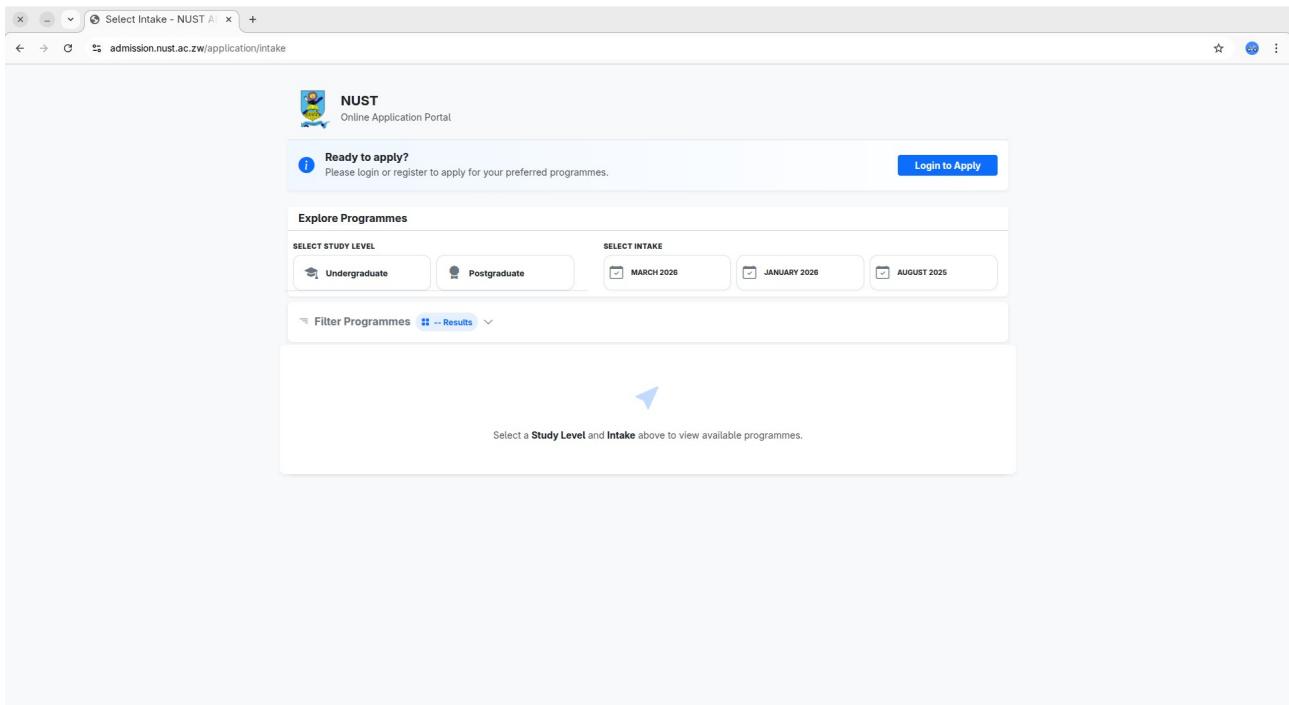
## Step 2.

You should see the landing page:



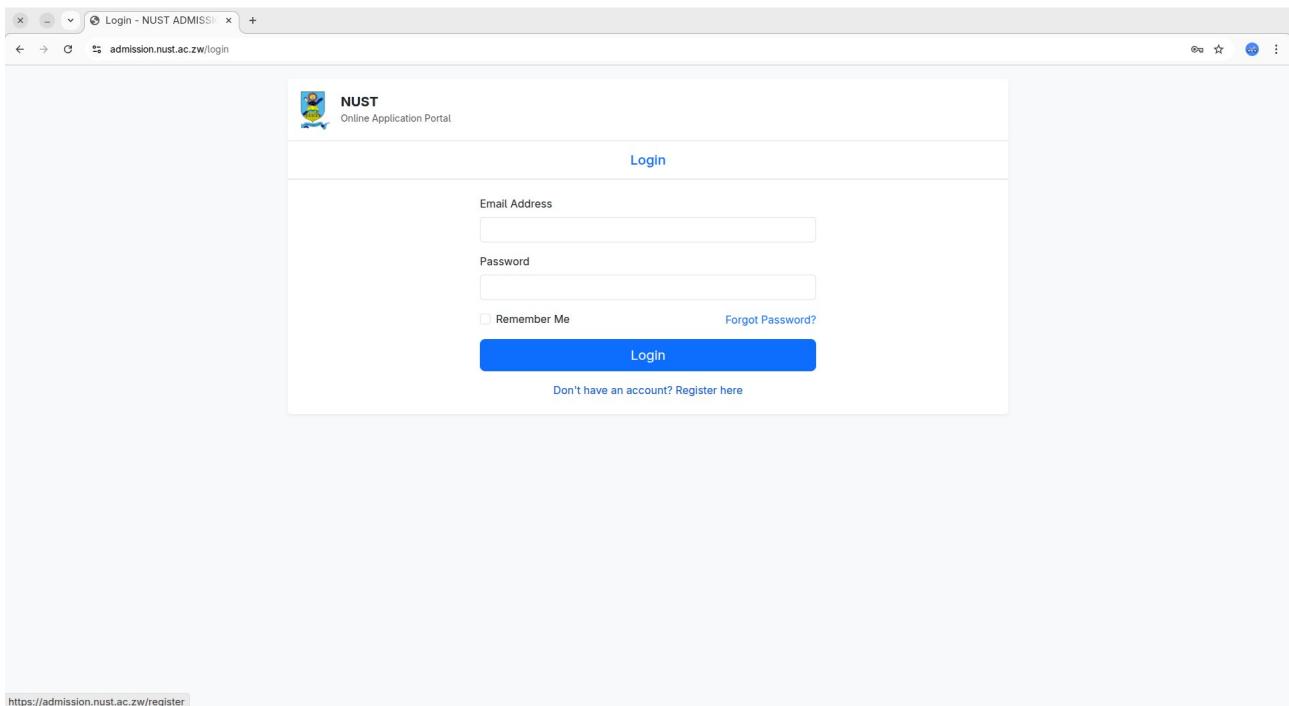
### Step 3.

If this is your first time applying, click “Login to Apply.”



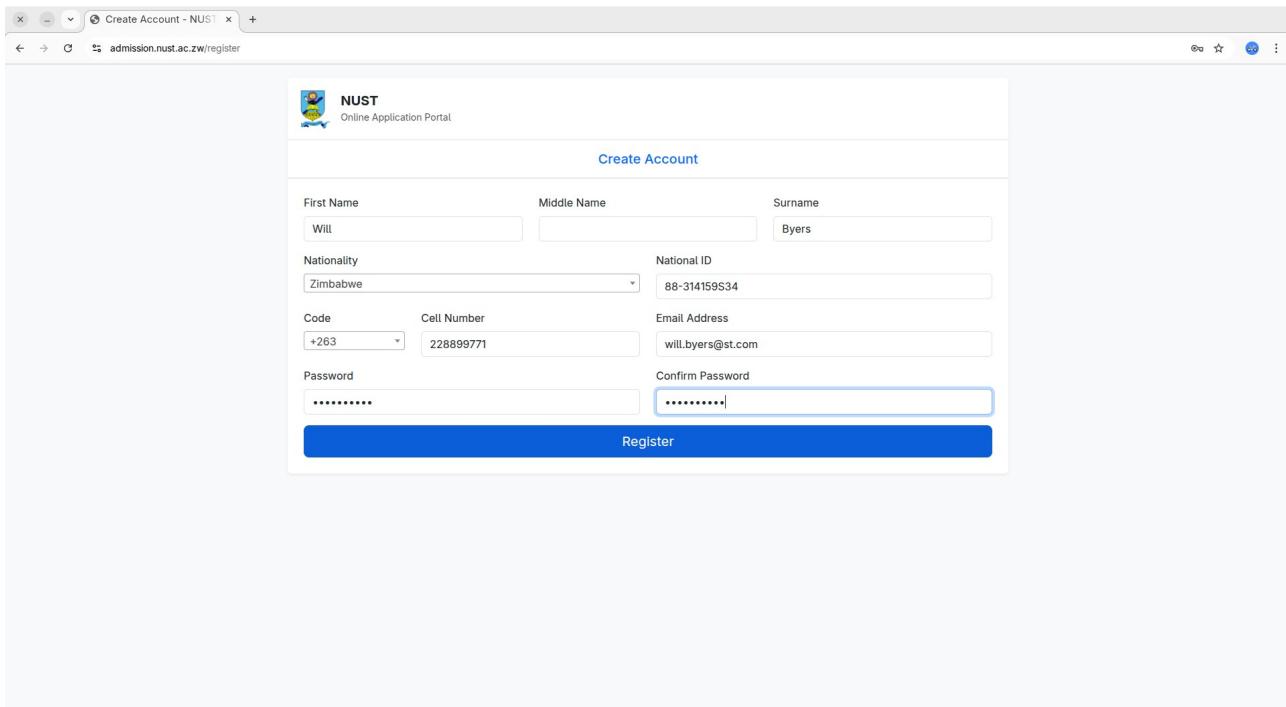
### Step 4.

You should see the login screen. On this screen, click “Register.”



## Step 5.

You should see the account creation page. Enter your details and click “Register.”



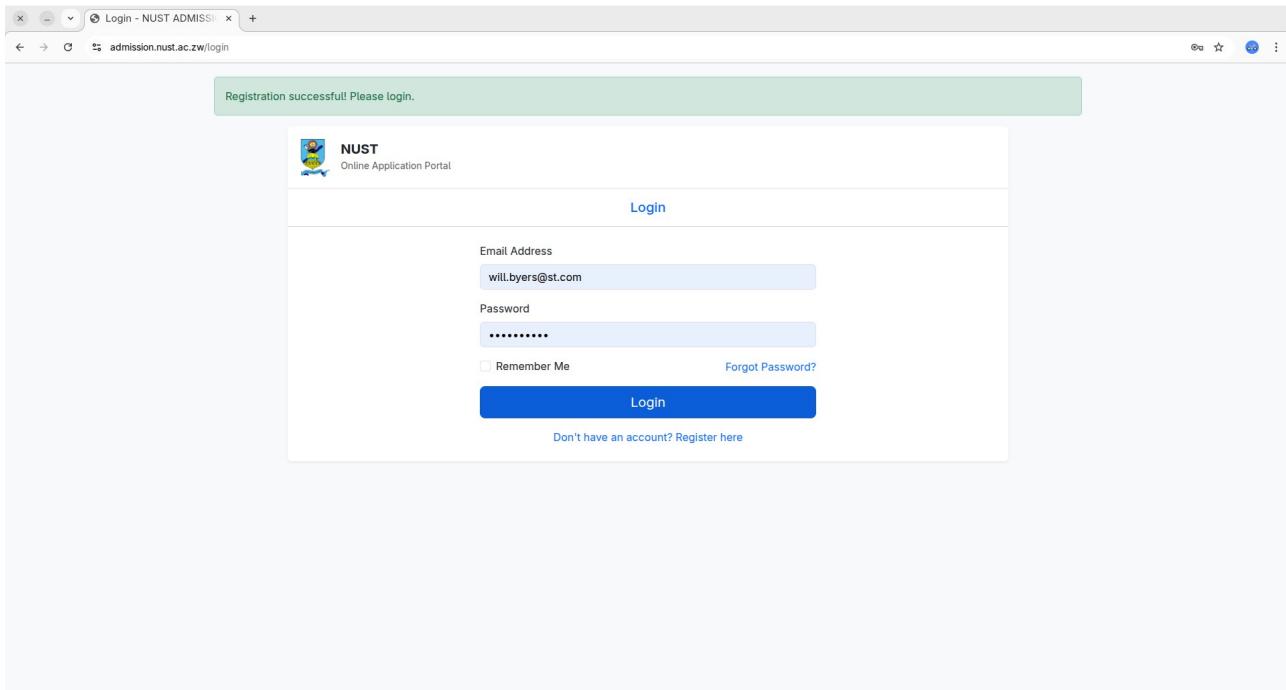
The screenshot shows a web browser window with the title 'Create Account - NUST'. The URL in the address bar is 'admission.nust.ac.zw/register'. The page features the NUST logo and the text 'Online Application Portal'. The 'Create Account' form is displayed with the following fields filled in:

First Name	Middle Name	Surname
Will		Byers
Nationality	National ID	
Zimbabwe	88-314159S34	
Code	Cell Number	Email Address
+263	228899771	will/byers@st.com
Password	Confirm Password	
*****	*****	

A large blue 'Register' button is at the bottom of the form.

## Step 6.

You will be returned to the Login screen. Enter the email and password you used to register and click “Login.”



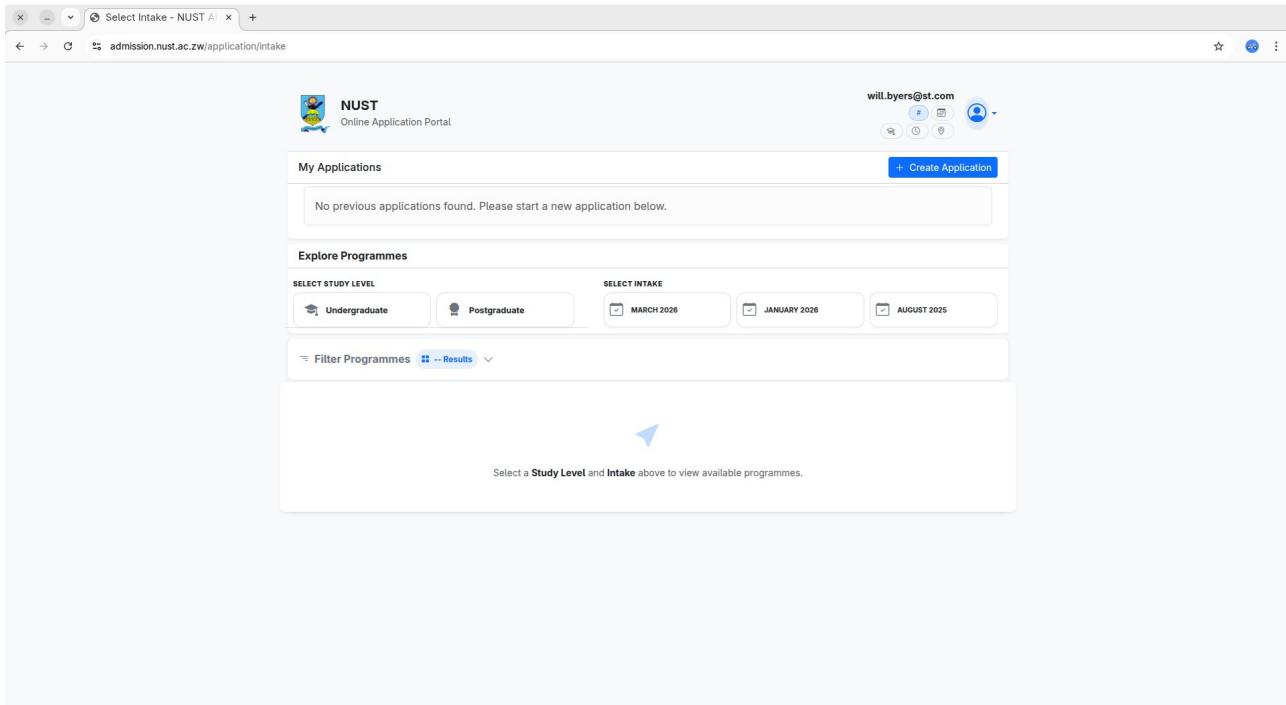
The screenshot shows a web browser window with the title 'Login - NUST ADMISSI'. The URL in the address bar is 'admission.nust.ac.zw/login'. The page features the NUST logo and the text 'Online Application Portal'. The 'Login' form is displayed with the following fields filled in:

Email Address	
will/byers@st.com	
Password	
*****	

Below the form are 'Remember Me' and 'Forgot Password?' links, and a large blue 'Login' button. A green banner at the top of the page says 'Registration successful! Please login.'

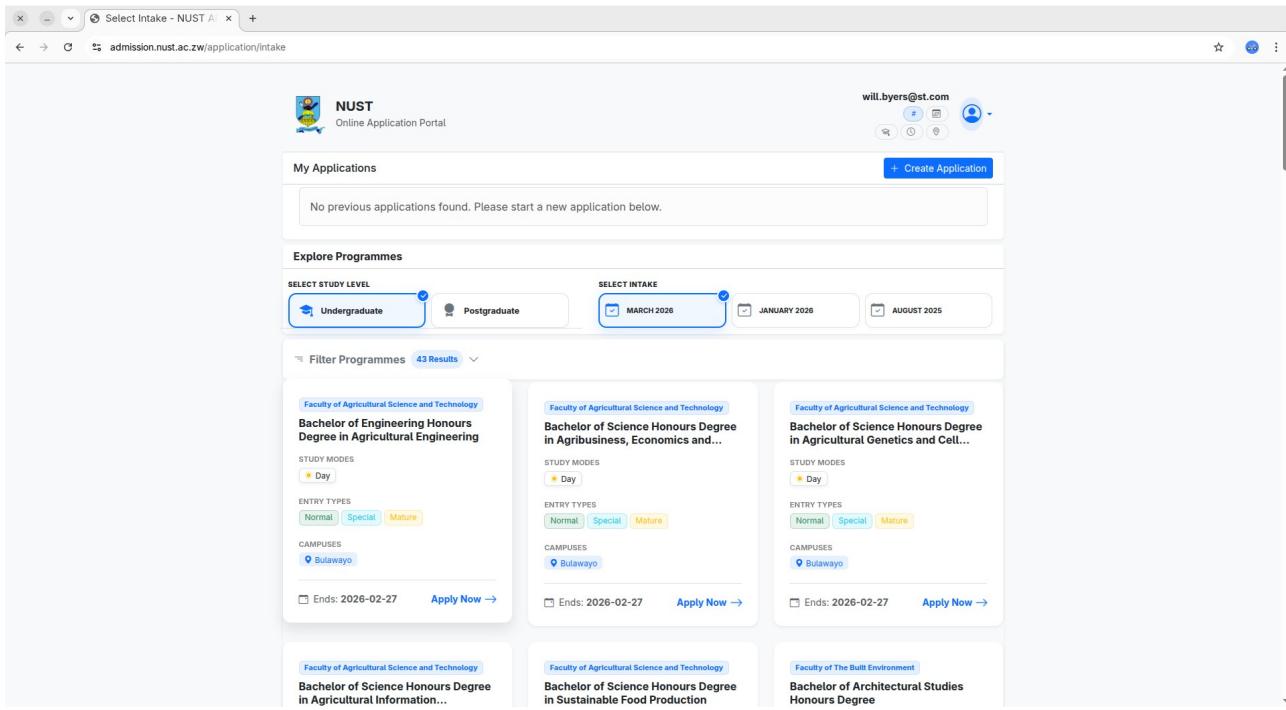
## Step 7.

Once you've successfully logged in, you should see the dashboard page.



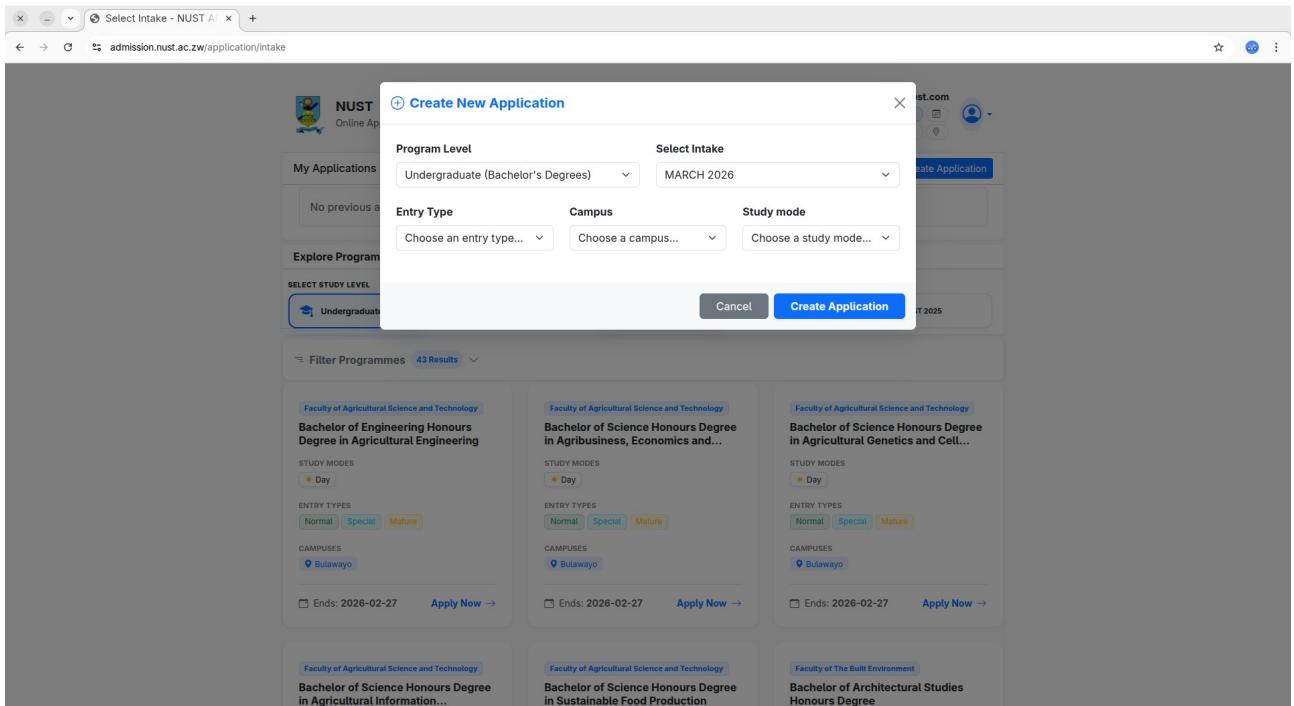
## Step 8.

Select your study level (e.g., Undergraduate), and your intake (e.g., March 2026). Once selected, a grid will appear below with all the possible degrees available for that intake.



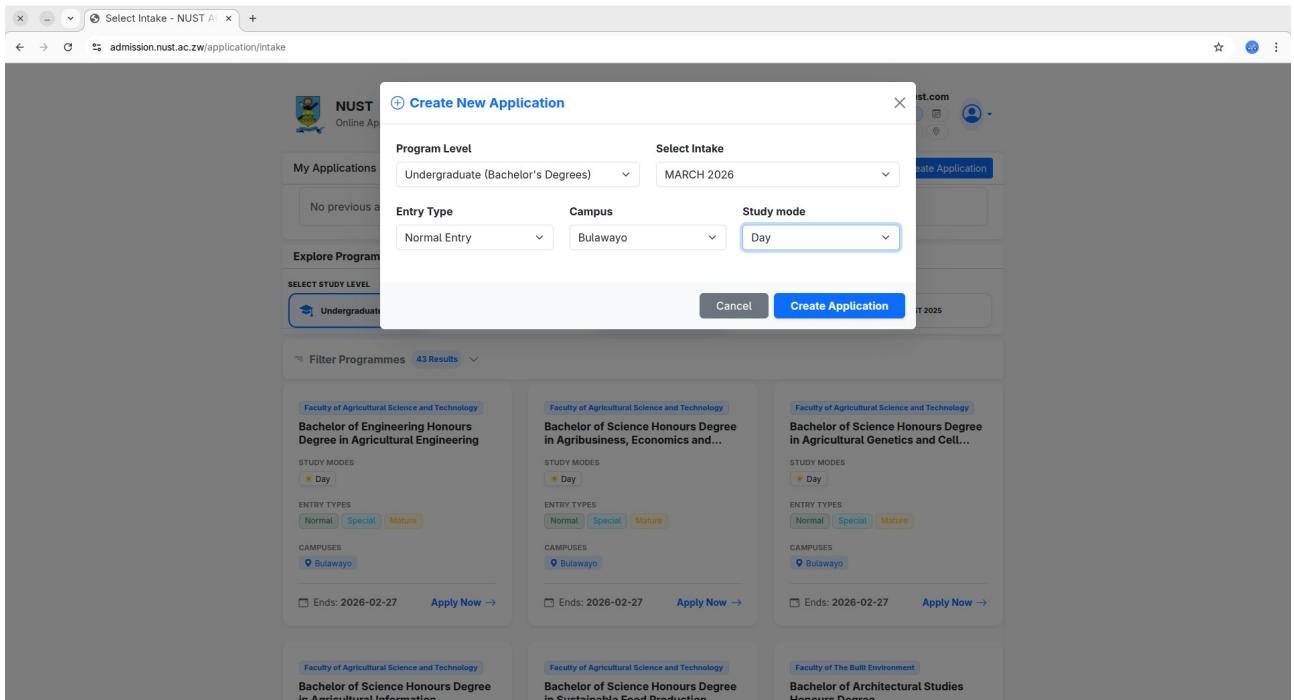
## Step 9.

Once you've decided which degree programme you'd like to apply for, click "Apply Now." An overlay will appear.



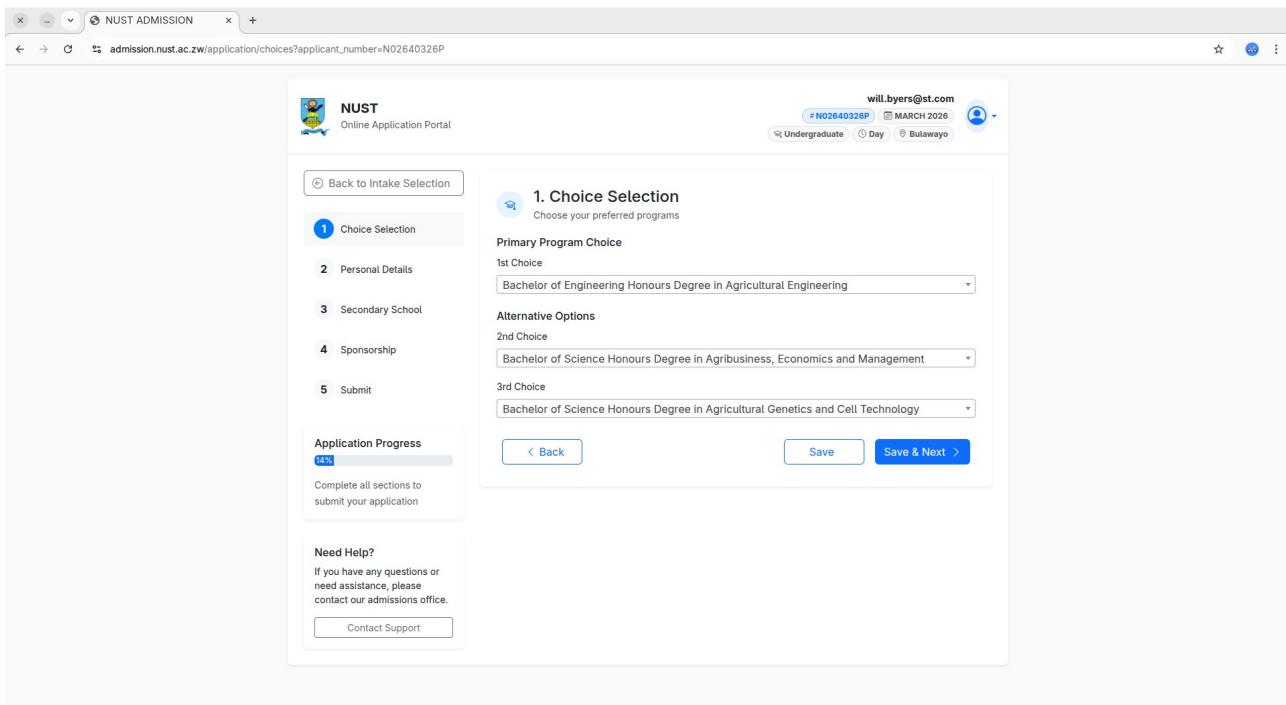
## Step 10.

Select your Entry Type (e.g., Normal), Campus (e.g., Bulawayo) and Study Mode (e.g., Day). Once finished, click "Create Application."



## Step 11.

You should see the application form screen. The first step is to choose alternative degrees should there be no space in your first choice. Once you've done that, click "Save & Next"



NUST Online Application Portal

will/byers@st.com #N02640326P MARCH 2026 Undergraduate Day Bulawayo

1. Choice Selection

Primary Program Choice

1st Choice: Bachelor of Engineering Honours Degree in Agricultural Engineering

Alternative Options

2nd Choice: Bachelor of Science Honours Degree in Agribusiness, Economics and Management

3rd Choice: Bachelor of Science Honours Degree in Agricultural Genetics and Cell Technology

Application Progress: 14% Complete all sections to submit your application

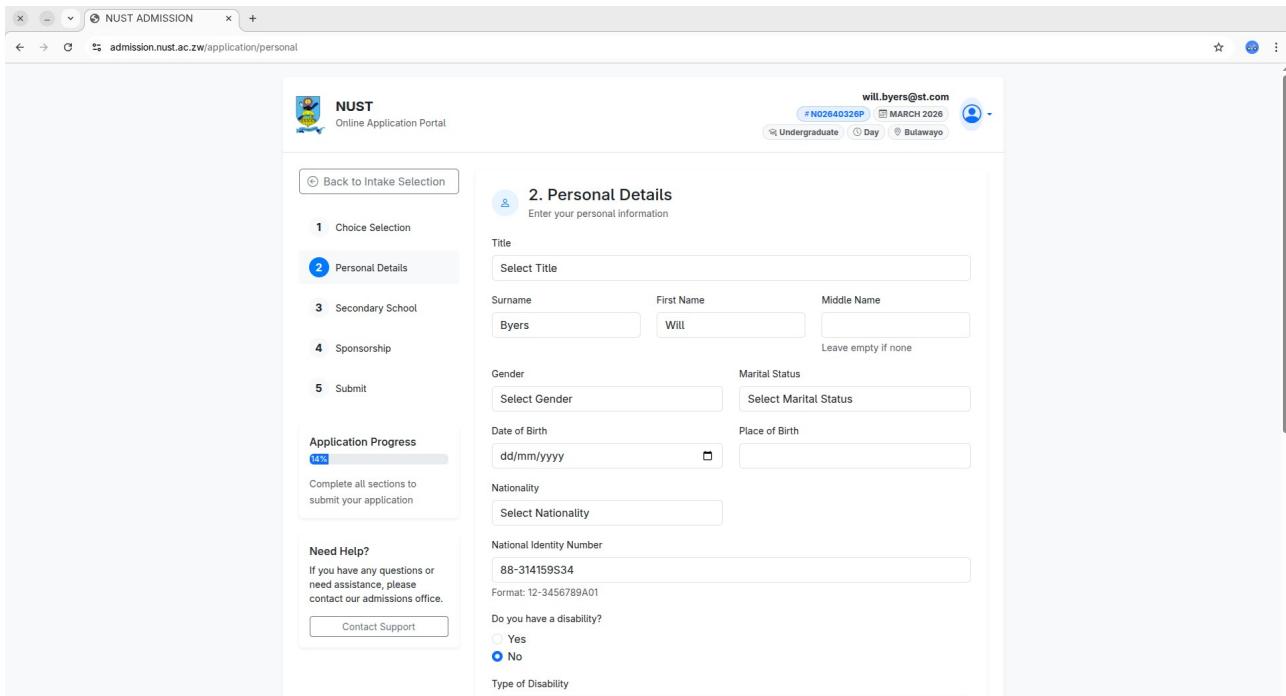
Need Help? If you have any questions or need assistance, please contact our admissions office.

Contact Support

Save & Next >

## Step 12.

The second step is to enter your personal details. Type in all the required information here.



NUST Online Application Portal

will/byers@st.com #N02640326P MARCH 2026 Undergraduate Day Bulawayo

2. Personal Details

Title: Select Title

Surname: Byers First Name: Will Middle Name: Leave empty if none

Gender: Select Gender Marital Status: Select Marital Status

Date of Birth: dd/mm/yyyy Place of Birth:

Nationality: Select Nationality

National Identity Number: 88-314159534 Format: 12-3456789A01

Do you have a disability?

Yes  No

Type of Disability:

Application Progress: 14% Complete all sections to submit your application

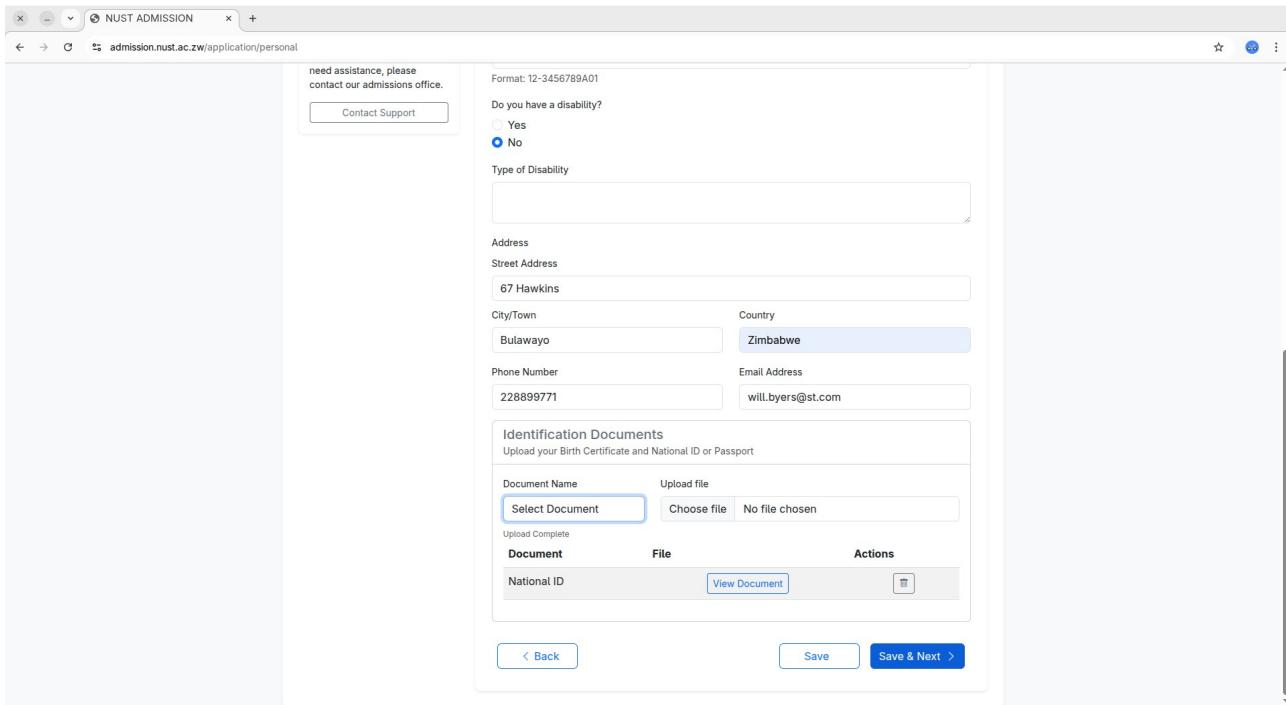
Need Help? If you have any questions or need assistance, please contact our admissions office.

Contact Support

Save & Next >

### Step 13.

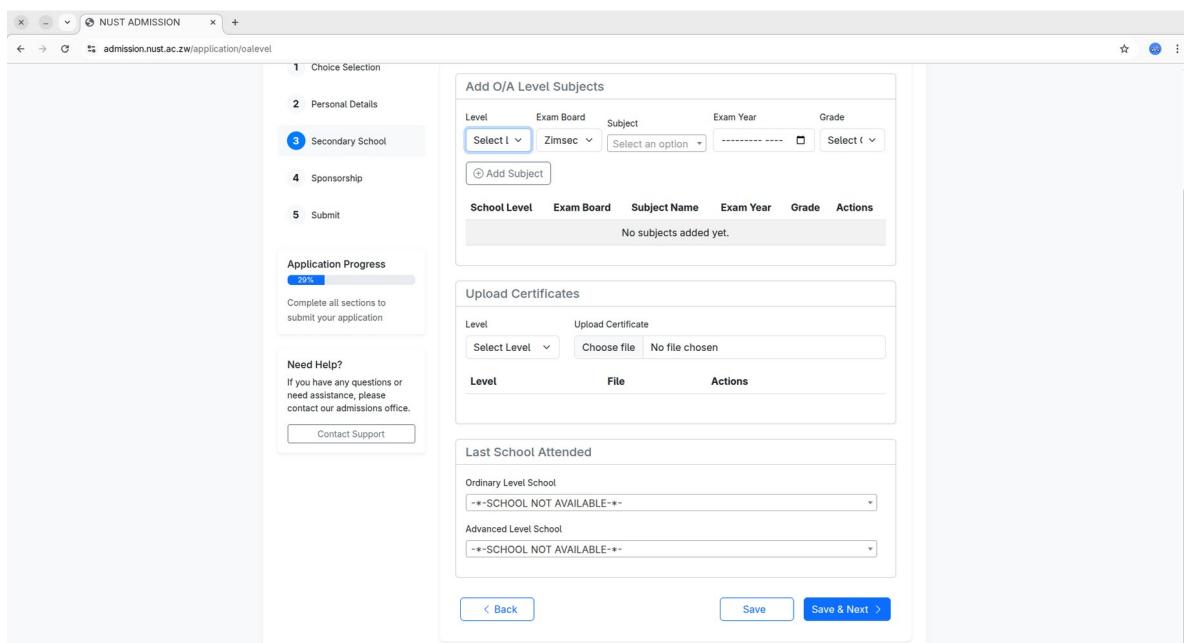
Upload your personal documents by selecting the type of document (e.g., National ID) and clicking “Choose file” to upload your document from your device. Once complete, Click “Save & Next.”



The screenshot shows the 'NUST ADMISSION' application interface. The URL is [admission.nust.ac.zw/application/personal](https://admission.nust.ac.zw/application/personal). The page is titled 'Personal Information'. It includes a sidebar with a 'Contact Support' button and a message: 'need assistance, please contact our admissions office.' The main form has fields for 'Format' (12-3456789A01), 'Do you have a disability?' (radio buttons for 'Yes' and 'No', with 'No' selected), 'Type of Disability' (text input), 'Address' (Street Address: 67 Hawkins), 'City/Town' (Bulawayo), 'Country' (Zimbabwe), 'Phone Number' (228899771), 'Email Address' (will/byers@st.com), and 'Identification Documents' (Upload section with 'Select Document' and 'Choose file' buttons, showing 'No file chosen'). Below this is a table for 'Document' (National ID), 'File' (View Document button), and 'Actions' (trash icon). At the bottom are 'Save' and 'Save & Next >' buttons.

### Step 14.

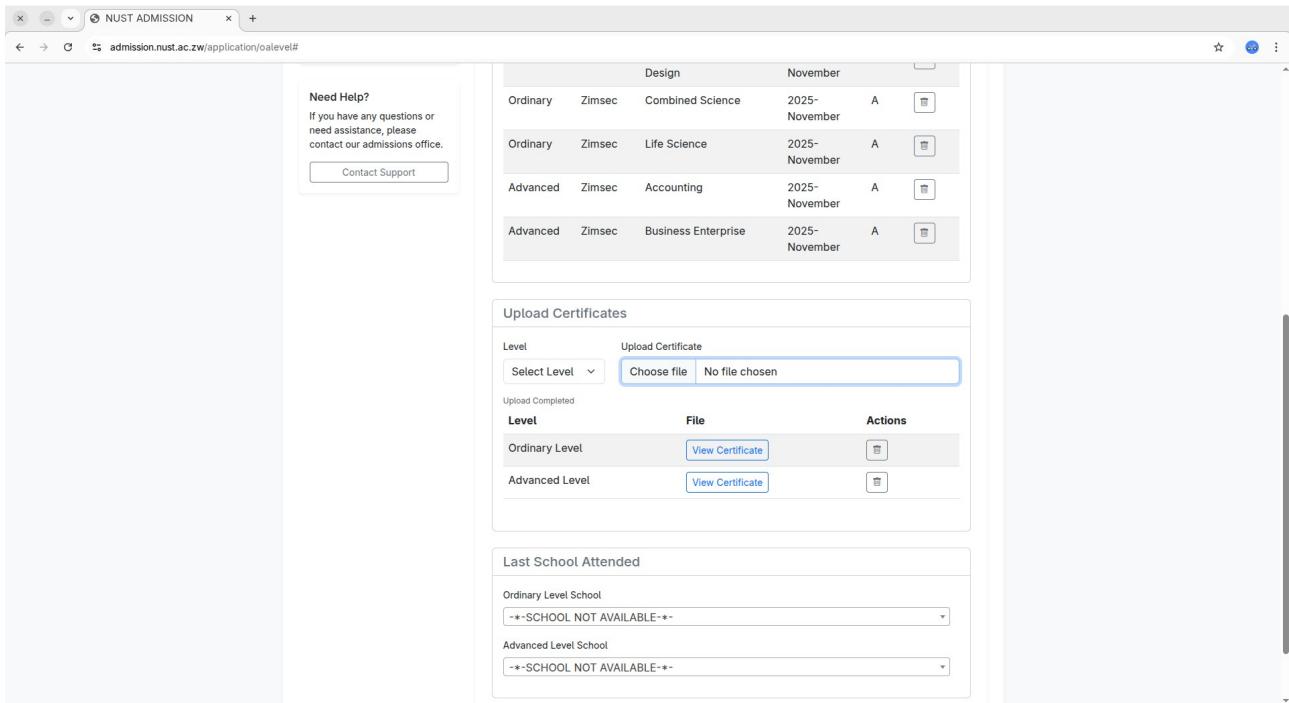
On the next page, you should enter the most important subjects for your application. You should have at least two Advanced Level subjects and at least five Ordinary Level subjects. To add each subject, select your level (e.g., O' Level), examination board (e.g., ZIMSEC), subject (e.g., Mathematics), exam year (e.g., November 2025) and the grade obtained in each subject. Once selected correctly, click “Add Subject.” The subject will then appear in the list below.



The screenshot shows the 'NUST ADMISSION' application interface. The URL is [admission.nust.ac.zw/application/oalevel](https://admission.nust.ac.zw/application/oalevel). The page is titled 'Add O/A Level Subjects'. On the left, a sidebar shows 'Choice Selection' (1, 2, 3, 4, 5), 'Personal Details', 'Secondary School' (selected), 'Sponsorship', and 'Submit'. It also shows 'Application Progress' (20%) and 'Need Help?' (Contact Support). The main area has sections for 'Add O/A Level Subjects' (Level: Select I, Exam Board: Zimsec, Subject: Select an option, Exam Year: Select, Grade: Select), 'Upload Certificates' (Level: Select Level, Upload Certificate: Choose file, No file chosen), and 'Last School Attended' (Ordinary Level School: \*\*SCHOOL NOT AVAILABLE\*\*, Advanced Level School: \*\*SCHOOL NOT AVAILABLE\*\*). At the bottom are 'Save' and 'Save & Next >' buttons.

## Step 15.

Once you've added your subjects, upload your Ordinary and Advanced level certificates by selecting the level and choosing the file from your computer. After choosing the file, it should appear under the headings "Level," "File," and "Actions."

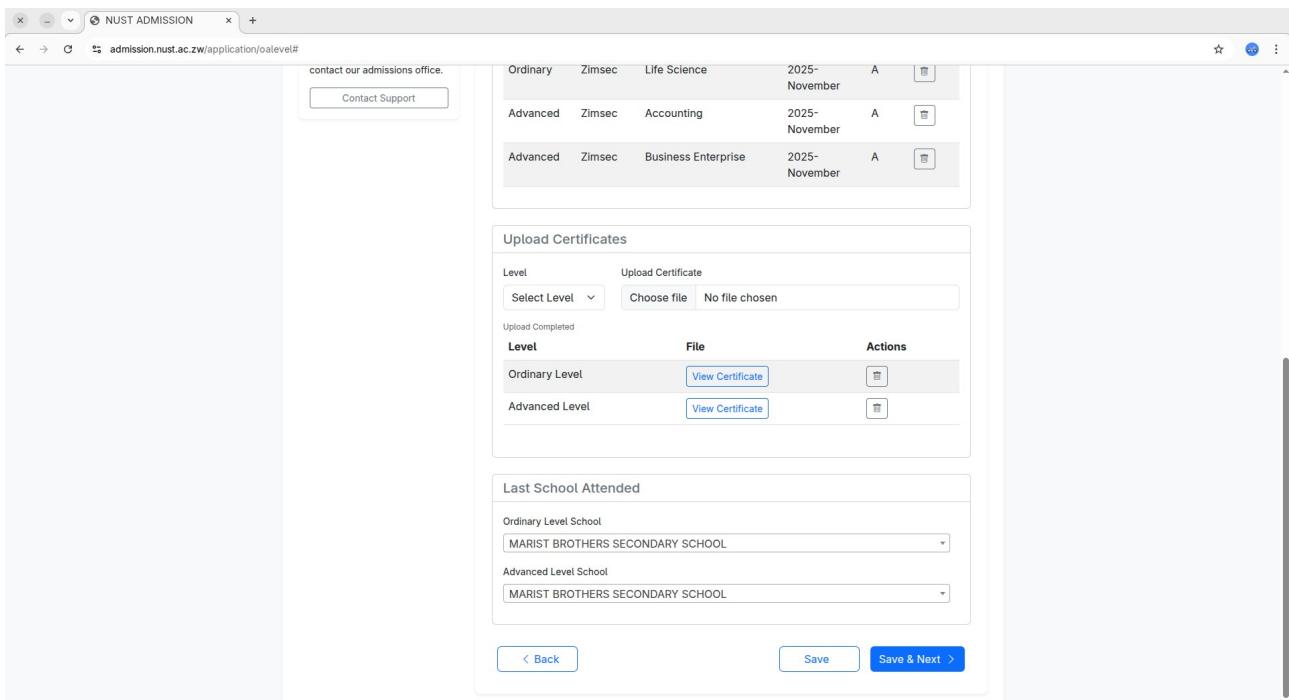


The screenshot shows the 'NUST ADMISSION' application interface. The 'Upload Certificates' section is visible, showing a table of uploaded certificates. The table has columns for Level, File, and Actions. There are two rows for Ordinary Level and two for Advanced Level. Each row contains a 'View Certificate' button and a delete icon. Below the table, there is a 'Last School Attended' section with dropdown menus for Ordinary and Advanced Level schools, both of which show 'SCHOOL NOT AVAILABLE'.

Level	File	Actions
Ordinary Level	<a href="#">View Certificate</a>	
Advanced Level	<a href="#">View Certificate</a>	

## Step 16.

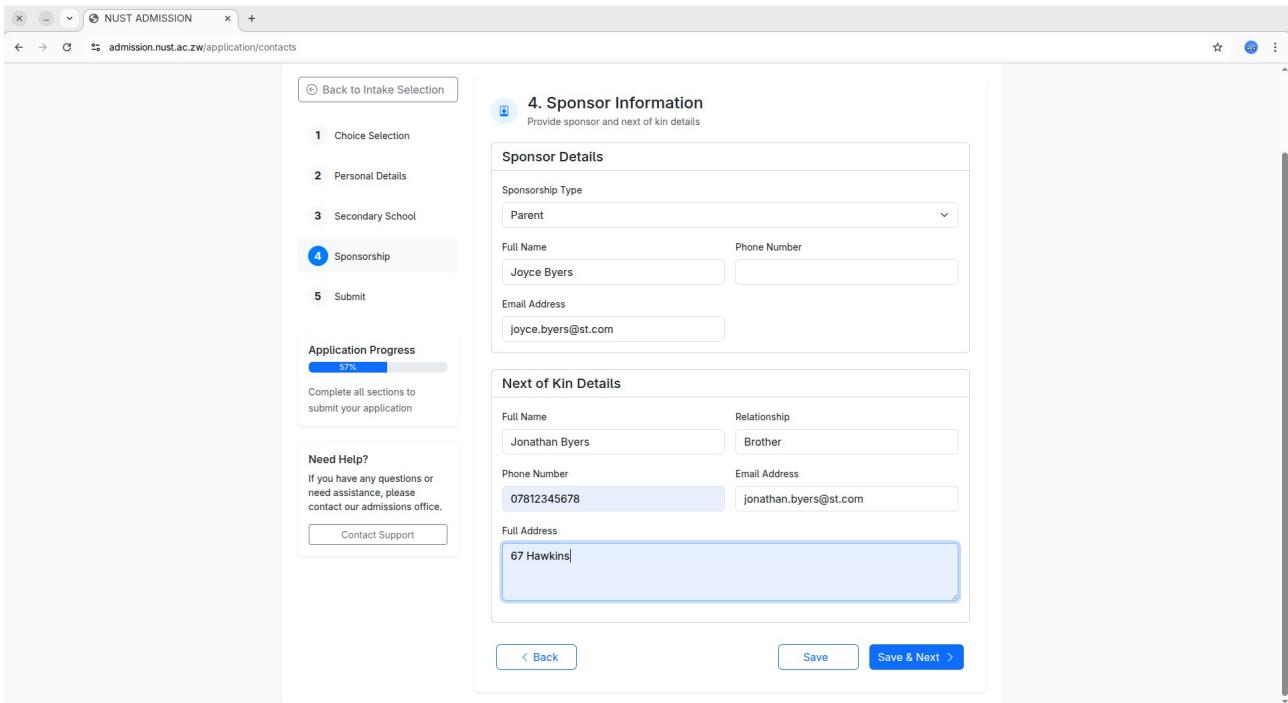
Next, select your Ordinary Level and Advanced Level schools under the "Last School Attended" section. Once done, click "Save & Next"



The screenshot shows the 'NUST ADMISSION' application interface. The 'Last School Attended' section is visible, showing dropdown menus for Ordinary and Advanced Level schools. Both dropdowns now show 'MARIST BROTHERS SECONDARY SCHOOL'. At the bottom of the page, there are three buttons: '< Back', 'Save', and 'Save & Next >'.

## Step 17.

Next, enter your sponsor details as shown in the image below. Once finished, click “Save & Next.”



4. Sponsor Information

Provide sponsor and next of kin details

**Sponsor Details**

Sponsorship Type: Parent

Full Name: Joyce Byers

Phone Number:

Email Address: joyce.byers@st.com

**Next of Kin Details**

Full Name: Jonathan Byers

Relationship: Brother

Phone Number: 07812345678

Email Address: jonathan.byers@st.com

Full Address: 67 Hawkins

Application Progress: 57%

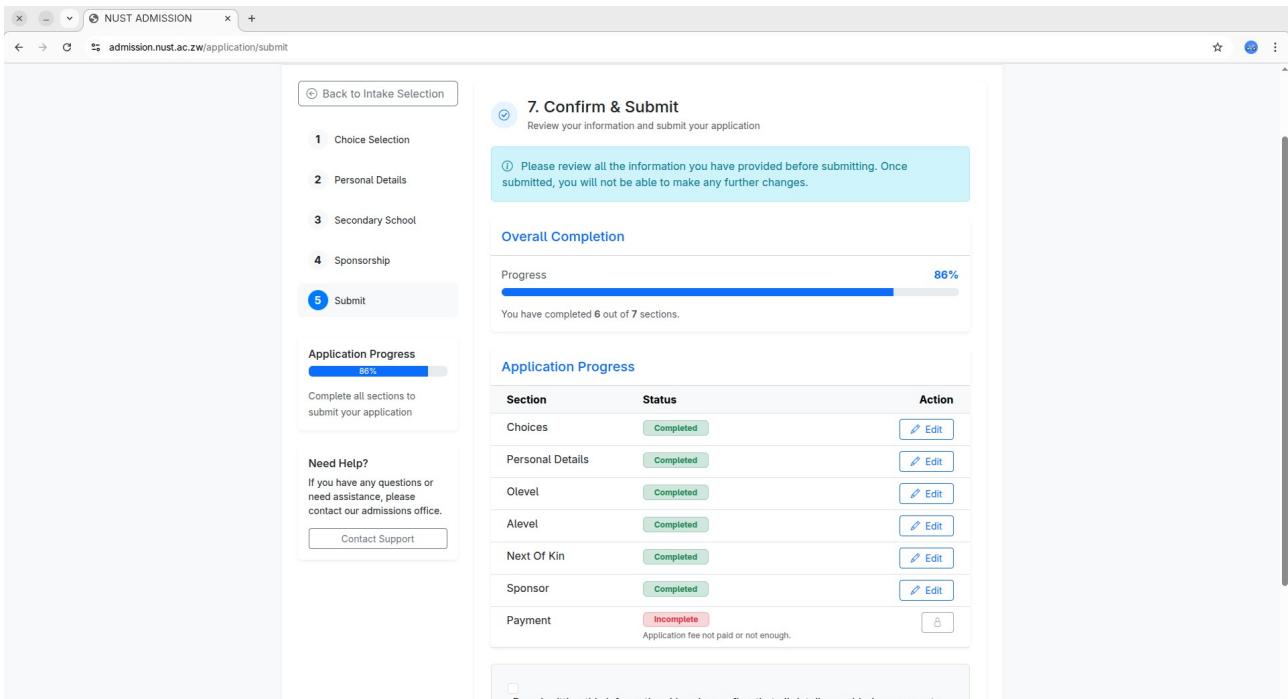
Need Help? If you have any questions or need assistance, please contact our admissions office.

Contact Support

Save Save & Next >

## Step 18.

In the next step, you will see a summary of the sections you've filled in. Incomplete sections will be highlighted in red. Click “Edit” to complete any missing details. You can skip the payment for now.



7. Confirm & Submit

Review your information and submit your application

Please review all the information you have provided before submitting. Once submitted, you will not be able to make any further changes.

**Overall Completion**

Progress: 86%

You have completed 6 out of 7 sections.

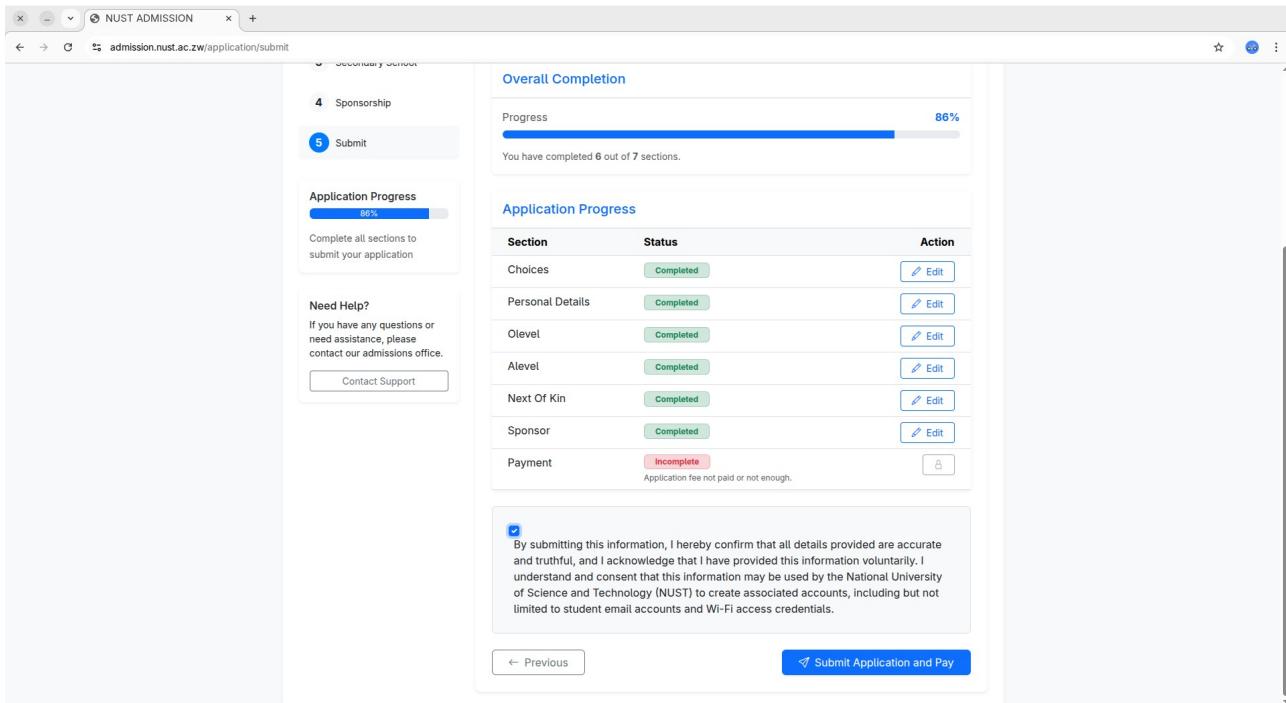
**Application Progress**

Section	Status	Action
Choices	Completed	<input type="button" value="Edit"/>
Personal Details	Completed	<input type="button" value="Edit"/>
Olevel	Completed	<input type="button" value="Edit"/>
Alevel	Completed	<input type="button" value="Edit"/>
Next Of Kin	Completed	<input type="button" value="Edit"/>
Sponsor	Completed	<input type="button" value="Edit"/>
Payment	Incomplete	<input type="button" value="Edit"/>

By submitting this information, I hereby confirm that all details provided are accurate

## Step 19.

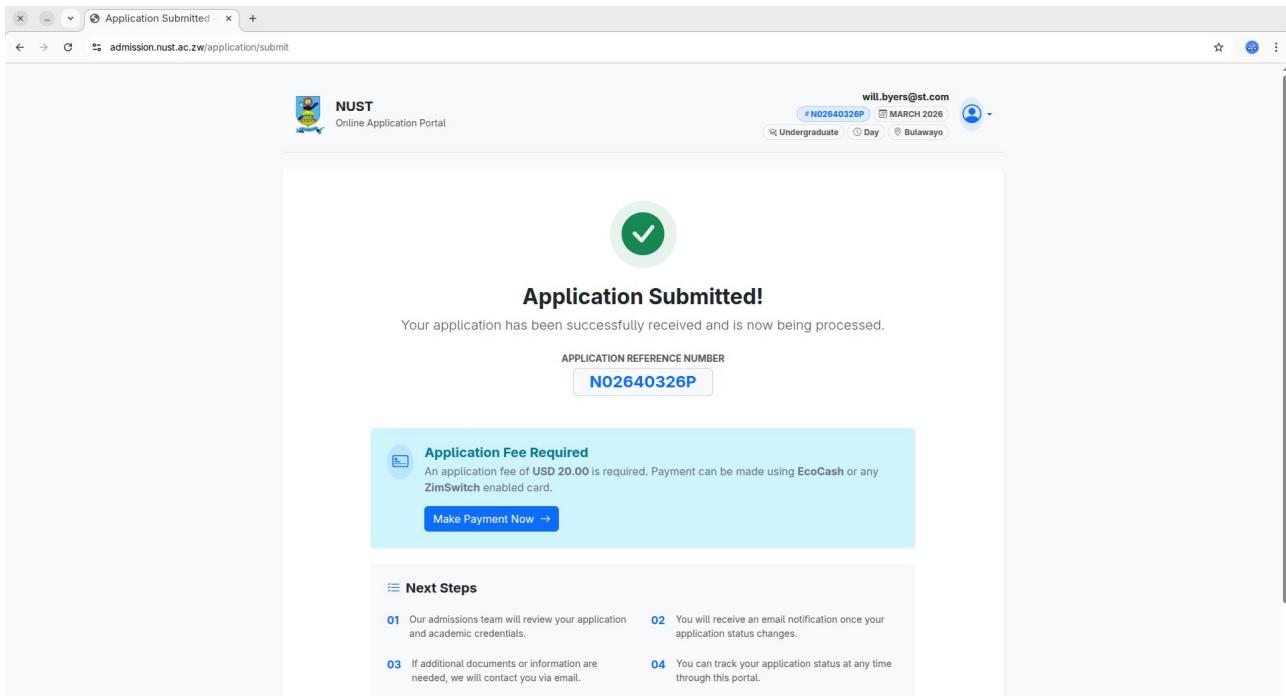
Tick the box confirming you have provided accurate details and click “Submit Application and Pay.” Submit for now and ignore any warnings related to the payment.



The screenshot shows the NUST Application Submission page. On the left, there are two buttons: '4 Sponsorship' and '5 Submit'. Below these are sections for 'Application Progress' (86%) and 'Need Help?'. The 'Application Progress' section lists sections: Choices (Completed), Personal Details (Completed), Olevel (Completed), Alevel (Completed), Next Of Kin (Completed), Sponsor (Completed), and Payment (Incomplete). A note states: 'Application fee not paid or not enough.' On the right, there is an 'Overall Completion' section with a progress bar at 86% and a note: 'You have completed 6 out of 7 sections.' Below this is a consent checkbox: 'By submitting this information, I hereby confirm that all details provided are accurate and truthful, and I acknowledge that I have provided this information voluntarily. I understand and consent that this information may be used by the National University of Science and Technology (NUST) to create associated accounts, including but not limited to student email accounts and Wi-Fi access credentials.' At the bottom are 'Previous' and 'Submit Application and Pay' buttons.

## Step 20.

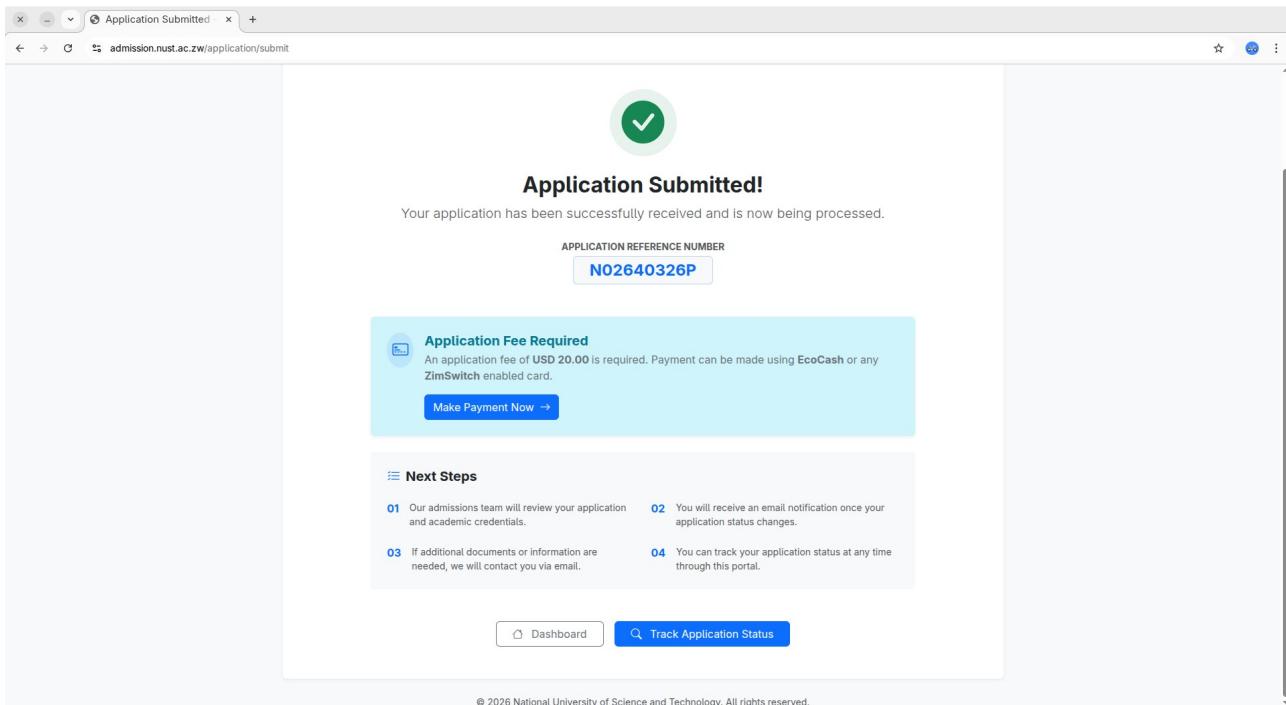
You will reach a notification page confirming that your application has been submitted. This page also contains information about the application fee and payment details. If you are ready to pay, click “Make Payment Now” and follow the instructions.



The screenshot shows the 'Application Submitted' confirmation page. At the top, it says 'Application Submitted' with a checkmark icon. Below that, it says 'Your application has been successfully received and is now being processed.' An 'APPLICATION REFERENCE NUMBER' is displayed as 'N02640326P'. A 'Next Steps' section lists four items: 01 Our admissions team will review your application and academic credentials., 02 You will receive an email notification once your application status changes., 03 If additional documents or information are needed, we will contact you via email., and 04 You can track your application status at any time through this portal.

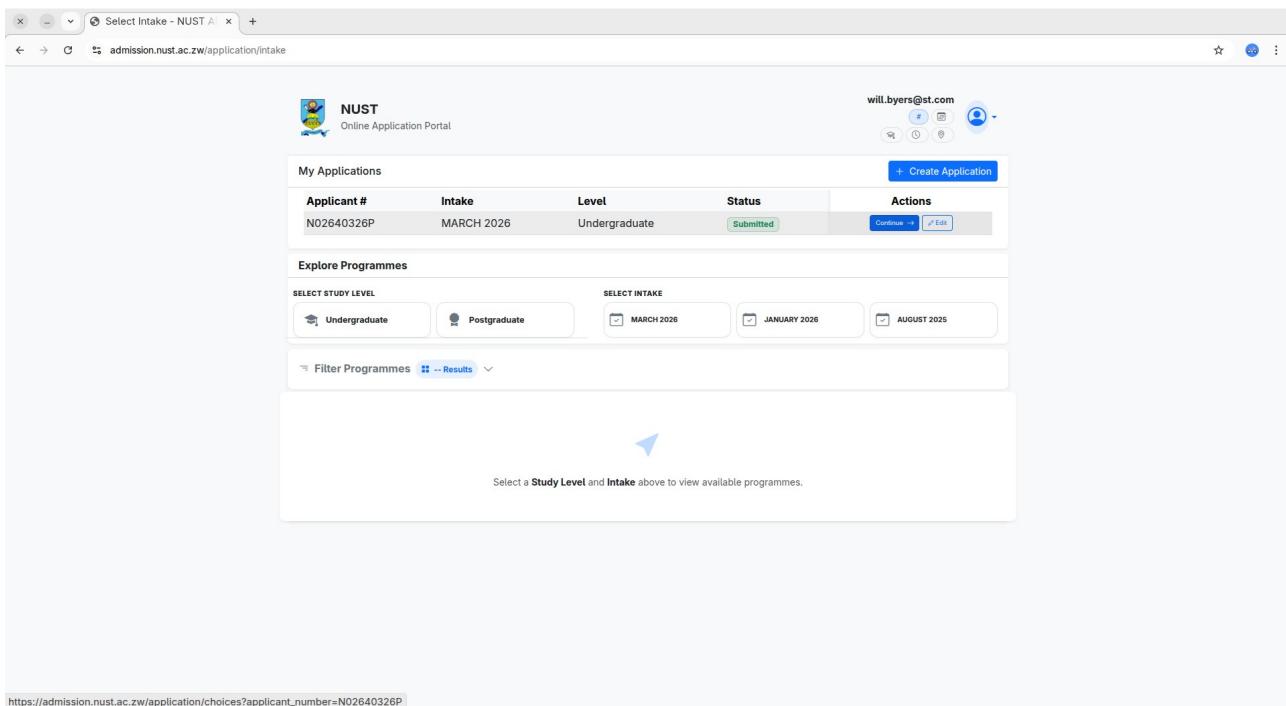
## Step 21.

Otherwise, click “Track Application Status.”



## Step 22.

You will be taken back to the dashboard page showing your current application progress. From here you can click “continue,” to edit details or “Edit” if you wish to change your degree choice entirely.



## Step 23.

Once you've finished your application and made your payment, check back occasionally for changes in your application status.