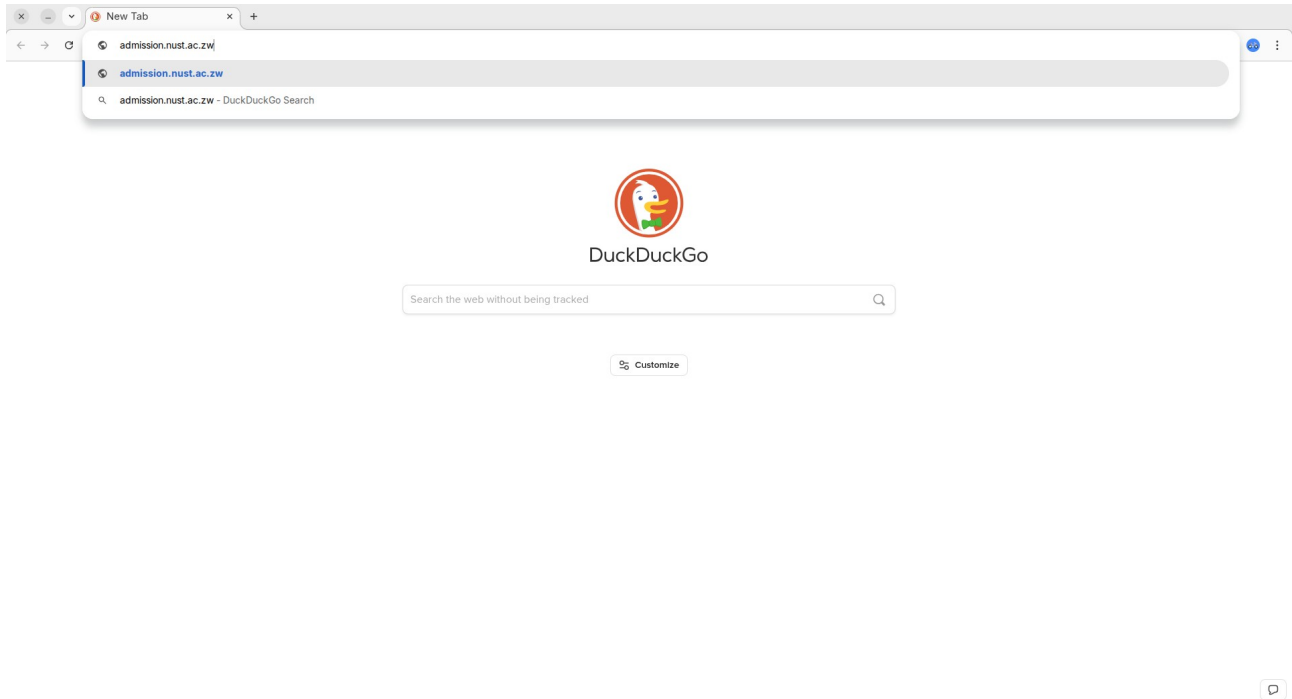


# Application Process Tutorial

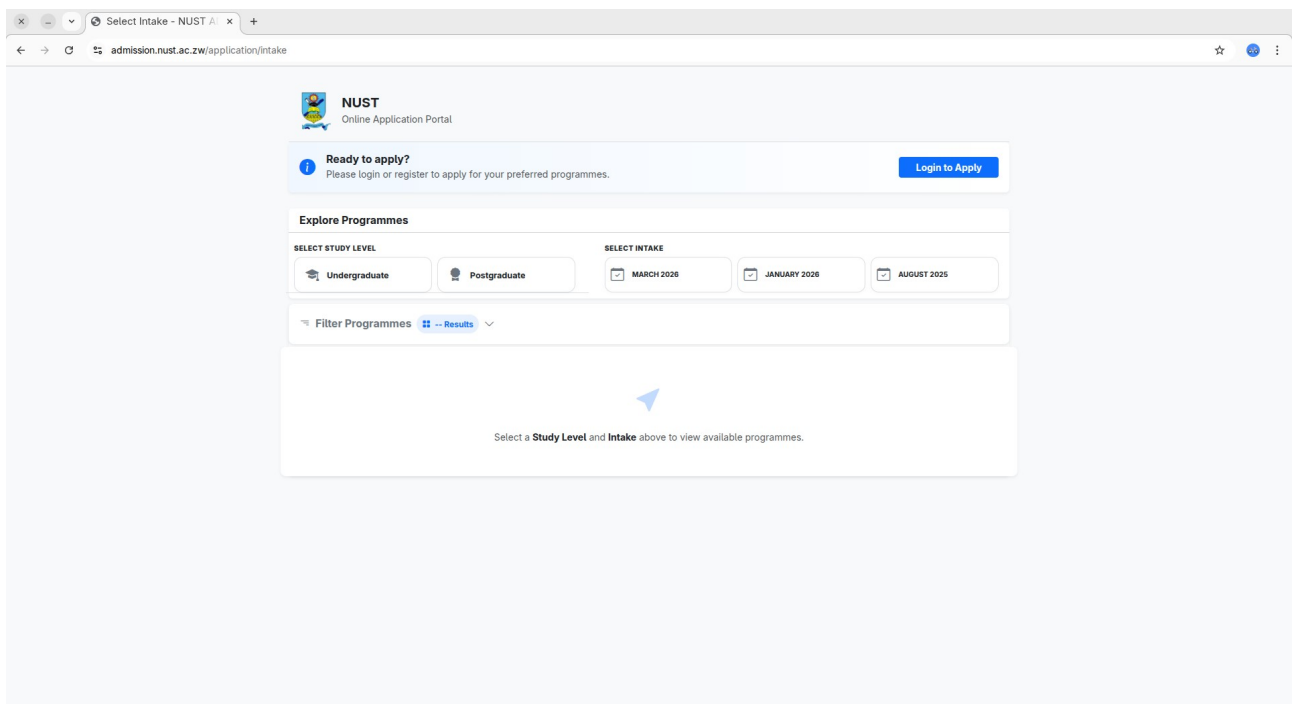
## Step 1.

Open a web browser, and type in [admission.nust.ac.zw](https://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.”

The screenshot shows the 'Select Intake' page of the NUST Online Application Portal. The browser address bar displays 'admission.nust.ac.zw/application/intake'. The page header includes the NUST logo and 'Online Application Portal'. A 'Ready to apply?' section prompts the user to login or register, with a 'Login to Apply' button. Below this is the 'Explore Programmes' section, which includes filters for 'SELECT STUDY LEVEL' (Undergraduate, Postgraduate) and 'SELECT INTAKE' (MARCH 2026, JANUARY 2026, AUGUST 2026). A 'Filter Programmes' button and a 'Results' dropdown are also present. A large blue arrow points to a message: 'Select a Study Level and Intake above to view available programmes.'

### Step 4.

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

The screenshot shows the 'Login' page of the NUST Online Application Portal. The browser address bar displays 'admission.nust.ac.zw/login'. The page header includes the NUST logo and 'Online Application Portal'. The 'Login' section contains fields for 'Email Address' and 'Password', a 'Remember Me' checkbox, and a 'Forgot Password?' link. A blue 'Login' button is at the bottom of the form. Below the button is a link: 'Don't have an account? Register here'. At the bottom left of the page, a small text box contains the URL: 'https://admission.nust.ac.zw/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 address bar displaying 'admission.nust.ac.zw/register'. The page features the NUST logo and the text 'Online Application Portal'. Below this is a 'Create Account' section with a form containing the following fields: First Name (filled with 'Will'), Middle Name (empty), Surname (filled with 'Byers'), Nationality (dropdown menu showing 'Zimbabwe'), National ID (filled with '88-314159S34'), Code (dropdown menu showing '+263'), Cell Number (filled with '228899771'), Email Address (filled with 'willbyers@st.com'), Password (masked with dots), and Confirm Password (masked with dots). A blue 'Register' button is positioned at the bottom of the form.

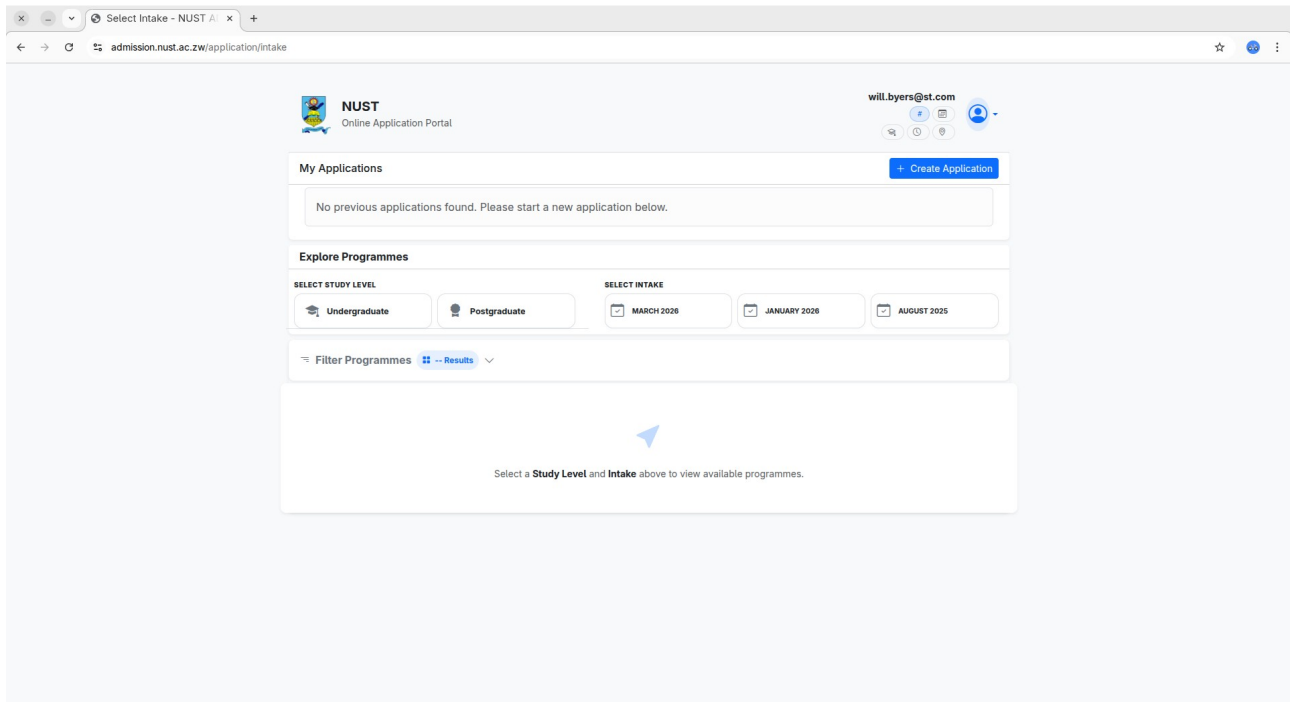
## Step 6.

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 address bar displaying 'admission.nust.ac.zw/login'. At the top, a green notification bar states 'Registration successful! Please login.' Below this is the 'Login' section, which includes the NUST logo and 'Online Application Portal' text. The login form contains fields for Email Address (filled with 'willbyers@st.com') and Password (masked with dots). There is a 'Remember Me' checkbox and a 'Forgot Password?' link. A blue 'Login' button is at the bottom of the form. Below the button is a link that says 'Don't have an account? Register here'.

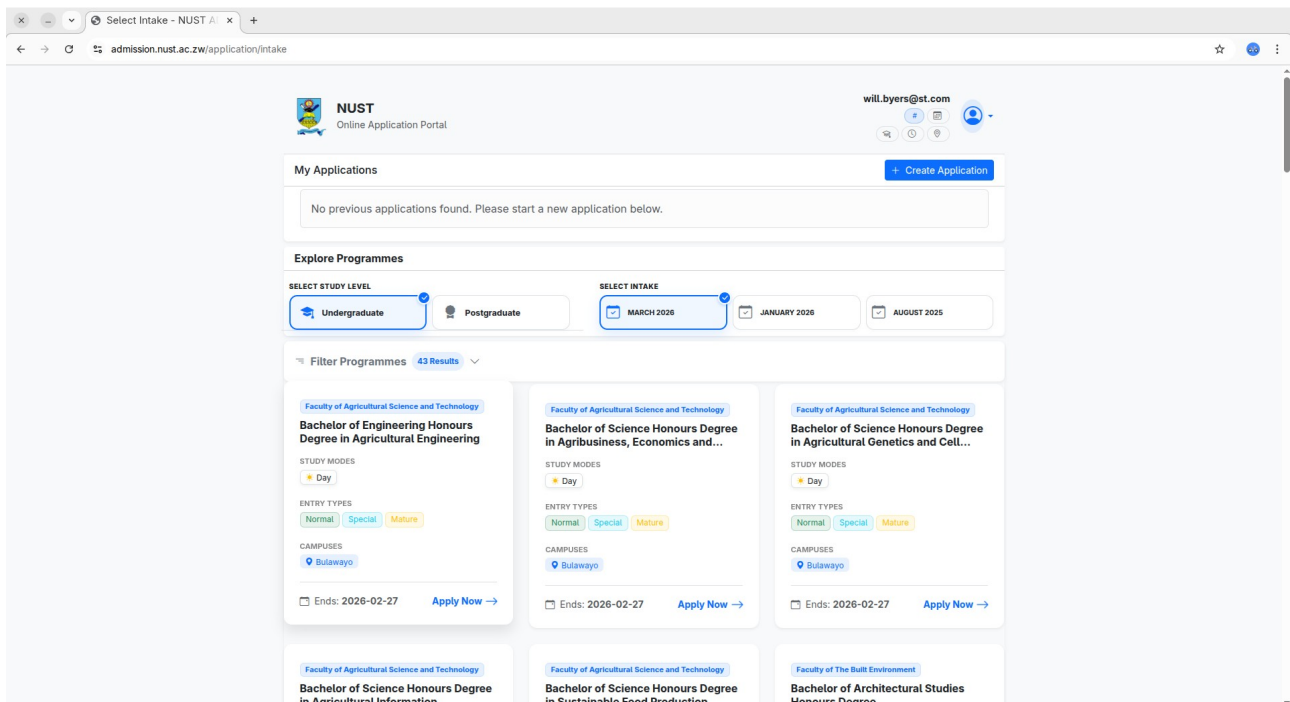
## Step 7.

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.

The screenshot shows the NUST Online Application portal. A modal window titled "Create New Application" is open, allowing users to select their program details. The form includes the following fields:

- Program Level:** Undergraduate (Bachelor's Degrees)
- Select Intake:** MARCH 2026
- Entry Type:** Choose an entry type...
- Campus:** Choose a campus...
- Study mode:** Choose a study mode...

At the bottom of the modal are "Cancel" and "Create Application" buttons. The background shows a list of degree programs, including "Bachelor of Engineering Honours Degree in Agricultural Engineering" and "Bachelor of Science Honours Degree in Agribusiness, Economics and...".

## Step 10.

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

This screenshot shows the same "Create New Application" modal window, but with specific selections made in the dropdown menus:

- Entry Type:** Normal Entry
- Campus:** Bulawayo
- Study mode:** Day

The "Create Application" button is highlighted in blue, indicating it is the next step. The background remains the same, showing the list of degree programs.

## 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"

The screenshot displays the NUST Online Application Portal interface. The browser address bar shows the URL: `admission.nust.ac.zw/application/choices?applicant_number=N02640326P`. The page header includes the NUST logo, the user's email `will.byers@st.com`, and application details: `# N02640326P`, `MARCH 2026`, `Undergraduate`, `Day`, and `Bulawayo`. A sidebar on the left contains a progress list with five steps: 1. Choice Selection (active), 2. Personal Details, 3. Secondary School, 4. Sponsorship, and 5. Submit. Below this is an 'Application Progress' bar at 14% and a 'Need Help?' section with a 'Contact Support' button. The main content area is titled '1. Choice Selection' with the instruction 'Choose your preferred programs'. It features a 'Primary Program Choice' section with a dropdown menu currently showing 'Bachelor of Engineering Honours Degree in Agricultural Engineering'. Below this is an 'Alternative Options' section with two more dropdown menus: '2nd Choice' showing 'Bachelor of Science Honours Degree in Agribusiness, Economics and Management' and '3rd Choice' showing 'Bachelor of Science Honours Degree in Agricultural Genetics and Cell Technology'. At the bottom of the form are three buttons: '< Back', 'Save', and 'Save & Next >'.

## Step 12.

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

The screenshot displays the NUST Online Application Portal interface for Step 2: Personal Details. The browser address bar shows the URL: `admission.nust.ac.zw/application/personal`. The page header is identical to the previous screenshot. The sidebar on the left shows the progress list with '2. Personal Details' as the active step. The main content area is titled '2. Personal Details' with the instruction 'Enter your personal information'. It contains several form fields: 'Title' (a dropdown menu), 'Surname' (text field with 'Byers'), 'First Name' (text field with 'Will'), and 'Middle Name' (text field with a placeholder 'Leave empty if none'). Below these are 'Gender' (dropdown menu) and 'Marital Status' (dropdown menu). Further down are 'Date of Birth' (text field with format 'dd/mm/yyyy' and a calendar icon) and 'Place of Birth' (text field). There is a 'Nationality' dropdown menu and a 'National Identity Number' text field containing '88-314159534' with a format hint 'Format: 12-3456789A01'. At the bottom, there is a 'Do you have a disability?' section with radio buttons for 'Yes' and 'No' (selected), and a 'Type of Disability' text field.

### 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 'Identification Documents' section of the NUST Admission application form. The browser address bar shows 'admission.nust.ac.zw/application/personal'. The form includes a 'Contact Support' button, a 'Format: 12-3456789A01' field, and a 'Do you have a disability?' section with 'Yes' and 'No' radio buttons, where 'No' is selected. Below this is a 'Type of Disability' text input field. The 'Address' section includes 'Street Address' (67 Hawkins), 'City/Town' (Bulawayo), and 'Country' (Zimbabwe). The 'Phone Number' is 228899771 and the 'Email Address' is will.byers@st.com. The 'Identification Documents' section prompts the user to 'Upload your Birth Certificate and National ID or Passport'. It features a 'Document Name' dropdown (Select Document) and an 'Upload file' section with 'Choose file' and 'No file chosen' buttons. Below this is a table with columns 'Document', 'File', and 'Actions'. The table contains one entry: 'National ID' with a 'View Document' button and a trash icon. At the bottom are '< Back', '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 'Add O/A Level Subjects' section of the NUST Admission application form. The browser address bar shows 'admission.nust.ac.zw/application/oalevel'. On the left, a sidebar shows the application progress: 1. Choice Selection, 2. Personal Details, 3. Secondary School (selected), 4. Sponsorship, and 5. Submit. Below this is an 'Application Progress' bar at 20% and a 'Need Help?' section with a 'Contact Support' button. The main form area has a title 'Add O/A Level Subjects' and a table with columns: Level, Exam Board, Subject, Exam Year, Grade, and Actions. The 'Level' dropdown is set to 'Select L', 'Exam Board' is 'Zimsec', 'Subject' is 'Select an option', 'Exam Year' is '-----', and 'Grade' is 'Select L'. An 'Add Subject' button is below the table. The table itself is empty, showing 'No subjects added yet.' Below the table is an 'Upload Certificates' section with a 'Level' dropdown (Select Level) and an 'Upload Certificate' section with 'Choose file' and 'No file chosen' buttons. At the bottom is a 'Last School Attended' section with two dropdowns: 'Ordinary Level School' and 'Advanced Level School', both set to '--SCHOOL NOT AVAILABLE--'. At the bottom are '< Back', '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 form. The browser address bar displays `admission.nust.ac.zw/application/oalevel#`. On the left, there is a "Need Help?" section with a "Contact Support" button. The main content area includes a table of subjects, an "Upload Certificates" section, and a "Last School Attended" section.

Design			November		
Ordinary	Zimsec	Combined Science	2025- November	A	
Ordinary	Zimsec	Life Science	2025- November	A	
Advanced	Zimsec	Accounting	2025- November	A	
Advanced	Zimsec	Business Enterprise	2025- November	A	

**Upload Certificates**

Level: Select Level Upload Certificate: Choose file No file chosen

Upload Completed

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

**Last School Attended**

Ordinary Level School  
--SCHOOL NOT AVAILABLE--

Advanced Level School  
--SCHOOL NOT AVAILABLE--

## 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 form with the "Last School Attended" section updated. The browser address bar displays `admission.nust.ac.zw/application/oalevel#`. The "Upload Certificates" section remains the same as in Step 15. The "Last School Attended" section now shows "MARIST BROTHERS SECONDARY SCHOOL" selected for both Ordinary and Advanced Level schools. At the bottom, there are buttons for "< Back", "Save", and "Save & Next >".

Design			November		
Ordinary	Zimsec	Life Science	2025- November	A	
Advanced	Zimsec	Accounting	2025- November	A	
Advanced	Zimsec	Business Enterprise	2025- November	A	

**Upload Certificates**

Level: Select Level Upload Certificate: Choose file No file chosen

Upload Completed

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

**Last School Attended**

Ordinary Level School  
MARIST BROTHERS SECONDARY SCHOOL

Advanced Level School  
MARIST BROTHERS SECONDARY SCHOOL

< Back   Save   Save & Next >



## Step 17.

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

The screenshot shows the '4. Sponsor Information' step of the NUST Admission application process. The browser address bar shows 'admission.nust.ac.zw/application/contacts'. On the left, a sidebar contains a progress indicator with five steps: 1. Choice Selection, 2. Personal Details, 3. Secondary School, 4. Sponsorship (current), and 5. Submit. Below the steps is an 'Application Progress' bar at 57% and a 'Need Help?' section with a 'Contact Support' button. The main form area is titled '4. Sponsor Information' with the subtitle 'Provide sponsor and next of kin details'. It contains two sections: 'Sponsor Details' and 'Next of Kin Details'. The 'Sponsor Details' section has fields for 'Sponsorship Type' (set to 'Parent'), 'Full Name' (Joyce Byers), 'Phone Number', 'Email Address' (joyce.byers@st.com), and a 'Full Address' field. The 'Next of Kin Details' section has fields for 'Full Name' (Jonathan Byers), 'Relationship' (Brother), 'Phone Number' (07812345678), 'Email Address' (jonathan.byers@st.com), and a 'Full Address' field (67 Hawkins). At the bottom of the form are three buttons: '< Back', 'Save', and '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.

The screenshot shows the '7. Confirm & Submit' step of the NUST Admission application process. The browser address bar shows 'admission.nust.ac.zw/application/submit'. On the left, the sidebar progress indicator shows five steps: 1. Choice Selection, 2. Personal Details, 3. Secondary School, 4. Sponsorship, and 5. Submit (current). Below the steps is an 'Application Progress' bar at 86% and a 'Need Help?' section with a 'Contact Support' button. The main form area is titled '7. Confirm & Submit' with the subtitle 'Review your information and submit your application'. It contains a warning box: 'Please review all the information you have provided before submitting. Once submitted, you will not be able to make any further changes.' Below this is an 'Overall Completion' section with a progress bar at 86% and the text 'You have completed 6 out of 7 sections.' An 'Application Progress' table follows, listing sections and their status: Choices (Completed), Personal Details (Completed), Olevel (Completed), Alevel (Completed), Next Of Kin (Completed), Sponsor (Completed), and Payment (Incomplete). The 'Payment' row has a red status and the text 'Application fee not paid or not enough.' Below the table is a checkbox and the text 'By submitting this information, I hereby confirm that all details provided are accurate'.

Section	Status	Action
Choices	Completed	<a href="#">Edit</a>
Personal Details	Completed	<a href="#">Edit</a>
Olevel	Completed	<a href="#">Edit</a>
Alevel	Completed	<a href="#">Edit</a>
Next Of Kin	Completed	<a href="#">Edit</a>
Sponsor	Completed	<a href="#">Edit</a>
Payment	Incomplete	<a href="#">Edit</a>

## 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 'admission.nust.ac.zw/application/submit' page. On the left, a sidebar indicates the current step is '5 Submit' with an 86% application progress bar. The main content area shows an 'Overall Completion' progress bar at 86% and a table of application sections. The 'Payment' section is marked as 'Incomplete' with a note: 'Application fee not paid or not enough.' Below the table, there is a checkbox for a declaration of accuracy, which is checked. At the bottom, there are buttons for 'Previous' and 'Submit Application and Pay'.

Section	Status	Action
Choices	Completed	<a href="#">Edit</a>
Personal Details	Completed	<a href="#">Edit</a>
Olevel	Completed	<a href="#">Edit</a>
Alevel	Completed	<a href="#">Edit</a>
Next Of Kin	Completed	<a href="#">Edit</a>
Sponsor	Completed	<a href="#">Edit</a>
Payment	Incomplete	<a href="#">Edit</a>

☒ 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.

## 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. It features a large green checkmark icon and the text 'Application Submitted!'. Below this, it states 'Your application has been successfully received and is now being processed.' and displays the 'APPLICATION REFERENCE NUMBER' as 'N02640326P'. A light blue box highlights the 'Application Fee Required' section, stating 'An application fee of USD 20.00 is required. Payment can be made using EcoCash or any ZimSwitch enabled card.' and includes a 'Make Payment Now' button. At the bottom, a 'Next Steps' section lists four steps: 01. Admissions team review, 02. Email notification on status change, 03. Contact via email if more info is needed, and 04. Track application status through the portal.

**Application Submitted!**

Your application has been successfully received and is now being processed.

APPLICATION REFERENCE NUMBER  
**N02640326P**

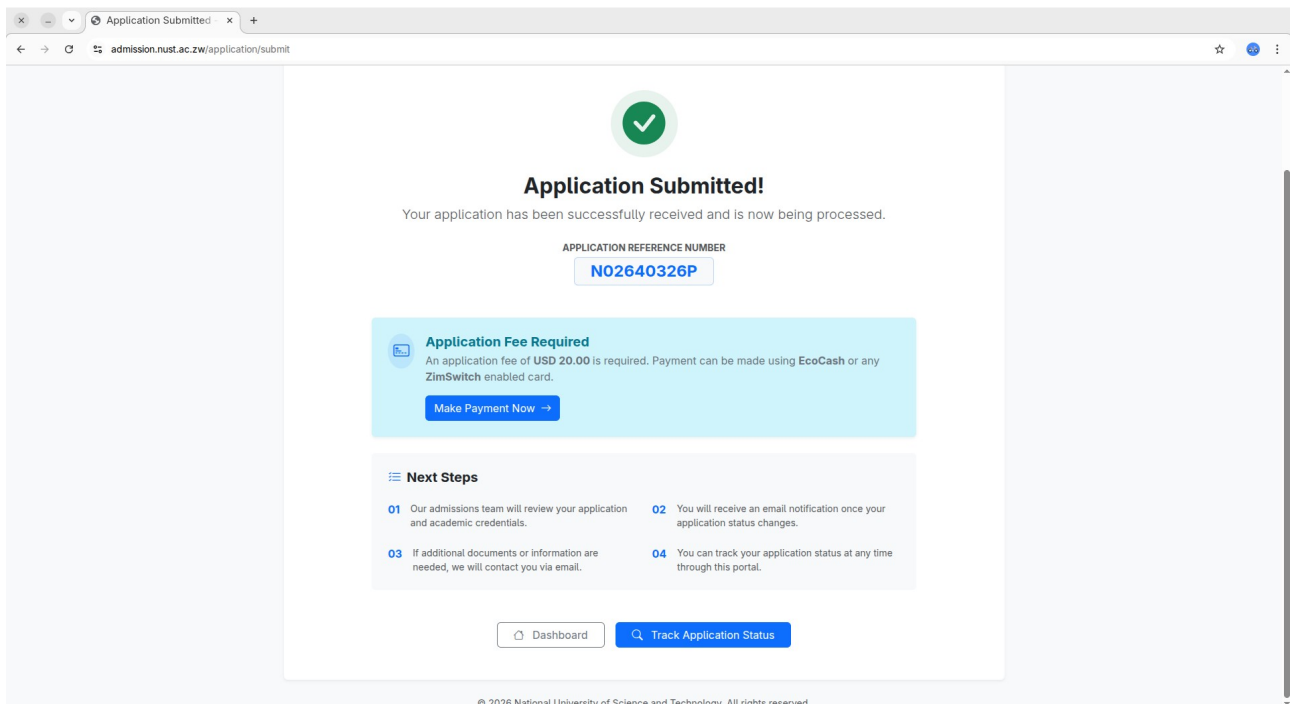
**Application Fee Required**  
An application fee of USD 20.00 is required. Payment can be made using EcoCash or any ZimSwitch enabled card.  
[Make Payment Now](#)

**Next Steps**

- 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.
- 04 You can track your application status at any time through this portal.

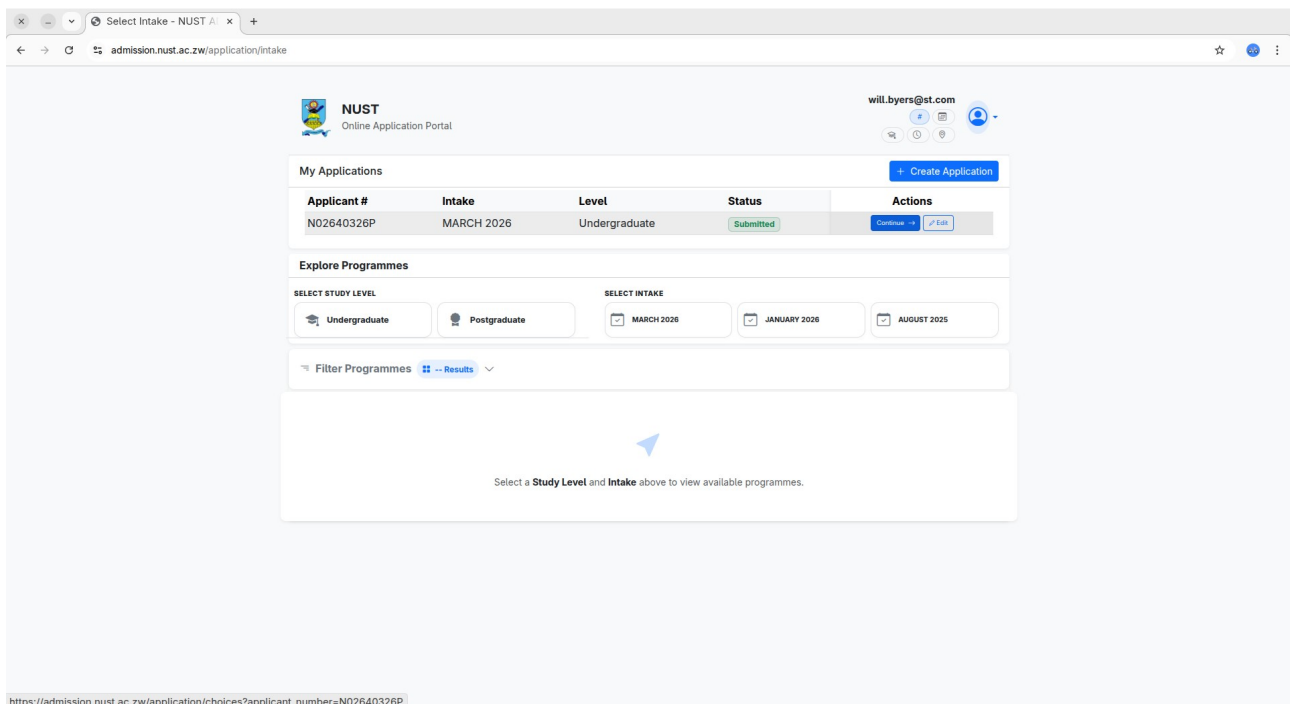
## Step 21.

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.