GOLDSTONE
SOFTWARE ENGINEERING INSTITUTE

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✉️ info@goldstone.com.na
🌐 www.goldstone.com.na

INFORMATION PACK

1. Accreditation

Our institution is accredited by the Namibia Qualifications Authority (NQA), and it is also registered with the Namibia Training Authority (NTA). Our scope of accreditation can be found on our website at https://goldstone.com.na/nqa/Gertificate%20of%20Accreditation.pdf

2. Minimum requirements

To qualify for admission at Goldstone, applicants must have a minimum of 16 points in six (6) subjects, in Grade 11 or Grade 12 (New Curriculum), Grade 12 (Old Curriculum) or Grade 10 (Old Curriculum)

3. Campus location

We are located at 7 Sauerbruch Street, Windhoek West, Windhoek.

4. Accredited Courses

Certificate Qualifications
- Certificate in Information Technology — NQF Level 4
- Certificate in Business Administration & Management — NQF Level 4
- Certificate in Human Resources and Management — NQF Level 4

Diploma Qualifications
- Diploma in Information Technology — NQF Level 5
- Diploma in Business Administration & Management — NQF Level 5
- Diploma in Human Resources and Management — NQF Level 5
- Diploma in Software Engineering — NQF Level 5

5. Duration of Courses

Our Certificate Level 4 course has a duration of 1 year, and the Diploma Level 5 course has a duration of 2 years.

Please note that the Diploma Level 5 in Software Engineering is strictly a 1-year course.

6. Progression Guidelines for Certificate and Diploma Levels

Applicants who hold Certificate Levels 1–3 may apply for admission into the Certificate Level 4 programme, subject to meeting the minimum entry requirements.

Applicants who hold a Certificate Level 4 may apply for admission into a Diploma Level 5 programme. Admission may be granted based on the relevance of the prior qualification and the applicant's academic performance.

All applicants seeking progression between levels are required to submit their academic records for assessment. Admission and/or module exemptions, where applicable, will be granted at the discretion of the institution.

7. Application process
Application can be done online at www.goldstone.com.na or face-to-face on campus.

8. Admission Letter and Proof of Registration Letter
Once you have paid your application fee and registration fee, you will receive your admission letter and proof of registration via email or WhatsApp.

If you qualify for NSFAF and have paid your application fee, you will receive both your admission letter and proof of registration.

For self-funding students, you will receive your admission letter once you have paid the application fee, and your proof of registration once you have paid at least 50% of the full registration fee.

9. Required Documents (Subsidised Tertiary Funding Model)

Students applying for STFM should complete the applicable documents and submit them to the Finance Office. The required documents are:

- Full Birth Certificate
- Namibian ID
- Grade 12 Certificate (If more than one page, all pages must be scanned and submitted as one PDF document.)
- Mother's Proof of Income (If unemployed: Declaration from a Commissioner of Oaths)
- If deceased: Death Certificate
- Father's Proof of Income (If unemployed: Declaration from a Commissioner of Oaths)
- If deceased: Death Certificate
- Parents' IDs
- Both parents' IDs must be scanned and submitted as one PDF document (If a parent is deceased, the death certificate must be scanned and submitted as one PDF document)
- Applicants aged 28 years or older
- If employed: Proof of own income
- If unemployed: Declaration from a Commissioner of Oaths

10. Submission of Documents

All completed NSFAF required documents must be submitted to: finance@goldstone.com.na

11. NSFAF / Subsidised Tertiary Funding Model Requirements

To qualify for STFM, students must meet the following minimum academic requirements:
- A minimum of 20 points in 6 subjects; and
- An "F" symbol or better in English.

Meeting the minimum requirements does not automatically guarantee funding, as eligibility is subject to verification and approval.

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12. NSFAF & School Application Fees

- There is no application fee payable to NSFAF.
- Students are required to pay only the school's application fee of N$200.
- Students who are NSFAF-eligible are not required to pay the registration fee.
- The N$200 school application fee is non-refundable.

13. Banking Details

Bank: Bank Windhoek
Account Name: Goldstone Software Engineering
Institute account Number: 8003546576
Branch: Capricorn
Branch Code: 486-372

14. Proof of Payment

To be sent to the finance email address, finance@goldstone.com.na, or to +264 81 657 6365. Indicate the name and surname if you are a new student, as the reference or indicate your student number.

15. Student Portal Login Details

The software team will provide all admitted students with their portal login details before classes commence. Students are encouraged to regularly access the portal for updates and academic information.

16. Online Students

Online students are advised to take note of the following:
- Lecture notes will be provided via the student portal.
- Some recorded sessions will be made available.
- Full-time access will only be granted during vacation classes, which will be communicated once the academic calendar is released.

17. Application Closing Date

The January 2026 intake is closing on the 6th of February 2026.

18. Late Registration

Late registration: 9 February – 31 March 2026

The applicable fees for the late registration period are as follows:

- Application fee: N$220 (non-refundable)

- Registration fee: N$1900 (non-refundable)

- Student card fee: N$ 100

Please note that students who are eligible for NSFAF funding are exempted from the payment of the Registration fee and the Student card fee.

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19. June/July Intake

There will be no June/July intake for the 2026 Academic year. The institution will only offer a January intake. Prospective students are therefore encouraged to apply for the January intake.

20. Timetable

Timetables will be issued at the beginning of classes.

21. Where can I get help?

Tel: 061 234 186

Email: admission@goldstone.com.na