



# OKAKARARA VOCATIONAL TRAINING CENTRE

Private Bag 2112; Okakarara; Namibia  
Tel: 067 317 069 Fax: 067 317 469



NAMIBIA TRAINING  
AUTHORITY

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## APPLICATION FORM JANUARY 2026 INTAKE

Application fee receipt No:

### Instructions for the completion of the form

1. Complete the areas on the form in **BLOCK LETTERS** in black ink.
2. A non-refundable application fee of **NS\$50.00** must be deposited into the school's account. Please do not send cash if posted. Payments can be made by **Direct Bank Deposit: Okakarara VTC Bank Windhoek, Account No: 8003740249. Kindly use the Applicants Full Names as Reference.** Please enclose your original Proof of Payment for the Direct Deposits with this application.
3. This application must be accompanied by certified copies of birth certificate/identity card and relevant certified academic certificates (**Grade 10, Grade 11 or Grade 12**). **No faxed or emailed applications will be considered.**
4. The application form must be submitted to the Okakarara Vocational Training Centre on or before **30 November 2025**, no late application forms will be accepted.
5. **Registration Fees: Hostel Boarders – NS\$4200.00, Registration Fees: Non-Hostel Boarders – NS\$2650.00.**

### Applicant Information

Surname:

First Names:

Date of birth:

ID Number:

Gender: Male ☐ Female ☐

Cell:

Phone:

Nationality:

Residential Address:

Town:

Postal Address:

Email Address:

Region: Cross (X) the appropriate region of origin below:

Zambezi	Erongo	Hardap	Karas	Kavango E	Kavango W	Khomas	Kunene	Ohangwena	Omaheke	Omusati	Oshana	Oshikoto	Otjozondjupa
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Indicate whether you are physically challenged: Yes ☐ No ☐ If your answer is yes, state the physical challenge below:

### Emergency Contact/ Parent/Legal Guardian

Name & Surname:

Address:

Town:

Phone:

Cell:

Relationship:

### Personal Protective Equipment

Overall Size: \_\_\_\_\_ Shirt Size: \_\_\_\_\_ Skirt/ Trouser Size: \_\_\_\_\_

Chef Uniform Trouser Size: \_\_\_\_\_ Chef Uniform Jacket Size: \_\_\_\_\_

ADMISSION REQUIREMENTS			
Trades	Phased out Curriculum	Revised Curriculum	
Office Administration (Level 1)	Grade 12 with 20 Points or better with at least E in Mathematics E in English,	NSSCO Grade 11 with 20 Points in 6 Subjects F Symbol in English F Symbol in Mathematics	
Automotive Mechatronics (Level 4) Bricklaying and Plastering (Level 3) Cosmetology (Level 4) Carpentry and Joinery (Level 4)	National Vocational Certificate in Automotive Mechatronics Level 3 National Vocational Certificate in Bricklaying and Plastering Level 2 National Vocational Certificate in Cosmetology Level 3 National Vocational Certificate in Carpentry and Joinery Level 3		
Auto Mechatronics (Level 2) Bricklaying & Plastering (Level 1) Carpentry & Joinery (Level 2) Plumbing & Pipefitting (Level 1) Welding & Metal Fabrication (Level 2)	Grade 10 with 22 points with at least E Symbol in Mathematics E Symbol in English E Symbol in Science	NSSCO Grade 11 with 20 Points in 6 Subjects F Symbol in English F Symbol in Mathematics F Symbol in Science	
Bridging Program	Must be able to Read & Write	For Bridging Program: Must be able to Read & Write.	
<b>Career Choice</b>			
Choose in order of preference, the Trade/s you are applying for: put a number in the box in order of preference e.g. <b>First choice write the number 1</b> and <b>second choice write 2</b> . <b>CHOOSE ONLY 2</b> (Two trades).			
Trade	Choice	Committee Approval (Please, do not write on this coloured space)	
Auto Mechatronics (Level 2)			
Auto Mechatronics (Level 3)			
Bricklaying & Plastering (Level 1)			
Bricklaying & Plastering (Level 3)			
Carpentry & Joinery (Level 2)			
Carpentry & Joinery (Level 4)			
Cosmetology (Level 2)			
Cosmetology (Level 4)			
Office Administration (Level 1)			
Office Administration (Level 2)			
Plumbing & Pipefitting (Level 1)			
Welding & Metal Fabrication (Level 2)			
Welding & Metal Fabrication (Level 3)			
Bridging Program			
<b>Educational History</b>			
School/Institution Attended:		Region:	
Address:			
Phone:			Year of Examination:
Grade Completed:			Points obtained:
<b>Employment Information</b>			
Employer:			
Employer Address:			
Phone:		Position Held:	
<b>Declaration</b>			
<i>I confirm that all the information I have given is correct to the best of my knowledge and all supporting documents are genuine.</i>			
Signature of applicant:			Date:
<b>Office Use Only</b>			
Payment: Application Reference Number <input type="text"/> Notified: Yes <input type="checkbox"/> No <input type="checkbox"/>			



# Okakarara Vocational Training Centre

P/Bag 2112, Tel:067-317069, Fax 067-317469



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## JANUARY 2026 APPLICATION FOR HOSTEL ACCOMODATION

- Okakarara VTC has limited hostel accommodation space.
- Admission to the Centre does not guarantee automatic hostel accommodation.
- Self-Catering Service Facilities

APPLICATION FOR ADMISSION MUST BE SUBMITTED EVERY TERM TO THE OFFICE OF THE HOSTEL COORDINATOR

Surname	Name	Sex M/F	Date of birth	Period of residence	Level	Trade	Training year

1. Trainee's previous School: \_\_\_\_\_
2. Were you previously in the hostel? Please mark YES/NO 

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3. Postal Address: \_\_\_\_\_
4. Residential Address: \_\_\_\_\_
5. Region: \_\_\_\_\_
6. Signature of Trainee: \_\_\_\_\_
7. Telephone number: \_\_\_\_\_ Code: \_\_\_\_\_
8. Please state why hostel accommodation is required:

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9. Undertaking by Parent/Guardian/Next of kin:
  10. Name of Parent or Guardian: \_\_\_\_\_
  11. Contact details: \_\_\_\_\_
  12. Signature of Parent: \_\_\_\_\_
  13. If admitted, I undertake to ensure that my child abides by the hostel rules, and should he/she break any rules, I understand that he/she will be expelled from the hostel.
  14. I undertake to pay the hostel fees in full every first day of the term and I understand that my child will not be admitted into the hostel without this payment.
  15. Particulars of child / trainee for whom application is being made:

**NB: Please ensure that you complete the hostel application form before the end of every term if hostel accommodation is also required for the following term.**

### FOR OFFICIAL USE ONLY

A) Application Approved: ☐ B) Not Approved: ☐

Signature: Hostel Coordinator: \_\_\_\_\_ Signature: Head Trainee Support: \_\_\_\_\_