



SOUTHERN AFRICA NAZARENE UNIVERSITY: ONLINE APPLICATION GUIDE

Before starting your application, please ensure you have completed all the steps below.

Read the Prospectus

Carefully read the prospectus to understand the admission requirements, programme details, and application process.

Check Programme Eligibility

Make sure you meet the minimum entry requirements for the programme(s) you wish to apply for.

Pay the Application Fee

Ensure that the application fee has been paid. Keep your proof of payment ready for upload. Required Supporting Documents

Please scan and prepare clear copies of the following documents:

- High School results / Certificate
- Proof of Application Fee Payment
- University Certificate (where applicable)
- University Academic Transcripts (where applicable)

After attending to all the above requirements, you may proceed to the online application

Step 1: Access the Online Application Portal

- Visit the SANU website www.sanu.ac.sz OR [Scan the QR code in the applications call](#)
- Click **Apply Now**
- Sign up by filling in your email address and create password

Step 2: Personal Details

- Fill in your personal details carefully as they appear on your ID

Step 3 Background Information

- Fill in personal details: gender, date of birth, birth city, country, and province.
- Religion and marital status are required fields.
- Indicate whether the university may use your photos in publications.
- Disability disclosure: If applicable, provide details clearly.

Step 4: Residency Information

- Nation of Citizenship: Select your country of origin.
- Government/National ID: Enter your valid ID number.
- Passport Number: Required for foreign students only.

Step 5: Address Details

- Type: Select “Campus” or “Home.” ; Select home, and then complete the physical address
- Line 1: enter Street or village name.
- City, State/Province, Postal Code: Fill accurately.
- Country: Default is Eswatini (adjust if different).

Step 6: High School Exam Certifications.

- Prepare your exam certificates before starting.
- English is compulsory; select 5 additional subjects **(The subjects should be 6 in total)**.
- **To select the subject of choice; Click “add” which is next to that subject**
- Enter for each subject:
 - Symbol (Grade: A, B, C, etc.)
 - Grade Point (numeric value); guided by the prospectus
 - Year taken
 - Exam Board (e.g., SGCSE, IGCSE, HIGCSE).
- Ensure subjects. **Ensure no duplication of subjects.**

The screenshot displays two panels for selecting high school exam subjects. The left panel, titled 'Available Subjects', shows a list of subjects with 'Add' buttons: Mathematics, Biology, Literature in English, First Language Siswati, English Language, and Additional Mathematics. The right panel, titled 'Student Subjects', shows a table with 5 columns: Student Subjects, Grade, Grade Point, Year, and Exam Board. The table contains 5 rows of selected subjects:

Student Subjects	Grade	Grade Point	Year	Exam Board
Mathematics	B	6.00	2025	Egcese
Physical Science	B	6.00	2025	Egcese
Religious Studies	A*	8.00	2025	Egcese
English Language	C	5.00	2025	Egcese
Biology	B	6.00	2025	Egcese

Step 7: Religious Affiliation – Do not skip this step

- Church Name: Enter your denomination (e.g., Nazarene).
- City, Country, State/Province: Fill in location details.
- Denomination: Select from the provided list

Step 8: Next of Kin

- Contact name* (e.g., Father, Mother, Guardian, or other relative)
- Country*, email address, cell phone*
- Relationship* (e.g., parent, sibling, guardian, spouse)
- Emergency Contact Note (optional- any additional information the university should be aware of in emergencies)

Step 9: Upload Required Documents (Essential) – Read the instructions well before uploading your documents.

- To upload your documents, click add and follow the prompts on how to name your document as guided below

Document	Description	Upload Category
Post-High Academic Certificates/Transcript*	Required for applicants to programs such as	Transcript
High School Certificate/ Results*	Required unless applying with post-high school qualifications for certain programs	Transcript
Government/ National ID copies*	Certified copy of ID	Other
Pastor's Testimony*	Download, complete, and upload the Pastor's Testimony Form.	Form
Proof of Application Fee Payment*	Upload receipt of payment	other

NB: Ensure documents are uploaded in the correct format (PDF files)

Step 10: Declaration

- All Applicants must tick the box to agree to indemnity and undertaking

Notes

- All Fields marked with * are mandatory.
- Double Check spelling, dates, and numbers before submission.

May the Odds Be in your Favor