STUDENT APPLICATION GUIDE

How to Apply Online

A complete step-by-step guide for prospective students applying to **Higher Ground Training College**.

APPLICATION STEPS AT A GLANCE

1. **Create Account**
2. **Verify Email**
3. **Sign In**
4. **Complete Profile**
5. **Submit Application**
6. **Track Status**

Welcome — Before You Begin

Thank you for your interest in studying at **Higher Ground Training College**. This guide walks you through every step of our online application process — from creating your account through to submitting your application and tracking its progress.

Good news: The entire application can be completed online, from any device, at any time. You do not need to visit a campus to apply.

Application Process Overview

1. **Create Account**
2. **Verify Email**
3. **Sign In**
4. **Complete Profile**
5. **Submit Application**
6. **Track Status**

What You Will Need

1. A valid **email address** — used as your login username
2. Your **National ID number** or passport number
3. Your **date of birth**
4. A **mobile / cell phone number**
5. Copies of your **previous qualifications** or matric results
6. Your preferred **programme** you wish to study
7. Your preferred **campus** location
8. A stable **internet connection**

Application Windows: Applications are only accepted during open intake periods. If no academic years appear when you apply, the window is currently closed. Contact Higher Ground Training College directly for the next opening date.

1 Create Your Account

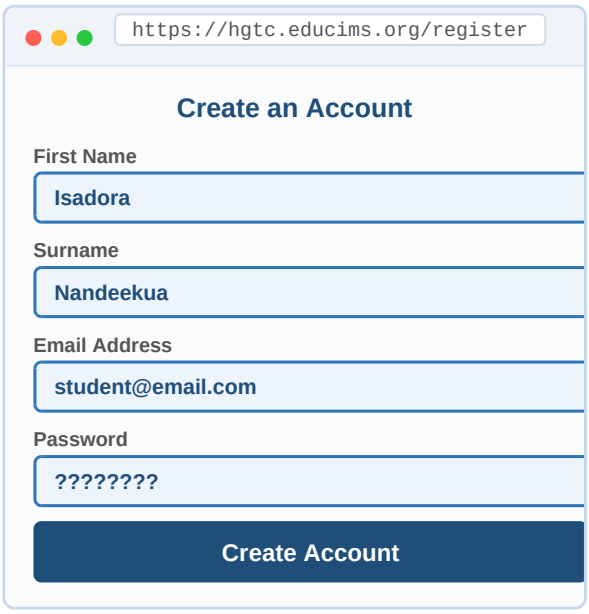
Register as a new student on the online portal

Open your browser and go to the **Higher Ground Training College** portal:

`https://hgtc.educims.org`

On the sign-in page, click **"Create an Account"**.

a. Enter your **first name** and **surname**
b. Enter a valid **email address** (your future login username)
c. Create a **secure password** — minimum 8 characters
d. Click **"Register"** to create your account



Tip: Use a personal email address you check regularly. Important updates about your application will be sent there.

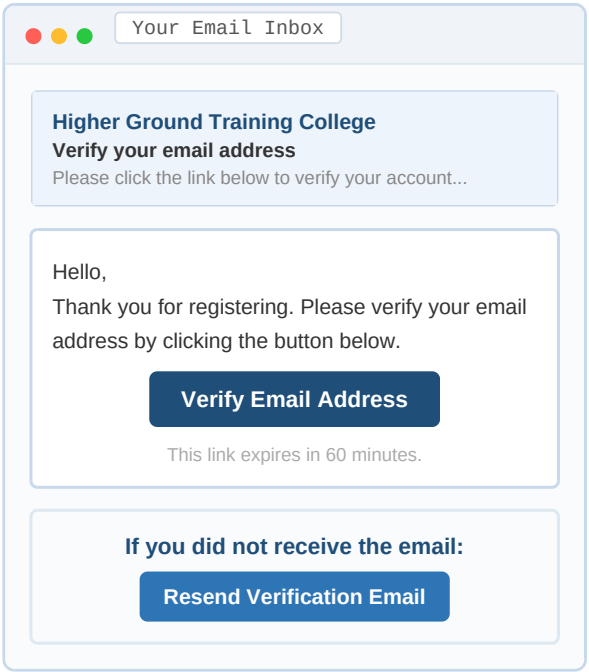
2 Verify Your Email Address

A verification link is sent to your inbox immediately after registering

After creating your account, **Higher Ground Training College** will automatically send a verification email to the address you registered with. **You must verify your email before you can access the student portal.**

a. Open your email inbox and look for an email from **Higher Ground Training College**
b. Click the **"Verify Email Address"** link inside the email
c. You will be **automatically logged in** and taken directly to your **Student Dashboard** — no separate sign-in required after verifying

Did not receive the email?
1. Check your **Spam / Junk** mail folder — verification emails sometimes land there.
2. If still not found, visit the portal and click **"Resend Verification Email"** to get a new link.

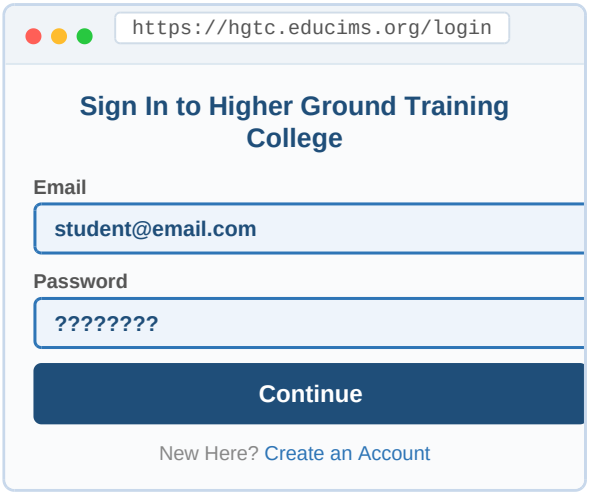


3 You Are Now Logged In

Email verification automatically signs you in to the Student Dashboard

After clicking the verification link in your email, you are **automatically logged in** and redirected to your **Student Dashboard**. You do not need to sign in separately.

> **On future visits:** When you return to the portal on a different day, sign in using your **email address** and **password** at **https://hgtc.educims.org** and click **"Continue"**.



Your Student Dashboard gives you access to:

- Your profile and biographical information
- Your applications and their status
- Academic records once registered
- Exam timetables, results, and fees

4 Complete Your Biographical Profile

Required before you can submit an application

After signing in, navigate to **My Profile** (or **Biographical Information**) from the left-hand menu. Your profile must be fully completed before the system will allow you to submit an application.

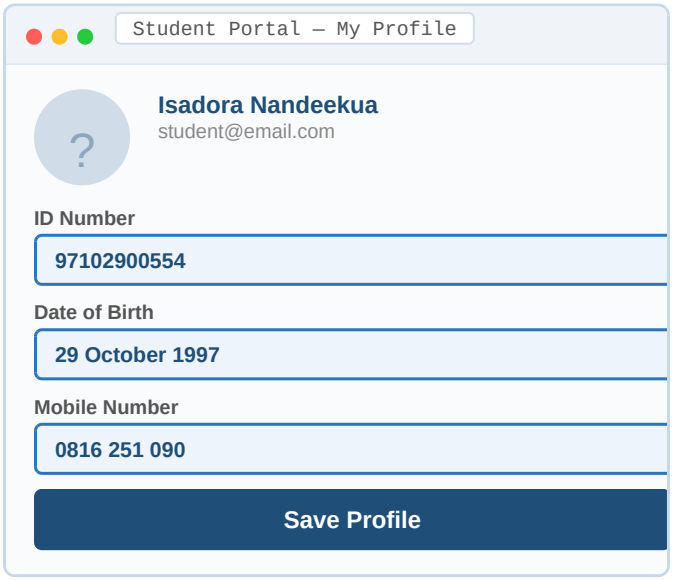
Important: The system will redirect you to your profile if any required fields are missing. You cannot proceed to apply until your profile is complete.

Required Fields:

- **ID / Passport Number**
- **Date of Birth**
- **Gender**
- **Citizenship / Nationality**
- **Mobile Number**

Also Recommended:

- Home address
- Emergency contact details
- Previous qualifications / matric results
- Profile photograph

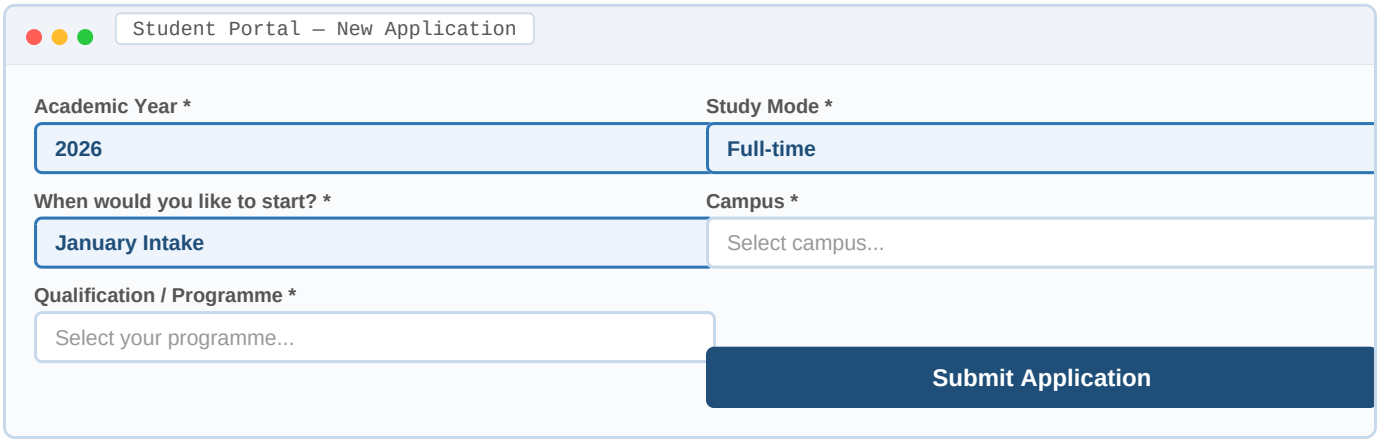


Profile Complete: Once all required fields are saved, a confirmation message appears. You can then proceed to submit your application. Your profile details can be updated at any time.

5 Submit Your Application

Choose your programme, campus, and intake period

From the left-hand student menu, navigate to **Applications** and click **"Apply Now"** or **"New Application"**. Fill in each field of the application form as described below.



What each field means:

1. **Academic Year** — The year you intend to start studying (e.g., 2026)
2. **Intake** — The semester you wish to begin — January or July
3. **Qualification** — The programme / degree you wish to study
4. **Study Mode** — Full-time, part-time, or distance learning
5. **Campus** — Your preferred study location

Multiple Applications: You may apply for more than one programme. Each application is numbered (choice 1, choice 2) and reviewed independently.

Cannot change after submission: The qualification and intake cannot be altered once submitted. Verify all selections carefully before clicking "Submit Application".

6 Track Your Application Status

Log in at any time to check your application progress

After submitting, log back in and go to **Applications** in the left-hand menu. Your application status updates in real time as the admissions team processes your application.

Pending	Under Review	Approved	Rejected
Application received and awaiting review by the admissions team.	Admissions staff are currently assessing your application.	Congratulations! Your application has been accepted.	Application was unsuccessful. Contact us for feedback.

Email Notifications: You may also receive status update emails at your registered address. Check your inbox and spam/junk folder regularly.

7 After Approval — What Happens Next

The next steps on your journey to becoming a registered student

1. You receive an **acceptance notification** via email and on the portal.
2. The admissions office contacts you with a **registration date**.
3. Attend your **registration session** and complete formal enrolment.
4. Pay your **registration fees** as advised by the finance office.
5. Receive your **student number** and full portal access.
6. Access your **timetable**, study materials, and exam schedule.

Documents to Bring at Registration

- Certified copy of ID / Passport
- Certified copy of highest qualification
- Proof of residential address
- Passport-size photograph
- Bursary / sponsorship letter (if applicable)

* Requirements may vary. Confirm with the admissions office.

Available Programmes at Higher Ground Training College

The following programmes are currently offered. Select your preferred programme when applying.

#	Programme Name	Code
1	Bachelor Of Nursing And Midwifery Sciences	BNMS HONS
2	Certificate In Enrolled Nursing And Midwifery Sciences	CENMS
3	Foundation For Health Sciences	FHSC

Our Campuses

Omuthiya Main Campus

Frequently Asked Questions

Q: Can I apply for more than one programme?

A: Yes. You may submit multiple applications in one academic year. Each is given a choice number and reviewed independently.

Q: What if the application window is closed?

A: Application periods are controlled by the institution. Contact our admissions office for the next opening date.

Q: I forgot my password. How do I reset it?

A: Click "Forgot Password?" on the login page. A reset link will be sent to your registered email address.

Q: Can I change my application after submitting?

A: The qualification and intake cannot be changed. Contact the admissions office if you need corrections.

Q: How long does the review process take?

A: Review timelines vary. You will be notified via email and on the portal when your status changes.

Contact Higher Ground Training College — We Are Here to Help

Address:
MH82+VV5, Omuthiya
Omuthiya, Oshikoto Region
Republic of Namibia

Tel: 264817811907
Fax: 264817811907
Email: infohgtccollege@gmail.com
Portal: https://hgtc.educims.org