



**THE COPPERBELT UNIVERSITY  
OFFICE OF THE REGISTRAR  
P O Box 21692  
KITWE - ZAMBIA**

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E-Mail: Academicoffice@cbu.ac.zm

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**15/05/2024**

**Miss LEAH DAKA (SIN:24164450)  
NYIMBA DEBS OFFICE P.O BOX 570070 NYIMBA**

Dear Miss DAKA (NRC: 149959/57/1 ),

**RE: PROVISIONAL OFFER OF ADMISSION**

We are pleased to inform you that the Senate of the Copperbelt University has offered you provisional admission to the **School of Business** to study for **Bachelor of Arts In Human Resource Management** in 1<sup>st</sup> Year on Regular Learning basis.

The offer is conditional upon fulfilment of the following:-

1. Immediate payment of fees upon registration (the University will not accept conditional letters/offers of sponsorship from any organisation except a cash payment or a Bank certified cheque or production of an irrevocable proof of full scholarship from a credible organisation). All payments should be made through **Zambia National Commercial Bank, Obote Branch** using the **Student Bill Muster** form at any **ZANACO Branch** through out the country. Fees once paid are not refundable or transferable. (This also applies to individuals who may secure sponsorship after having made payment as privately sponsored students).
2. All new entrants are expected to have registered by **Thu 19/12/2024** failure to which they would forfeit their offer of places which would in turn be given to other candidates on the waiting list.

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3. Production of **original certificates or statements** of results in support of your qualifications and a National Registration Card/Affidavit for identification.

4. Production of a valid Zambian Study Permit (for foreign candidates).

5. Production of a satisfactory medical report obtained from the Copperbelt University Clinic.

6. Submit four (4) passport size photographs at registration time.

7. Proof of payment of application fee.

**The University will open on Mon 25/11/2024.**

**NOTE:**

**(i) This offer is only valid for 2024 Academic Year.**

**(ii) Applications for accommodation should be submitted online via the students portal. Log in at [www.cbu.ac.zm/opus/](http://www.cbu.ac.zm/opus/) Username: 24164450 Password: test1234**

**(iii) That no payment for accommodation should be made unless confirmation of availability of bed space has been confirmed by the Office of the Dean of Students.**

Allow me therefore to congratulate you on your admission into the University. I look forward to welcoming you.

Yours sincerely



**HELEN MWENYA MUKUMBA (MRS.)  
REGISTRAR**

**Enclosures :**

Schedule of Fees for the 2024

Declaration of Acceptance

Progression Rules

Requirements for protective clothing/equipment

Sessional Dates for 2024 Academic Year