



Nkhoma University
PO Box 136
Lilongwe

Tel: 265 (0) 997 957 804
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The Fear of the Lord is the Beginning of Wisdom

Applicant No.

APPLICATION FORM FOR STUDENTS ENROLMENT

The completed Application Form must be delivered to Nkhoma University Central Office on or before 6th December 2016 for generic students, and 6th January 2017 for weekend students

A PERSONAL DATA:

1. Surname First Names:
Maiden name (For married women)

Self
Attested
Photograph

2. Address for Correspondence:
.....
Telephone..... Mobile:
E-mail..... ID type and number
Date of Birth: Marital Status:
Permanent Address: District T/A Village
Religion/Church : Nationality

3. Are you physically challenged? Please tick the appropriate box applicable that applies to you.
Yes ☐ No ☐
If yes state the disability.

4. Parent/Guardian Name: Phone number
Email address:
Contact Address of guardian

5. Fees payment information,
Please give information on who is going to pay for your fees; (Please provide evidence of commitment if it is a sponsor or an employer.

Parent	Guardian	Sponsor	Employer	Self	Other
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name of a sponsor/employer
Address:
Email Address Telephone:

B. ACADEMIC QUALIFICATIONS (Please give information about your academic qualifications (*Attach attested photocopies*))

1. Secondary Education (Generic/regular students)

MSCE/GCE.....

Sl. No.	Examining Body	Institution	Year	Subjects	Grade
Eg	MANEB	Chipasula Sec. School	2015	Mathematics	3
1					
2					
3					
4					
5					
6					
7					
8					
9					

2. Tertiary Education (for parallel programme students)

Sl. No.	Certificates Awarded	Awarding Institution	Year	Courses	Remark
Eg	Diploma in Business Management	ABMA	2015	Principles of Accounts	Pass
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
16					
17					
18					
19					
20					

C. ENTRY REQUIREMENTS

1. Bachelor's Degree, four years
 - a. Generic/regular candidates must have MSCE or its equivalent with a minimum of 6 credits including English

- b. Parallel/Weekend/Evening candidates must have MSCE or equivalent with a minimum of 4 credits and any relevant recognized diplomas/certificate(s) with a minimum of two years work experience
2. For the three years diploma and the two years Certificates, candidates must have MSCE with a minimum of 5 credits

D. PROGRAMME (Please choose one option)

1. Bachelor of Commerce Degree/Diploma/Certificate (Choose one)

- ☐ Business Management and Entrepreneurship
- ☐ Accounting and Finance (Pending approval)
- ☐ Marketing and Innovation (Pending approval)
- ☐ Human Resource Management (Pending approval)
- ☐ Banking and Finance (Pending approval)
- ☐ Supply Chain and Logistics (Pending approval)

2. Bachelor of Education (tick one option)

- ☐ Languages and literature
- ☐ Mathematical Sciences
- ☐ Social and Environmental Studies

3. Bachelor of Theology (tick one option)

- ☐ Theology
- ☐ Biblical Studies and Communications (Pending approval)
- ☐ Eco – Theology (Pending approval)

E. FOOD AND ACCOMMODATION - GENERIC STUDENTS ONLY (FACULTIES OF EDUCATION AND THEOLOGY)

1. Do you require food to be provided by Nkhoma University? Yes ☐ No ☐
2. Do you require accommodation to be provided by Nkhoma University? Yes ☐ No ☐
(Please note that there are limited places on 'first come first serve' bases).

F. MODE OF STUDY (Please tick as appropriate)

Full Time

☐ Monday to Friday
8:00am : 3:00pm

Evening

☐ Monday to Thursday
5:00pm to 8:00pm

Weekend

☐ Friday 4:00pm – 6:00 pm to Saturday
7:00 am : 5:00pm

G. FEES STRUCTURE PER SEMESTER

	Generic students	Parallel/Weekend students
Tuition fees	MK265,000.00	MK255,000.00
Registration fees/year	MK5,000.00	MK5,000.00
Medical fees	MK6,000.00	
Student Union	MK6,000.00	
Accommodation (Optional)	MK50,000.00	
Catering (Optional)	MK175,000.00	
Total	<u>MK504,000.00</u>	<u>MK260,000.00</u>

H. FEES PAYMENT: Fees **MUST** be deposited into the University's bank accounts provided as follows:-

National Bank of Malawi

Account name : Nkhoma University
Account number : 328987
Branch : Lilongwe

Standard Bank

Account name : Nkhoma University
Account number : 0140031766000
Branch : Capital City

I. FEES REFUND POLICY

- First two weeks 75%
- Next two weeks 50%
- After four weeks no fees refund.
- Note that Application and Registration fees are non refundable

****All generic students are expected to attend entrance examination****

J. DECLARATION:

I certify that the information given in this Application is complete and correct to the best of my knowledge. Further, I undertake to be guided by the Rules and Regulations of the Programme and of the University. If any information provided by me is incorrect, I shall forfeit my admission.

Applicant's Signature: _____ Date: _____

Official Use only

Received by:	Date:	Applicant #	<div>GEN</div>	<div>W/END</div>
Faculty: Department: Specialisation				
Application reviewed by: Date: Remarks				
Year of entry if admitted: Semester #				
Head of Department name: Signature Date:				
Dean of faculty signature: Date:				