



Nkhoma University
PO Box 136
Lilongwe

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The Fear of the Lord is the Beginning of Wisdom

Applicant No.

APPLICATION FORM FOR STUDENT ENROLMENT

The completed Application Form must be delivered to Nkhoma University Office - Inside Lilongwe CCAP campus

A. PERSONAL DATA:

1. Surname First Names:
Maiden name (For married women)
2. Address for Correspondence:
.....
Telephone..... Mobile:
E-mail..... ID type and number
Date of Birth: Marital Status Gender M ☐ F ☐
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 your fees and provide evidence of commitment of your sponsor. (If applicable)
Name:
Address:
Email Address Telephone:

Self
Attested
Photograph

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

1. Secondary Education (Generic/regular students) MSCE/GCE.....

No.	Examining Body	Institution	Year	Subjects	Grade
e.g.	MANEB	Umbwi Sec. School	2015	Mathematics	3
1					
2					
3					
4					
5					
6					

2. Tertiary Education (for Weekend/ODL programme students)

No.	Certificates Awarded	Awarding Institution	Year	Courses	Remark
e.g.	Diploma in Business Management	ABMA	2015	Principles of Accounts	Pass
1					
2					
3					
4					

C. GENERAL ENTRY REQUIREMENTS

1. Master's Degree, (Two Years) - Candidates must have a bachelor's degree in the relevant field.
2. Bachelor's Degree, (Four years)
 - a) Generic/regular - Candidates must have MSCE or its equivalent with a minimum of 6 credits including English
 - b) Weekend/Evening/ODL - Candidates must have MSCE or its equivalent with a minimum of 4 credits and any relevant diplomas/certificate(s) from recognised institution
3. University Certificate of Education (UCE) (3 Semesters) - Candidates must have a Diploma/Degree/Masters or PhD in any field not related to education.
4. Diploma in Theology and Religious Education (Three years) - Candidates must have MSCE or its equivalent with a minimum of 4 credits

D. PROGRAMMES

1. Faculty of Commerce

- ☐ Bachelor of Commerce in Business Management and Entrepreneurship
- ☐ Bachelor of Commerce in Accounting

2. Faculty of Education

- ☐ Bachelor of Education in Language and Literature (*with strong credit in **English/Chichewa***)
- ☐ Bachelor of Education in Mathematical Sciences (*with strong credit in **Mathematics***)
- ☐ Bachelor of Education in Social and Environmental Studies (*with strong credit in either **Geography/ History/ BK/Social studies***)
- ☐ Bachelor of Education in Early Childhood Development
- ☐ University Certificate of Education (UCE)

3. Faculty of Theology (Tick one option)
☐ Master's Degree in Theology

(Specific entry requirements: Candidates must have any of the following: (i) Bachelor of Theology, (ii) Bachelor of Divinity, (iii) Bachelor of Arts in Theology and Religious Studies (iv) Bachelor of Arts in Biblical Studies)

☐ Bachelor of Theology

☐ Diploma in Theology and Religious Education
E. FOOD AND ACCOMMODATION – (OWN ARRANGEMENTS)**F. MODE OF STUDY** (Please tick as appropriate)
☐ **Full Time/Generic**
Monday to Friday.
8:00am: 3:00pm

☐ **Weekend**
Friday 11:00 am
to Saturday (Full day)

☐ **Block release (UCE Only)**
(Time to be determined)

G. FEES: Who will be responsible for the payment of your fees? (Please tick as appropriate and provide evidence where appropriate).

☐ Parent/Guardian

☐ Sponsor

☐ Employer

☐ Self

☐ Other (specify).....
H. FEES STRUCTURE – (FEES IS SUBJECT TO ADJUSTMENT WHEN NECESSARY)**a) DIPLOMA, UCE AND DEGREE PROGRAMME FEES**

ITEM	Degree Programmes		UCE	Diploma	
	Generic per semester	Weekend per semester	Block release/ program	Generic per semester	Weekend per semester
Tuition fees	500,000	470,000	650,000	350,000	310,000
Registration fees per year	10,000	10,000	10,000	10,000	10,000
Medical fees per semester	15,000	N/A	N/A	15,000	N/A
Student Union Fee	10,000	10,000	N/A	10,000	10,000
ID Processing Fee	10,000	10,000	10,000	10,000	10,000
Application fee (once off)	10,000	10,000	10,000	10,000	10,000
TOTAL	555,000	510,000	680,000	405,000	350,000

b) MASTERS PROGRAMME FEES

Phase 1 : Academic Writing and Theological Research	200,000
Phase 2 : Book reviews, Assignment and Seminar Presentation	600,000
Phase 3 : Research Proposal Development	400,000
Sub Total - Year One	1,200,000

Phase 4 : Thesis Writing	700,000
Phase 5 : Thesis grading and assessments	500,000
Sub Total - Year Two	1,200,000

Graduation Fee	300,000
Grand Total	2,700,000

I. FEES PAYMENT: (PAYMENT THROUGH BANK ONLY)

All payments **MUST** be deposited into the University's bank accounts provided as follows: -

i. ONLY FEES MUST BE PAID TO 2 BANK ACCOUNTS BELOW:

National Bank of Malawi		Standard Bank	
Account name	Nkhoma University	Account name	Nkhoma University
Account number	328987	Account number	9100002157222
Branch	Lilongwe	Branch	Capital City

ii. ALL OTHER PAYMENTS TO DESIGNATED ACCOUNT BELOW: (e.g. Application fees, ID processing fees, Student Union fees, Registration fees, Medical fees etc)

National Bank of Malawi	
Account Name	Nkhoma University Designated Funds
Account Number:	1010812352
Branch	Lilongwe

J. FEES PAYMENT POLICY

Fees must be paid in full on registration and or upon reporting for a semester. However, those that may not afford may pay in three installments as follows;

- ✓ 50% On registration or upon reporting for a semester
- ✓ 25% at the end of the month of reporting for a semester.
- ✓ 25% at the end of the second month following opening of the semester.

K. 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

L. 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

GEN

W/END

Received by: Date: Applicant #

Faculty: Department: Specialisation

Application reviewed by: Date: Remarks

Year of entry if admitted: Semester #

HOD Name: Signature Date:

Dean of faculty signature: Date:

NOTICE: ALL PAYMENTS MUST BE MADE THROUGH THE BANK