



## APPLICATION FOR ADMISSION TO A POSTGRADUATE PROGRAMME

This form should be completed and returned (along with supporting documentation as required) to the Postgraduate Admissions Office, University of Lilongwe, Plot No. 15/250, Area 15, Lilongwe.

Please complete this form in BLOCK CAPITALS or type.

<b>PERSONAL DETAILS</b>		
Surname/Family name:	First/given names:	
Previous surname/Family name (if applicable):	Title (Dr, Mr, Mrs, Ms, Miss, etc):	
Date of birth:	Sex (male or female):	Present nationality:
Country of birth:	Country of permanent residence:	
<b>ADDRESSES</b>		
Permanent home address: (This must be completed)	Address for correspondence (if different from home address):	
Tel:	Tel:	
Fax:	Fax:	
Email:	Email:	
<b>PROGRAMME OF STUDY</b>	<b>Mode of Study</b>	
<input type="checkbox"/> MA <input type="checkbox"/> MSc. <input type="checkbox"/> PhD. <input type="checkbox"/> Other	Weekend Online Other: ..... ..... ..... Commencing in.....(Month and year)	

**FOR OFFICE USE ONLY**

Accept - Unconditional  
Accept - Conditional  
Reject  
Department:  
Course:  
Start Date:  
Supervisor(s):  
Field of Study:

**CONDITIONS**

Degree .....  
English Language .....  
References .....  
Bench Fees .....  
Other .....  
.....  
Date received in AO .....  
Date to Dept .....  
Date rec'd in Dept .....  
Date returned to AO .....  
Date rec'd back in AO .....  
Date offer sent .....

**EDUCATION AND QUALIFICATIONS**

Give details of further or higher education since leaving school. Please provide information on qualifications already obtained and examinations still to be taken.

Name of institution / address	Dates (month–year) of attendance	Qualification/award (include class & division or grade obtained if known)	Main subjects/Courses
	from:		
	to:		
	from:		
	to:		
	from:		
	to:		
	from:		
	to:		
	from:		
	to:		
	from:		
	to:		

*NB: Photocopies of all diplomas, certificates and course transcripts awarded for these qualifications must be enclosed with this application. In addition to diplomas and certificates, international applicants are requested to provide official copies of their entire course transcripts including explanations of the mark schemes used and, where possible, an indication of their class ranking/position in class.*

**SECTION 1 TO THE APPLICANT**

This is one of two Graduate Reference Forms provided with your Application Form. Please complete this section before forwarding one form to each of your two referees, requesting that they complete Section 2. The forms should be sealed and stamped and returned with your application form.

Surname/Family name:	First names:	Title (Dr, Mr, Ms, etc):
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<b>PROGRAMME OF STUDY</b>	<b>Mode of study</b>
<input type="checkbox"/> MA <input type="checkbox"/> MSc <input type="checkbox"/> MBA <input type="checkbox"/> PhD <input type="checkbox"/> Other	<input type="checkbox"/> Weekend <input type="checkbox"/> Online <input type="checkbox"/> Distance learning  .....(month, year)

**APPLICANTS FOR RESEARCH DEGREES:**

Give or list your proposed research topics or interests, including the formal title of the proposed field of study.


**SECTION 2 TO THE REFEREE**

The above-named is applying for admission to graduate studies at the University of Lilongwe, and has named you as a referee. We would be grateful to receive your opinion of the candidate's suitability for the proposed course of study. When commenting on his/her academic performance please give, if possible, the applicant's class ranking /position in class (including the total number of students in the class). If an exact position cannot be given, indicate the quartile in which you believe he/she has performed.

Thank you for providing a reference.

Surname/Family name:	First names:	Title (Dr, Mr, Ms, etc):
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Position:

Relationship to Applicant:

Address:

Tel:	Fax:
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Email:

**REFERENCE**

Applicant's Name:

Empty space for writing the reference text.

Signature of Referee:

Date:

**EMPLOYMENT DETAILS / OTHER EXPERIENCE**

Give details of any industrial, professional or research experience relevant to your application. In particular, applicants for post-experience programmes (eg Education, the MBA, Social Work) should complete this section as fully as possible.

Continue on a separate sheet if necessary. Indicate here if you have done this

Employer	Title and duties of post	Dates from	Dates to

**FINANCIAL SUPPORT**

It is important that you give full consideration to how you will be able to finance your studies. For internal purposes, it is useful for us to know how you intend to finance yourself. Please circle as many boxes as apply:

Self scholarship (if you are applying for or have obtained a scholarship please give details)  
 family Name of scholarship(s)  
 employer \_\_\_\_\_  
 other (please give details) Which scholarship(s) have you obtained to date?  
 \_\_\_\_\_

**SPECIAL NEEDS OR SUPPORT**

Please state any support required as a consequence of any disability or medical condition stated under 'monitoring information'.

**OTHER INFORMATION**

Do you have any criminal convictions?

Yes

No

NB: You are required to state whether or not you have any criminal convictions, excluding motoring offences for which a fine and/or up to three penalty points were imposed. If you tick the 'yes' box, you may be required to provide details of any convictions.

Applications to other institutions: Please give details of other institutions/programmes of study for which you are also applying at this time:

**REFEREES**

Please give the names and addresses of your two referees below. Your two completed references (sealed and stamped) should be returned with this application form. Candidates for any of the post-experience programmes (eg Education, the MBA, Social Work), should ensure that they nominate a professional/industrial referee as well as an academic contact. Referees are required to comment on your academic suitability for your chosen course of study.

Name:	Name:
Address:	Address:
Postcode:	Postcode:
Tel:	Tel:
Fax:	Fax:
email:	email:

**PASSPORT INFORMATION/NATIONAL ID INFORMATION**

If you need to apply for a visa to study in Malawi, it is essential that you provide us with the following:

National ID Number:.....

Passport Number .....

Country of issue .....

Date of issue ..... Expiry date .....

**DECLARATION**

I confirm that the information given on this form is true, complete and accurate and no information requested or other material information has been omitted.

Signed:

Date:

**ALL APPLICANTS** should note that the University reserves the right to make without notice changes in regulations, courses, fees etc at any time before or after a candidate's admission. Admission to the University is subject to the requirement that the candidate will comply with the University's registration procedure and will duly observe the Charter, Statutes, Ordinances and Regulations from time to time in force.

**FINDING OUT ABOUT UNIVERSITY OF LILONGWE**

How did you first learn about your proposed programme of study at University of Lilongwe?

Press advertisement

Internet

Alumni

Prospectus

Met a University representative

Advice from another education establishment

Reference book on Graduate programme

Careers Service

Employer

Current student of the University

Other – Please specify

