

UNIVERSITY OF ZIMBABWE



0306- No 340

GRADUATE SCHOOL OF MANAGEMENT MBA PROGRAMME

APPLICATION FOR ADMISSION

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FOR OFFICIAL USE ONLY

REGISTRATION DOCUMENTS

Date Issued ☐☐☐☐☐☐

Date Returned ☐☐☐☐☐☐

SOUGHT

Transcript ☐

Essay ☐

Referee ☐

PAYMENT CONFIRMATION

Receipt No. ☐☐☐☐☐☐☐☐☐☐

Date

Introduction to Applications for the Master of Business Administration (MBA) Programme at the University of Zimbabwe

To be considered for selection by the MBA Admissions Committee, each applicant must therefore submit a complete set of application material as listed below, which must be received by the Graduate School of Management by 12:00 noon, ^{3.00} . New applications purchased after that date will incur a late penalty application fee. The deadline for the receipt of completed late applications will be ^{3.00} . Please note that incomplete applications will not be considered and will result in the applicant being disqualified.

A complete application consists of:

- 1) completed Preliminary Information form
- 2) completed Academic and Employment Record Form
- 3) a Statement of Experience and Career Objectives, as requested on the Essay Guidelines Form
- 4) completed List of Referees on Page 7
- 5) three completed Confidential Reference forms
- 6) an Academic Transcript (not degree certificate) from each University, Professional institution of higher learning attended, regardless of whether a degree was completed.

It is strongly urged that the applicant submit all items (1-6)

Offers of admission to the MBA Programme are based solely on the above criteria and without regard to the applicant's financial position. Address for admissions correspondence:

The Graduate School of Management
6 Langham
University of Zimbabwe
P.O. Box MP167
Mt Pleasant
Harare

NB You are to submit the following:

- (1) completed preliminary, information form
- (2) essay guideline
- (3) all academic transcripts

ONLINE APPLICATIONS: Applicants are also required to submit an on-line application on www.emhare.uz.ac.zw.

VISIT WWW.EMHARE.AC.ZW/APPLICANTSDETAILS/DOWNLOAD FOR INSTRUCTIONS ON HOW TO COMPLETE THE ONLINE PROCESS

NB: APPLICANTS MUST COMPLETE THE ONLINE PROCESS BEFORE SUBMITTING THE MANUAL FORM

1. FILLING IN THIS APPLICATION FORM

- ☐ Please type or print clearly in ink and complete all sections
- ☐ You must complete the Declaration on page 7 or your application is not valid
- ☐ All documents must be received by the closing date.

2. LODGING THE APPLICATION

The completed form, together with all necessary documents should be submitted to

Graduate School of Management

University of Zimbabwe

No. 6 Langham.

3. CLOSING DATE

The closing date by which completed applications and referees reports must have been received at the University by . . . Late applications will be received until

..Late applications will be received until

. Incomplete applications will not be considered.

4. ACCOMPANYING DOCUMENTS

Please note: All documents must be received by the closing date:

All necessary documents must be legally certified copies:

A completed application consists of:

- ☐ Completed Preliminary Information Form.
- ☐ Completed Academic and Employment Record Form
- ☐ A Statement of Experience and Career Objectives, as requested on the Essay Guidelines Form.
- ☐ Referees Reports

5. REGULATIONS

The Regulations Governing the Master of Business Administration Programme of the University of Zimbabwe stipulate that to qualify for admission to the programme an applicant "must normally have successfully completed a first undergraduate degree in any discipline from this or another recognised University or Institution of Higher Learning, or have obtained such professional qualifications or membership of professional institutions deemed equivalent to a first degree by the MBA Admissions committee". Due to the

6. DETAILS OF APPLICANT

Title (Please tick) Dr. ☐ Mr. ☐ Mrs. ☐ Ms. ☐

Family Name

First Name(s)

Former Family Name(s) (if any)

Period of Residence in Zimbabwe

Sex (Please tick) , Male ☐ Female ☐

Date of Birth

Place of Birth

Country of Permanent Residence

Address for Correspondence

Permanent Address

Home Telephone

E-mail Address

Business Phone

Mobile Number.

If you have previously registered with the University of Zimbabwe: ☐ ☐ ☐ ☐ ☐

Please indicate the year

And registration Number.

7. QUALIFICATIONS

Applicants must provide certified transcripts or certified copies of their full academic records.

Please also provide a key to codes used for results.

Academic Record

List all post secondary qualifications, the most recent first

Qualification Received	Institution	Date of Graduation

Professional Achievements

Awards received, membership of professional bodies, articles published, papers presented, etc

Employment

List the positions you have held, the most recent first

Position	Employer	Dates
		to
		to
		to
		to
		to
		to

8. PERSONAL STATEMENTS

The MBA Admissions Committee considers an applicant's Personal Statement to be central to the application for admission. Using the guideline below prepare a typed statement which reflects accurately the basis for your decision to undertake a postgraduate degree in Management.

Discuss the principal elements of your educational and work experience to date, relating your work background to your career objectives. You should not simply restate the information in your C.V. rather you should explain what role your experience has had in the development of your career plans. Recommended length not more than 1000 words. Please ensure that your name appears on each page of your personal statement.

You may wish to comment on the following:

1. Your most significant experiences or achievements to date.
2. Your long term objectives and your expectations of the MBA programme in fulfilling these objectives.
3. Where do you see your self five years from now?
4. Any other information you consider relevant to your application to the Programme.

9. Reference Reports

- The applicant must provide names and addresses of three referees who can report on his/her suitability for enrolment in the MBA Programme.
- If possible, one report should relate to the applicant's academic performance, while one should be from an employer.
- Referees should send their reports to the applicants, SEALED AND SIGNED.

NAME:

ADDRESS:

NAME:

ADDRESS:

NAME:

ADDRESS:

10. DECLARATION

I wish to be considered for enrolment in the MBA Programme at the University of Zimbabwe. I declare that the information supplied on this form is correct and complete. I understand that the University reserves the right to vary or reverse any decision based on incorrect or incomplete information.

Signature of Applicant

Date

Day

Month

Year

NB: When submitting your application form Please attach the following certified documents:

1. Birth Certificate
2. National ID
3. 'O' Level Certificate
4. 'A' Level Certificate (i.e. if you have A Levels)
5. Degree/ Diploma Certificates
6. Transcripts
7. Personal Statement (why you want to study MBA in at least 1000 words typed)