



**THE UNIVERSITY OF ZAMBIA (UNZA) IN COLLABORATION WITH MINISTRY
OF COMMUNITY DEVELOPMENT AND SOCIAL SERVICES (MCDSS), MONZE
COMMUNITY DEVELOPMENT STAFF TRAINING COLLEGE**

POSTGRADUATE PROGRAMME APPLICATION FORM

APPLICATION NUMBER: _____

ACADEMIC YEAR: _____

INSTRUCTIONS

Two copies of this application form should be completed and submitted to the Principal, Monze Community Development Staff Training College, P.O. Box 660078 Monze, Zambia or email to

The completed application forms should be submitted together with all required supporting documents. Applicants are required to submit certified copies of academic certificates, certified copies of academic transcripts, a copy of the National Registration Card (NRC) or Passport, a Curriculum Vitae (CV), two academic reference letters, one professional reference letter from the applicant's employer or supervisor, two recent passport-size photographs, proof of payment of the prescribed application fee, and a research concept note or proposal where applicable. All supporting documents must accompany the application at the time of submission to facilitate the processing and evaluation of the application. Applications that are incomplete or submitted without the required supporting documents may not be considered for admission.

SECTION A: PERSONAL INFORMATION

1. Title

☐ Prof. ☐ Dr. ☐ Mr. ☐ Mrs. ☐ Miss ☐ Other _____

2. Surname (Last Name) _____

3. First Name_____

4. Middle Name(s) _____

5. Postal Address_____

6. Physical Address_____

7. Email Address_____

8. Mobile Phone Number_____

9. Alternative Phone Number_____

10. Nationality_____

11. NRC/Passport Number_____

12. Sex

☐ Male ☐ Female

13. Date of Birth_____

14. Place of Birth_____

15. Marital Status

☐ Single ☐ Married ☐ Divorced ☐ Widowed

16. Number of Children _____

17. Country of Residence _____

18. Next of Kin

Name: _____

Relationship: _____

Phone Number: _____

Address: _____

SECTION B: EMPLOYMENT INFORMATION

19. Current Employment Status

- ☐ Employed
- ☐ Self-Employed
- ☐ Unemployed

20. Name of Employer

21. Ministry/Department/Institution

22. Position/Designation

23. Date of First Appointment

24. Current Grade/Scale

25. Nature of Duties

SECTION C: EDUCATIONAL BACKGROUND

A. LAST SCHOOL/COLLEGE ATTENDED

Institution: _____

Qualification Obtained: _____

Year Completed: _____

B. UNIVERSITY EDUCATION

First Degree

Institution: _____

Qualification: _____

Field of Study: _____

Year Awarded: _____

Class/GPA: _____

Second Degree (if applicable)

Institution: _____

Qualification: _____

Field of Study: _____

Year Awarded: _____

Class/GPA: _____

Third Degree (if applicable)

Institution: _____

Qualification: _____

Field of Study: _____

Year Awarded: _____

Class/GPA: _____

C. OTHER ACADEMIC OR PROFESSIONAL QUALIFICATIONS

Institution	Qualification	Year Obtained

26. Are you currently studying?

☐ Yes ☐ No

If Yes, provide details:

SECTION D: PROGRAMME APPLIED FOR

27. Institution

☐ University of Zambia (UNZA)

28. Training College Affiliation

☐ Monze Community Development Staff Training College

☐ Kitwe Community Development Staff Training College

29. Programme Applied For

☐ Postgraduate Diploma

☐ Bachelor's Degree

☐ Master's Degree

30. Title of Programme

31. Field of Study/Specialisation

32. School/Department

33. Mode of Study

☐ Full-Time

☐ Part-Time

☐ Distance Learning

34. Study Centre

☐ Monze Community Development Staff Training College

☐ Kitwe Community Development Staff Training College

☐ Other _____

SECTION E: RESEARCH INFORMATION

(For Master's Only)

Proposed Research Topic

Research Interest Statement

(Maximum 200 words. Attach separate sheet if necessary.)

Statement of Purpose

Explain why you wish to pursue postgraduate studies and how the programme will contribute to your professional and academic development.

SECTION F: PREVIOUS EMPLOYMENT

Period (From–To)	Employer	Position Held

SECTION G: REFERENCES

Academic Referee 1

Name: _____

Position: _____

Institution: _____

Email: _____

Phone: _____

Address: _____

Academic Referee 2

Name: _____

Position: _____

Institution: _____

Email: _____

Phone: _____

Address: _____

Professional Referee

Name: _____

Position: _____

Organisation: _____

Email: _____

Phone: _____

Address: _____

SECTION H: SPONSORSHIP INFORMATION

Source of Funding

☐ Self-Sponsored

☐ Government Sponsored

☐ Employer Sponsored

☐ Scholarship/Bursary

☐ Other _____

Name of Sponsor

Sponsor Address

Sponsor Contact Number: _____

SECTION I: ADDITIONAL INFORMATION

Please provide any other information relevant to your application.

DECLARATION BY APPLICANT

I certify that the information provided in this application form is true and correct to the best of my knowledge. I understand that providing false information may result in the rejection of my application or withdrawal of admission.

Applicant's Signature: _____

Date: _____

FOR OFFICIAL USE ONLY

Date Received: _____

Application Number: _____

Programme Applied For: _____

School/Department: _____

Documents Verified:

☐ Certificates

☐ Transcripts

☐ References

☐ NRC/Passport

☐ Research Concept Note

☐ Passport Photos

☐ Application Fee Receipt

Comments:

Decision:

☐ Accepted

☐ Conditionally Accepted

☐ Rejected

Authorised Officer:

Signature: _____

Date: _____

CHECKLIST FOR APPLICANTS

Requirement	Submitted
Application Form	☐
Academic Certificates	☐
Academic Transcripts	☐
NRC/Passport Copy	☐
CV	☐
Academic References (2)	☐
Professional Reference (1)	☐
Passport Photos (2)	☐
Research Concept Note/Proposal	☐
Proof of Payment	☐

FEES AND MODE OF PAYMENT

- The application fee is **K150.00** for those applying from within Zambia and **US\$80.00** or its equivalent in a convertible currency for those applying from outside the country. The fee is **non-refundable**.
- Applicants applying under Monze College must deposit the fees in the account below:

Bank: **Zambia National Commercial Bank**
Branch: **MONZE**
Account Name: Community Development PU
Account Number: **0163064300258**