

RECEIPT NO:.....

FORM NO: ZUBTES 01

**ZAMBIAN UNIVERSITY OF BUSINESS TECHNOLOGY AND
EDUCATION SCHOOL (ZUBTES)**

PASSPORT PHOTO (Compulsory)

ENROLMENT AND APPLICATION FORM.....

Academic Year Applied For:			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
The closing date for applications: <i>31st May.....</i>			
The closing date for late applications: <i>30th July.....</i>			

DOCUMENTS CHECK LIST FOR APPLICATION :(Please tick v)

1	NRC/Passport Certified Copy	
2	Certified birth certificate or record copy	
3	Certified School Leaving Certificate/Results transcripts	
4	Diploma/Degree certified copies of certificates & transcripts	
5	Academic Records (If applicable)	
6	Medical Certificate from an approved hospital	
7	Certified marriage certificate (If applicable)	
8	A 2 Page motivation Essay on: Your Personal Development	
9	Application and Registration Fees (Attach deposit Slip/Receipt copy)	
10	Campus/Boarding House Accommodation Application (Annex I)	
11	Application for VISA: Foreign Students only	
12	Please attach all listed documents	

This application is not binding on either the applicant or Zambian University of Business Technology and Education School (ZUBTES). All information will be treated as confidential and application fee as specified in section: I below must accompany this application form.

Instructions: Use block letters to complete this form and tick in the required box or space provided. Incomplete applications will not be accepted, and all certified copies of credentials submitted to ZUBTES will not be returned to applicants.

SECTION I:

(i) Application Fees: (Non-refundable)

The following must be paid into the *Zambian University of Business Technology and Education School (ZUBTES)* Bank Account.

- **Zambian Applicants (up to 31st May)** ZK120.00
- **Late Zambian Applicants (up to 30th June)** ZK150.00
- **International Students Applicants (up to 30th June)** ZK175.00
- **Late International Students Applicants (up to 31st July)** ZK225.00

(ii) Completed Application Forms must be remitted to:

- The Office of the Registrar, *Zambian University of Business Technology & Education School*, P.o. Box 51108 Ridgeway Post-Office. Lusaka. Zambia.
- Or: Email: zubtes2014@gmail.com

For Official Use

STUDENT NUMBER:									
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SECTION II: PROPOSED COURSE OF STUDY

Course of study you wish to enroll:

First choice		Undergraduate	Postgraduates
Second choice		Undergraduate	Postgraduates

(Your second choice will be considered if your first choice application is unsuccessful)

Select the method of study (√)

Full-time	Part-time	Evening Classes	Distance Learning (DL)	Weekend Block Release	On-Line Study	BY Research

SECTION III: APPLICANT’S PERSONAL PARTICULARS

Title:

Mr.		Mrs		Other (Specify)	
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Surname:.....

First names:.....**Initials:**.....

Date of Birth:..... **NRC/Passport NO:**.....

Gender: Male/Female **Marital Status:** Single/Married **Maiden Name:**.....

Home Language:..... **Home Town:**.....

Citizenship: Zambian/ Not Zambian (Specify).....

Do you have any disability? Yes/No **If Yes Please Specify:**.....

Postal Address:.....

.....

.....

Residential Address:.....

.....

.....

Landline Phone NO:..... **Cell NO:**.....

Fax NO:..... **Email:**.....

SECTION IV: EMPLOYMENT PARTICULARS (If applicant is in full employment)

Name of Employer	
Your Occupation	
Employer's postal address	
Employer's telephone no:	
Your annual gross earnings	
Your annual net earnings	

SECTION V: APPLICANT'S NEXT OF KIN/LEGAL GUARDIAN PARTICULARS

Family relationship with the person whose particulars are provided:

Surname:	
First names:	
NRC/Passport no:	
Home address	
Home Tel. no:	Cell No:
Work Tel. no:	
Email:	
Employer (Next of Kin)	
Occupation:	Employer's address:

SECTION VI: SECONDARY SCHOOL LEAVING PARTICULARS

Last secondary school attended:	
Address of school:	
Highest grade passed:	
Year of examination:	
Examination number:	
Examination Body:	

List subjects, Level e.g “O” level or “A’ level, and grades scored in each subject.

Subject:	Level #	Grade

SECTION VII: POST-SECONDARY ACADEMIC QUALIFICATIONS

Name of University/College:			
Student No:	From Year:	To Year:	
Name of Programme (eg. BA):			

Name of University/College:			
Student No:	From Year:	To Year:	
Name of Programme (eg. MBA)			

Have you ever been refused admission to any Tertiary Institution?	Y		N	
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Are you currently enrolled at ZUBTES?	Y		N	
If Yes, please indicate course of study:				

SECTION VIII: APPLICATION FOR UNIVERSITY ACCOMMODATION

Should you require accommodation, an application in your own handwriting should be addressed to:

The Office of the Dean of students
Zambian University of Business Technology & Education School
P.o. Box 51108, Ridgeway Post-Office. Lusaka.
RE: Application for University Accommodation.....

Or...

Email: zubtes2014@gmail.com

DECLARATION:

I hereby declare that all the particulars and information given in this application form are true and correct. I further declare that my enrolment as a student at the Zambian University of Business Technology & Education School shall be subject to the terms and conditions of the university...

Signature of Applicant:.....Date:.....

Signature of Guardian/Sponsor:.....Date:.....

FOR OFFICIAL USE ONLY:

Application Fee Received:..... Receipt Number:.....

Late Fee Received:..... Receipt Number:.....

Application: Accepted/Rejected Date:.....

If rejected, Briefly state reasons for rejection:.....

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