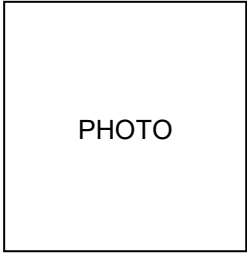




### CITY AND GUILDS COURSES ADMISSION FEB – JUL 2025 SESSION

This form MUST be completed in **BLOCK LETTERS** and returned together with required attachments to the **City and Guilds Coordinator, Computer Science and Information Systems Department, MUBAS, P/Bag 303, Chichiri, Blantyre 3**  
Email: [mmsendema@mubas.ac.mw](mailto:mmsendema@mubas.ac.mw)



**APPLICANT NUMBER (For office use only):** .....

#### A. ELIGIBILITY

The minimum qualification

1. IT Essentials and Diploma: MSCE
2. Advanced Diploma: Diploma in ICT
3. CISCO: IT Essentials / Diploma in ICT

#### B. CANDIDATE INFORMATION

1. Surname: \_\_\_\_\_ First Name: \_\_\_\_\_ Initials: \_\_\_\_\_
2. Date of Birth (DD/MM/YYYY): \_\_\_/\_\_\_/\_\_\_ Sex: M  F  Nationality: \_\_\_\_\_
3. Home District: \_\_\_\_\_ T/A: \_\_\_\_\_ Village: \_\_\_\_\_
4. Contact Address: \_\_\_\_\_  
\_\_\_\_\_
5. Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

#### C. NEXT OF KIN INFORMATION

1. Name: \_\_\_\_\_
2. Relationship (e.g. Father, Mother, Uncle, Wife, etc.): \_\_\_\_\_
3. Address: \_\_\_\_\_
4. Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

#### D. ACADEMIC RECORD (This section to be filled by NEW candidates only)

MSCE:  O-Level:  A-Level  Other:  Specify \_\_\_\_\_

No	Subject	Grade
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

**E. WOULD YOU LIKE TO DECLARE ANY DISABILITY THAT WOULD IMPACT YOUR LEARNING?**

No:  Yes  Specify (e.g. hearing impairment) \_\_\_\_\_

**F. PROFESSIONAL QUALIFICATION (Attach certificates)**

No	Name of Institution (e.g. MUBAS, UNIMA, Soche)	Award Obtained (e.g. CISCO.)	Year of Award
1.			
2.			
3.			
4.			
5.			
6.			
7.			

**G. PROGRAM (Refer to section I for program specifications) (Tick one box only on the right per program. For new students please tick the maximum number of modules for that level)**

No	Name of Program	Tuition Fees (MK)	✓
1.	IT Essentials (3 months)	250,000	
2.	CISCO- CCNA (per semester)	250,000	
3.	Diploma in ICT Systems Support	350,000	
4.	Advanced Diploma in ICT System Support	350,000	

**H. INDEMNITY**

- All tuition fees must be paid through the Bank payable to **CISCO NETWORKING ACADEMY, CURRENT ACCOUNT NO: 9100003117593, STANDARD BANK, GINNEY CORNER BRANCH** and the deposit slips should be submitted to the coordinator;
- Fees should be paid in FULL or by instalments (a maximum of two), with the initial payment at least HALF and the balance MUST be settled within 31 days of the initial instalment;
- Candidates shall strictly follow MUBAS student rules and regulations; and
- The candidate will be required to pay examination fees (rates to be announced later) to City and Guilds through the examination centre, Institute of Continuing Education.

**5. Declaration by candidate:**

I, \_\_\_\_\_ do confirm that I have given all the information required truthfully and accurately to the best of my knowledge and belief.

Signature: \_\_\_\_\_ Date (DD/MM/YYYY): \_\_\_\_/\_\_\_\_/\_\_\_\_

**I. APPLICATION CHECKLIST (please tick the box on the right if your answer is a YES)**

Item	Tick ✓
Have you completed all relevant sections of this form?	
Have you deposited the nonrefundable registration fee? (For New Students Only)	
Have you deposited at least half of the Tuition fee and attached a machine-printed deposit slip bearing your name to this form?	
Have you attached copies of the certificate(s) or statement of result(s) that you have indicated?	
Have you provided a passport size photo?	

**AN INCOMPLETE FORM WILL NOT BE CONSIDERED**