

# UNIVERSITY OF ZIMBABWE



**GRADUATE**

**SCHOOL OF**

**MANAGEMENT**

**MBA PROGRAMME**

APPLICATION FOR ADMISSION

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**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 MBA Admissions Committee by 12:00 noon, 1 October 2006. New applications purchased after that date will incur a late penalty application fee. The deadline for the receipt of completed late applications will be 19 October 2006. 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  
University of Zimbabwe  
6. Langham  
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

### **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**

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## **3. CLOSING DATE**

The closing date by which completed applications and referees reports must have been received at the University by 1 October 2006. Late applications will be received until 19 October 2006. Incomplete applications will not be considered.

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## **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 or professional institutions deemed equivalent to a first degree by the MBA Admissions committee”. Due to the limited number of places in the programme, further selection among those who meet this requirement is necessary. The MBA Admissions Committee makes its selection decisions based on the information contained in each applicant’s completed set of application forms.

These forms are reviewed by the committee in order to assess the applicant's capacity and motivation to use his/her MBA training to maximum effect in improving actual management of organisations in Zimbabwe and the region, as reflected in his or her work history, references and personal statements.

**6. DETAILS OF APPLICANT**

*NOTE: All applicants must complete the declaration on Page 7.*

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.

<b>Qualification Received</b>	<b>Institution</b>	<b>Date of Graduation</b>

**Professional Achievements**

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


**Employment**

List the positions you have held, the most recent first.

<b>Position</b>	<b>Employer</b>	<b>Dates</b>

**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.

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## 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: .....

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NAME: .....

ADDRESS: .....

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NAME: .....  
ADDRESS: .....  
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**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