



MUTARE POLYTECHNIC



NATIONAL CERTIFICATE TO HIGHER NATIONAL DIPLOMA
ADMISSION APPLICATION FORM 20 [ ]

NB: Print clearly in Blue or Black ink in the Box as required.

SECTION 1: FOR OFFICE USE ONLY

1.1 RECEIPT NO. [ ]

1.2 AMOUNT: [ ]

1.3 DOCUMENTS SUBMITTED AND VERIFIED

- Receipt [ ]
Application Letter [ ]
Birth Certificate [ ]
I.D [ ]
O' Level Certificate / Result slip [ ]
NC Certificate / Transcript [ ]
ND Certificate/ Transcript [ ]

1.4 RECEIVED AND VERIFIED BY (Head of Department)

Name Signature

Head of Department Date Stamp

SECTION 2: CHOICE OF STUDY PROGRAMME: (See Section 10.0 Below)

2.0 CHOICE OF STUDY PROGRAMME: (See Section 10.0 Below for Choice) [ ]

2.1 Preferred Mode of Study: Tick Your Appropriate Choice

- 2.1.1 Full Time [ ]
2.1.2 Part Time [ ]
2.1.3 Block Release [ ]

2.2 Prospective Sponsor(s)

- 2.2.1 Self [ ]
2.2.2 Government [ ]
2.2.3 Other Organisation [ ]

2.2.4 Name of Other Organisation

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### SECTION 3 PERSONAL DETAILS /PARTICULARS.

3.1 Surname  3.2 Forename(s)

3.3 Title: Mr/Mrs/Ms  3.4 Marital Status

2.3 Maiden name (if applicable).

3.6 Date of Birth

3.7 Place of Birth

3.8 I.D Number

3.9 Nationality

3.10 Citizenship

3.11 Are you a permanent resident of Zimbabwe? Yes or No

3.12 Are you a Foreign Student Yes /No

3.13 If Yes, attach Copy and indicate Student Permit No.

3.14 (a) Do you suffer from any physical or other challenges for which special arrangements at the Polytechnic would be necessary? Yes?  or No?

3.14(b) If Yes please give details

3.15 (a) Your Physical /Residential Address

3.15(b) Your Postal Address

3.15 c) Contact Telephone /Cell No(s)

3.15 (d) Your Doctor's Name

3.15 (e) Medical AID: Name:  No.

3.15 (f) Next of Kin (Full Name)

3.15 (g) Relation with next of Kin

3.15 (h) Address of Next of Kin:

3.15 (i) Next of Kin Contact No:

3.16(a) Are you a former Mutare Polytechnic student ? Yes  or No

3.16(b) If **Yes**, state your:

Professional qualification Title

Level Attained

Year you qualified

**SECTION 4: SCHOOL EXAMINATIONS RESULTS** *[NOTE: Please write all Subjects Taken]*

Month	Year	'O' Level Subjects	Examining Body (e.g. ZimSec etc)	Results/ Grade
		Mathematics		
		English		

**SECTION: 5.0 TERTIARY / POLYTECHNIC / COLLEGE EXAMINATION RESULTS**

College or Polytechnic at which last TVET examinations were taken

Level Attained (ND; NC and Others)	Course Title	Year Obtained

**SECTION 6.0: WORK EXPERIENCE / EMPLOYMENT TO CURRENT POSITION.**

After First TVET Programme Exit

Period				Occupation & Job Title	Name and Address of Employer
From		To			
Month	Year	Month	Year		

**SECTION 7.0: BOARDING ACCOMMODATION**

7 (a) Do you wish to be considered for accommodation? (Yes or No)	<b>YES</b>	<b>NO</b>
<p>7(b) <b>IF YES,</b>            Make a separate application for accommodation stating reasons why you cannot be a day student once you have been offered a place to study. The polytechnic has limited boarding facilities and no guarantee of a boarding place can be given. Students should make their own private arrangements for accommodation in the event that they fail to secure college accommodation. Offer of a place should not be interpreted to mean that boarding accommodation will automatically be provided as well.</p>		

**SECTION 8.0 FINANCE**

8(a) Applicants must ensure that they have the necessary finance to pay the full fees on Registration day. All fees must be paid in full before official opening of the term and as a result, you can only be admitted into the programme if all prescribed fees have been paid.  
8 (b) It is the student’s responsibility to secure sponsorship.

**SECTION 9.0: DECLARATION BY STUDENT**

I   
*(Name in full)*

ID Number

9.1 I understand that I may not be admitted to study at Mutare Polytechnic unless all prescribed fees have been paid.

9.2 I understand that if I am admitted I shall be prepared to conform to the standard of expectations and culture enforced, during orientation period and for any other period of which I am a registered student at Mutare Polytechnic.

9.3 I undertake to inform the Institution of any change on postal / residential address or of any of the above information as soon as it is known.

9.5 The information given in this Application form and all supporting documentation are TRUE and CORRECT and I understand that it is an offence to make any false statement which I do not know or reasonably believe to be true. I therefore declare that the information I have given is correct, and that should it be found to be false my application will be disqualified and I may face legal action.

Student Signature

Date

**For all Correspondence please use: Cnr Josiah Tongogara/Robert Mugabe Way, P.O. Box 640, Mutare, Zimbabwe**

Telephone: 263-20-63141/63153; 0772136934-5; 0714900016-7/0735 054 661-2

Telfax: 020-66912

e-mail: [principalmutarepolytechnic@gmail.com](mailto:principalmutarepolytechnic@gmail.com)

[www.mutarepolytechnic.ac.zw](http://www.mutarepolytechnic.ac.zw)

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## SECTION 10.0: STUDY PROGRAMMES AND ENTRY REQUIREMENTS.

10.1 APPLIED ARTS AND SCIENCE DIVISION					
DEPARTMENT	COURSE	NC	ND	HND	ENTRY REQUIREMENTS
Applied Art	Music		✓		<ul style="list-style-type: none"> <li>• For all NC courses :- passes in English; Mathematics plus any other three 'O' Level subjects.</li> <li>• Science required for Cosmetology</li> <li>• ND:5'O' Level passes plus relevant NC qualification.</li> <li>• HND:5'O' Level passes plus relevant ND qualification</li> </ul>
	Cosmetology		✓	✓	
	Fashion Design		✓	✓	
	Art and Design		✓	✓	
	Clothing		✓	✓	
Applied Science	Science Technology		✓		<ul style="list-style-type: none"> <li>• For all NC courses :- passes in English; Mathematics; Science; plus any other two O Levels subjects</li> </ul>
	Horticulture		✓	✓	
Hospitality	Food & Beverage Service		✓	✓	<ul style="list-style-type: none"> <li>• ND:5'O' Level passes plus relevant NC qualification.</li> <li>• HND:5'O' Level passes plus relevant ND qualification.</li> </ul>
	Bakery Studies		✓	✓	
	Tourism & Hospitality Management		✓	✓	
	Professional Cookery		✓	✓	
10.2 CIVIL AND CONSTRUCTION DIVISION					
Construction	Brick and Block Laying		✓		<ul style="list-style-type: none"> <li>• For all NC courses :- passes in English; Mathematics; Science plus any other two 'O' Levels subjects.</li> </ul>
	Painting and Decorating		✓		
	Plumbing and Drain Laying		✓		
	Carpentry and Joinery		✓		
Wood Technology	Wood Machines and Manufacturing		✓		<ul style="list-style-type: none"> <li>• ND:5'O' Level passes plus relevant NC qualification.</li> <li>• HND:5'O' Level passes plus relevant ND qualification.</li> </ul>
	Construction Technology			✓	
Civil Engineering Disciplines	Civil Engineering		✓	✓	<ul style="list-style-type: none"> <li>• For all NC courses :- passes in English; Mathematics; Science plus any other two 'O' Levels subjects.</li> <li>• ND:5'O' Level passes plus relevant NC qualification.</li> <li>• HND:5'O' Level passes plus relevant ND qualification</li> </ul>
	Quantity Surveying Engineering		✓	✓	
	Water Resources & Irrigation Engineering		✓	✓	
10.3 ENGINEERING DIVISION					
Automotive	Motor Vehicle Body Repairs + Refinishing		✓		<ul style="list-style-type: none"> <li>• For all NC courses :- passes in English; Mathematics; Science plus any other two 'O' Level subjects.</li> </ul>
	Motor Vehicle Mechanics		✓		
	Automobile Electrics & Electronics		✓		
Electrical	Electrical Power		✓	✓	<ul style="list-style-type: none"> <li>• ND:5'O' Level passes plus relevant NC qualification.</li> </ul>
	Computer Systems		✓		
	Communication Systems		✓		
Mechanical	Diesel Plant Fitting		✓		<ul style="list-style-type: none"> <li>• HND:5'O' Level passes plus relevant ND qualification</li> </ul>
	Fabrication Engineering		✓		
	Machine Shop Engineering		✓		
	Refrigeration & Air Conditioning		✓		
	Production Engineering			✓	
	Mechanical Engineering				

10.4 COMMERCE DIVISION					
Business Studies	Accountancy	✓	✓	✓	<ul style="list-style-type: none"> <li>• For all NC courses :- passes in English; Mathematics plus any other three 'O' Level subjects.</li> <li>• ND:5'O' Level passes plus relevant NC qualification.</li> <li>• HND:5'O' Level passes plus relevant ND qualification</li> </ul>
	Banking and Finance	✓	✓	✓	
Management Studies	Transport & Logistics Management	✓	✓	✓	
	Marketing Management	✓	✓	✓	
	Human Resources	✓	✓	✓	
	Purchasing and Supply	✓	✓	✓	
Office Management	Secretarial	✓			
	Office Management		✓	✓	
IM Systems	Information Technology	✓	✓	✓	
	Library and Information Science	✓	✓	✓	
	Records Management and Info Science	✓	✓	✓	
10.5 RESEARCH EDUCATION AND ENTERPRISE DEVELOPMENT DIVISION					
Education	Further Education Trainers Certificate	✓			<ul style="list-style-type: none"> <li>• For FETC course :- passes in English; Mathematics plus any other two 'O' Level subjects.</li> </ul>
	Further Education Trainers Diploma		✓		<ul style="list-style-type: none"> <li>• For FETD course :- 5'O' Levels passes plus FETC.</li> </ul>

- Key:**      **NC** - National Certificate
- ND** - National Diploma
- HND** - Higher National Diploma

***NB: Shortlisted National Certificate applicants will undergo an interview as part of the selection process.***

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