



POSTGRADUATE PROGRAMMES Application Form

*Affix passport size
photo here*

1. APPLICATION FEES

- a) Postgraduate Certificate **MK20,000.00** []
- b) Masters: **MK20,000.00** []
- c) MPhil and PhD: **MK30,000.00** []
- d) International applicants: **\$60** []

2. PERSONAL DETAILS

First Name		Middle Name	
Maiden Name (if applicable)		Surname	
Gender	Male [<input type="checkbox"/>] Female [<input type="checkbox"/>]	Date of birth	
Nationality		Place of Birth	
Contact Address		Email:	
		Telephone:	
		Mobile:	
Name and address of next of kin		Email:	
		Mobile:	

Applicants with special needs (Please provide a detailed explanation)

3. FULL NAME OF PROGRAMME APPLIED FOR*

*MBA, MHBCC, MMS applicants – Include the preferred venue – Blantyre or Lilongwe

4. ACADEMIC RECORD

UNIVERSITY/COLLEGE	Date of Attendance		Main Subjects	Qualification	Date of Award	Class of Award
	From	To				

5. PROFESSIONAL QUALIFICATIONS

UNIVERSITY/COLLEGE	Date of Attendance		Main Subjects	Qualification	Date of Award	Class of Award
	From	To				

6. WORK EXPERIENCE

Please give details of your work experience starting with the most recent one

Dates		Name of Organization	Position/Nature of work
From	To		

7. FINANCIAL SUPPORT

Who will pay your fees? Give the name of the institutions, etc, or put "self"

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8. MOTIVATION FOR APPLYING FOR THIS PROGRAMME

Explain why you want to pursue this Postgraduate Programme in not more than five hundred words.

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9. REFEREES

Please provide the names, positions and addresses of two traceable referees. (one academic and one professional)

Name:	Name:
Position:	Position:
Address:	Address:
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.....
.....
Email:.....	Email.....

10. I (Insert your name)

Certify that the above information given on this form is true and hereby apply for admission into the Malawi University of Business and Applied Sciences (MUBAS).

Signed..... Date:

- 1. IT IS THE RESPONSIBILITY OF THE APPLICANT TO ENSURE THAT ALL THE REQUIRED DOCUMENTS ARE INCLUDED IN THE APPLICATION DOSSIER.**
- 2. INCOMPLETE DOSSIERS WILL NOT BE PROCESSED.**
- 3. FOR GUIDANCE, PLEASE USE THE CHECKLIST FOR THE REQUIRED DOCUMENTS BELOW BEFORE SUBMITTING THIS FORM.**

**CHECKLIST FOR THE REQUIRED ATTACHMENTS
AND
PLEASE ARRANGE THE DOCUMENTS IN THE ORDER BELOW**

PhD AND MPhil APPLICATIONS	MASTERS APPLICATIONS
A Deposit slip for the application fee	A Deposit slip for the application fee
A completed postgraduate application form	A completed postgraduate application form
Academic transcripts of all previous university courses taken including percentage scores where necessary	Certified Academic Transcript
Certified copies of relevant certificates (by notary certified Lawyers or commissioner of oath)	Certified copies of relevant certificates (by commissioner of oath or notary certified Lawyers)
One (1) letter from academic referee and One (1) professional reference letter.	Two reference letters (at least one academic)
A recent CV	A recent CV
A concept paper relating to the proposed research of not be more than 5 pages. The concept should contain: <ol style="list-style-type: none"> 1. Topic 2. Introduction 3. Problem statement 4. Research objective 5. Preliminary literature review 6. Methodology 7. references 	
An abstract of master's research or dissertation (for PhD applicants only)	
Sample of applicant's written academic work (for PhD applicants only)	

ACCOUNT DETAILS FOR APPLICATION FEE

BANK NAME	NATIONAL BANK OF MALAWI
ACCOUNT NAME	POLYTECHNIC REVENUE ACCOUNT
ACCOUNT NUMBER	73 74 61
BRANCH	CHICHIRI SERVICE CENTRE
SWIFT CODE	NBMAMWW

FOR OFFICE USE ONLY

a) This applicant was scrutinized by:

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b) The application dossier is complete

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c) The following documents are missing in the application dossier:

The completed form must be submitted to the following email address:

applications-postgraduate@mubas.ac.mw

applications-postgraduate@poly.ac.mw

The closing date for receiving applications for the MARCH 2025 intake is 29 NOVEMBER, 2024.

The closing date for receiving applications for the SEPTEMBER 2025 intake is 30 MAY, 2025.