# Harare Institute of Technology

*success through innovation*

**HARARE INSTITUTE OF TECHNOLOGY**
**UNDERGRADUATE ADMISSION APPLICATION**

**2017 AUGUST INTAKE**

**NB:** First read the **NOTES** on the next page, then complete all sections of the form but do **NOT** write in the coloured boxes which are for official use only. Print clearly in ink in the blank spaces and on the dotted lines as required.

**PLEASE DEPOSIT A NON REFUNDABLE APPLICATION FEE OF US $25.00 FOR ZIMBABWEANS AND US$50.00 FOR INTERNATIONAL APPLICANTS INTO THE HIT BANK ACCOUNT: CBZ, ACCOUNT NUMBER 02420583120037, SWIFT CODE: COBZZWHA BRANCH SORT CODE: 6120 SAPPHIRE BRANCH, HARARE.**

**BEFORE MAKING PAYMENT THROUGH THE BANK, APPLICANTS MUST VISIT OUR WEBSITE AND OBTAIN A REFERENCE NUMBER WHICH IS USED WHEN DEPOSITING THE APPLICATION FEE**

## SECTION 1  1. PERSONAL DATA

1.1   SURNAME:

1.2   TITLE: e.g Mr/Mrs/Miss/Dr/Ms/Rev/Sr

1.3   FORENAMES:
(As on birth certificate)

1.4   PREVIOUS SURNAME:

1.5   MARITAL STATUS: e.g. Married (M) Single (S) Divorced (D) Widowed (W)

1.6   SEX: Male (M), Female (F)

1.7   NATIONALITY: ……………………………………………………………

1.8   CITIZENSHIP: …………………………………………………………...

1.9   ARE YOU A PERMANENT RESIDENT OF ZIMBABWE? Yes (Y), No (N)

      IF NOT:  What permit do you hold? …………………………………………

      PERIOD OF RESIDENCE IN ZIMBABWE: …………………………

      Foreign

1.10   DATE OF BIRTH: e.g. Day (15) Month (04) Year (08)

1.11   PLACE OF BIRTH: …………………………………………………….

1.12   DO YOU SUFFER FROM ANY PHYSICAL OR OTHER DISABILITIES FOR WHICH SPECIAL ARRANGEMENTS AT INSTITUTE WOULD BE NECESSARY?  YES (Y), NO (N)

      Disability Code

      IF YES PLEASE GIVE DETAILS ……………………………………………….

1.13   NATIONAL I.D NO.: ………………….. PASSPORT NO.: …………………………

1.14   WOULD YOU REQUIRE ACCOMMODATION AT THE INSTITUTE?  Yes (Y), No (N)

## 2. ADDRESS (PERMANENT)

| | | | | | | | | | | | | | | | | | | | |
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## TELEPHONE NUMBERS

Cell Phone:……….…………………………………….          Home:……………………………………………………

E-Mail:…………………………………………….          Office or other contact number: …………………………

## NEXT OF KIN

Name:……………..…………………………………….          Surname: ……………….………………………………………

E-Mail:………………….…………………………….          Contact mobile number: …………..………………………

N.B:  All correspondence will be forwarded to the permanent address.

## SECTION 2

## SECTION 3

### 3.  Notes to all applicants

3.1   All applicants must complete all sections of the application form carefully and legibly.  If the Institute discovers that any information submitted by the applicant is false, the Institute will reject that application and may refer the matter for legal action.

3.2   All applicants must endorse at the bottom of this page that they have understood the notes given below and that they agree to their application being considered under the conditions outlined below.

3.3    Applicants should submit this form to the Senior Assistant Registrar, Admissions, HIT, P O Box BE 277, Belvedere, Harare, Zimbabwe.

3.4    All applicants MUST submit with this form, photocopies (not originals) of all qualifications/certificates referred to in the application, including birth certificates.  The copies of the certificates must be verified by a Commissioner of Oaths or Head/Principal of the Institute at which the examinations were taken.

3.5    (a)    Applicants must give careful thought to their choice of degree programme in relation to the entry requirements for that programme and their own subject passes.

(b)    It is important for applicants to understand that admission will be made, as far as possible, in accordance with the degree preference made by the applicants.  Therefore the first preference should be what the candidate genuinely wants to pursue.

(c)    Applicants will be considered for their stated alternatives only if their first choice is unsuccessful and only if places on the alternative degree programme are available.  In the event of a candidate not being selected for any of their preferences, an offer may be made which is not in accordance to his/.her preference, should the candidate meet the required entry qualifications.

(d)    Applicants who are in doubt regarding the selection or preference should seek advice from the Admissions Office before completing their forms (at the Campus, Tel:  741427 – 31).

(e)    Details of the courses on offer, entry requirements and guidelines have been outlined in section 4 of this application form.

(f)    All Special Entry applicants will be limited to their first preference only.

**3.6    Finance**

3.6.1    Applicants must ensure that they have the necessary finance to pay on registration.  It is the student's responsibility to secure sponsorship, if this is needed.

3.6.2    Decisions on applications for admission to the Institute will NOT be made until the results of all qualifying examinations are known.

**3.7    Accommodation**

THERE IS LIMITED ACCOMMODATION ON CAMPUS FOR WHICH ADMITTED STUDENTS MUST APPLY TO THE DEAN OF STUDENTS.  STUDENTS MAY BE ABLE TO FIND RENTED ACCOMMODATION IN HARARE.

**3.8    The decision of the Admissions Committee is final.**


**SIGNATURE OF APPLICANT:  …………………………….**                **DATE:  …………………………..………**


**ENTRY REQUIREMENTS**

**GENERAL REQUIREMENTS**

**Normal Entry**

For normal entry candidates should:-

a)    Have satisfied the general requirements as prescribed below; and
b)    Have satisfied the special requirements for entry into the particular Programme chosen; and
c)    Have passed English Language and Mathematics at Ordinary Level or approved equivalents.

**Special Entry** – This admission is considered through non- Zimbabwean Qualifications.

**General Requirements**

1)    For all degree programmes, candidates must have 5 'O' level passes at Grade 'C' or better with passes in Maths, English and Science.
2)    Passes at National Diploma and Higher National Diploma for admission at approved levels in the appropriate field of study.

The following are acceptable to the Institute:-

**Ordinary Level Pass or Equivalent**

Zimbabwe Schools Examinations Council (ZIMSEC) Certificate, Higher Education Examinations Council (HEXCO) Certificate, Ordinary Level of the Associated Examining Board's General Certificate of Education; Credit Standard of Cambridge Overseas Higher School Certificate; Ordinary Level of the University of London's General Certificate of Education and Advanced Standard of the Cambridge Overseas Higher School Certificate.

**General Subject Provisions**

Subjects must have been chosen from the approved list below and restrictions against the combination of overlapping subjects must have been observed.

Approved subjects for admission purposes are listed in the appendix.

**DURATION OF STUDY**

Duration of study indicated in section 4 includes (30 thirty weeks of INTERNSHIP during the third year.

**TYPE OF ENTRY (ADMISSION)**

Indicate the type of entry (admission) preferred with a tick in the relevant box below.

| | |
|---|---|
| ☐ | Normal Entry |
| ☐ | Special Entry through other non-Zimbabwean Qualifications |
| ☐ | Repeat |

<u>**SECTION 4**</u>

**RE:  SCHOOL/CENTRE AND DEGREE/DIPLOMA PROGRAMME CHOICE**

Listed below are the Schools and Degree programmes available and the abbreviations used by the Institute to indicate these.  Select carefully the School and Degree programmes of your first preference, and enter them in the spaces provided in 4.1 using the relevant abbreviations for the School and Degree programmes shown below.  If you wish to be considered for alternative Schools and Degree programmes, in the event of your first choice being unsuccessful, you should also indicate these in the spaces provided.

NB:  All Special Entry applications will be limited to one preference only.

**DEGREE PROGRAMMES OFFERED:**

| SCHOOL OF BUSINESS AND MANAGEMENT SCIENCES (BMS) | | |
|---|---|---|
| **PROGRAMME** | **ENTRY REQUIREMENTS** | **DURATION OF STUDY** |
| Electronic Commerce (**BEC**) | Two 'A' level passes which should include one of the following: Mathematics, Accounting or Computer Science and any other subject(s) from the following: Business Studies, Economics, Physics or any relevant commercial subjects.<br>**OR**<br>National Diploma (ND) in E-Commerce or equivalent plus a minimum of two years relevant post qualification experience.<br>**OR**<br>Higher National Diploma (HND) in E-Commerce or equivalent. | 4 years |
| Financial Engineering (**BFE**) | Three 'A' level passes in Commercial or Science subjects, including Mathematics.<br>**OR**<br>National Diploma (ND) in Financial Engineering or its equivalent plus a minimum of two years relevant post qualification experience.<br>**OR** | 4 years |

| | Higher National Diploma (HND) in Financial Engineering or its equivalent. | |
|---|---|---|
| Forensic Accounting and Auditing (**BFA**) | Two 'A' level passes in Commercial or Science subjects, including Mathematics. <div align="center">**OR**</div> National Diploma (ND) in Forensic Accounting/Forensic Auditing or its equivalent plus a minimum of two years relevant post qualification experience. <div align="center">**OR**</div> Higher National Diploma (HND) in Forensic Accounting/Forensic Auditir or its equivalent. <br> ***In addition, an accepted student must be vetted for criminal history by Zimbabwe Republic Police and a Clearance Certificate must be issued and submitted to the Institute before registration.*** | 4 years |

| SCHOOL OF ENGINEERING AND TECHNOLOGY (ET) | | |
|---|---|---|
| **PROGRAMME** | **ENTRY REQUIREMENTS** | **DURATION OF STUDY** |
| Chemical and Process Systems Engineering (**ECP**) | Three 'A' level passes in Mathematics, Chemistry and a third approved subject such as Physics, Technical Drawing, Computer Science Biology, Mechanical Engineering or Metallurgy. <div align="center">**OR**</div> National Diploma (ND) in either Chemical & Process Systems Engineering or equivalent plus a minimum of two years relevant post qualification experience. <div align="center">**OR**</div> Higher National Diploma (HND) in Chemical & Process Systems Engineering or equivalent. | 4 years |
| Electronic Engineering (**EEE**) | Two 'A' level passes in Mathematics and Physics or equivalent. <div align="center">**OR**</div> National Diploma (ND) in Electronic Engineering or its equivalent plus a minimum of two years relevant post qualification experience. <div align="center">**OR**</div> Higher National Diploma (HND) in Electronic Engineering or its equivalent | 4 years |
| Industrial and Manufacturing Engineering (**EIM**) | Three 'A' level passes in Mathematics and Physics plus any other technical or science subject. <div align="center">**OR**</div> National Diploma (ND) in Industrial and Manufacturing Engineering or equivalent plus a minimum of two years relevant post qualification experience. <div align="center">**OR**</div> Higher National Diploma (HND) in Industrial and Manufacturing Engineering or equivalent. | 4 years |
| Polymer Science and Engineering (**EPT**) | Two 'A' Level passes in Chemistry and either Mathematics or Physics <div align="center">**OR**</div> National Diploma (ND) in Polymer Technology and Engineering or equivalent plus a minimum of two years relevant post qualification experience. <div align="center">**OR**</div> Higher National Diploma (HND) in Polymer Technology and Engineering or equivalent. | 4 years |

| SCHOOL OF INDUSTRIAL SCIENCES AND TECHNOLOGY (ST) | | |
|---|---|---|
| **PROGRAMME** | **ENTRY REQUIREMENTS** | **DURATION OF STUDY** |
| Biotechnology (**SBT**) | Two 'A' Level passes in Biology and Chemistry, and a third approved subject which could be either Physics or Mathematics. <div align="center">**OR**</div> National Diploma (ND) in Biotechnology or its equivalent plus a | 4 years |

| PROGRAMME | ENTRY REQUIREMENTS | DURATION OF STUDY |
|---|---|---|
| | minimum of two years relevant post qualification experience.<br>**OR**<br>Higher National Diploma (HND) in Biotechnology or its equivalent. | |
| Food Processing Technology **(SFP)** | Three 'A' level passes in Chemistry and any other two in Biology, Physics, Mathematics or Food Science.<br>**OR**<br>National Diploma (ND) in Food Processing Technology or its equivalent plus a minimum of two years relevant post qualification experience.<br>**OR**<br>Higher National Diploma (HND) in Food Processing Technology or its equivalent. | 4 years |
| Pharmacy **(SPT)** | Three 'A' Level passes in Chemistry and either Biology, Mathematics or Physics.<br>**OR**<br>National Diploma (ND) in Pharmaceutical Technology or its equivalent plus a minimum of two years relevant post qualification experience.<br>**OR**<br>Higher National Diploma (HND) in Pharmaceutical Technology or its equivalent. | 4 years |

| SCHOOL OF INFORMATION SCIENCE AND TECHNOLOGY (IST) | | |
|---|---|---|
| **PROGRAMME** | **ENTRY REQUIREMENTS** | **DURATION OF STUDY** |
| Computer Science **(ICS)** | Two 'A' Level passes including Mathematics and Physics or Computer Science or any other relevant science subject.<br>**OR**<br>National Diploma (ND) in Computer Science or equivalent plus a minimum of two years relevant post qualification experience.<br>**OR**<br>Higher National Diploma (HND) in Computer Science or equivalent. | 4 years |
| Information Technology **(IIT)** | Two 'A' Level passes including Mathematics and Physics or Computer Science or any other relevant science subject.<br>**OR**<br>National Diploma (ND) in Information Technology or equivalent plus a minimum of two years relevant post qualification experience.<br>**OR**<br>Higher National Diploma (HND) in Information Technology or equivalent. | 4 years |
| Information Security & Assurance **(ISA)** | Two 'A' Level passes including Mathematics and Physics or Computer Science and any other relevant science subject.<br>**OR**<br>National Diploma (ND) in Information Security and Assurance or equivalent plus a minimum of two years relevant post qualification experience.<br>**OR**<br>Higher National Diploma (HND) in Information Security and Assurance or equivalent. | 4 years |
| Software Engineering **(ISE)** | Two 'A' Level passes including Mathematics and Physics or Computer Science or any other relevant science subject.<br>**OR**<br>National Diploma (ND) in Software Engineering or equivalent plus a minimum of two years relevant post qualification experience.<br>**OR**<br>Higher National Diploma (HND) in Software Engineering or equivalent. | 4 years |

**PREFERRED MODE OF STUDY:**

Indicate the preferred mode of study with a tick in the relevant box below.

☐  Conventional          ☐  Parallel

**SCHOOL AND DEGREE PROGRAMME CHOICES**
Refer to preceding table, then complete the following sections.
N.B: Use the abbreviations shown to indicate the School and Degree programme preferred.

| PREFERENCES | DEGREE PROGRAMME | SCHOOL |
|---|---|---|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |

5. **INSTITUTION ATTENDED:** (College or Polytechnic at which school-leaving examinations were taken)

    5.1   LAST EDUCATIONAL INSTITUTION ATTENDED: ……………………………………………

        (If out of Zimbabwe, give address)……………………………………………………………...

        PROVINCE …………………………………………………………………………………….

        PERIOD OF ATTENDANCE:  Starting Year (e.g. 07)

                               Ending Year (e.g. 08)

6. **SCHOOL EXAMINATIONS FOR WHICH RESULTS ARE KNOWN**
  (List in chronological order, all subjects taken and results, including failures)

| DATE | | EXAMINING BODY (e.g. ZIMSEC, CAMBRIDGE) | LEVEL (e.g. 'O' & A' LEVELS) | SUBJECTS | RESULTS/GRADE |
|---|---|---|---|---|---|
| MONTH | YEAR | | | | |
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7. **TECHNICAL/POLYTECHNIC COLLEGE EXAMINATIONS FOR RESULTS WHICH ARE KNOWN**
   (List in chronological order, all subjects taken and results, including failures)

| DATE | | EXAMINING BODY (e.g. HEXCO) | LEVEL (e.g. ND, HND) | SUBJECTS | RESULTS/GRADE |
|---|---|---|---|---|---|
| MONTH | YEAR | | | | |
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DIPLOMA QUALIFICATION COMPLETED: Yes (Y) No (N)

8. **UNIVERSITY ATTENDED**

   **8.1 HARARE INSTITUTE OF TECHNOLOGY**
   Have you ever registered with the Harare Institute of Technology?  Yes (Y)/No (N)

   IF YES:  PERIOD OF ATTENDANCE:  Starting Year (e.g. 07)

   Ending Year (e.g. 10)

   PROGRAMME OF STUDY: (e.g./B. Tech, M. Tech) ……………………

   MAJOR SUBJECTS AND GRADES: …………………………………..

   …………………………………..

   …………………………………..

   QUALIFICATION COMPLETED: Yes (Y) No (N)

   DATE OF AWARD (e.g. Month (06) Year (00)

   OVERALL GRADE/CLASSIFICATION (if applicable)……………

   ………………………………………………………………………..

**8.2  OTHER UNIVERSITIES**

8.2.1    Have you ever registered with other universities?  Yes (Y)/No (N)    ☐

If yes:  Name and Address of University attended

……………………………………………………………………………….

……………………………………………………………………………….

PERIOD OF ATTENDANCE:  Starting Year (e.g. 96)    ☐☐

Ending Year (e.g. 99)    ☐☐

PROGRAMME OF STUDY……………………………………………

MAJOR SUBJECTS AND GRADES…………………………….

………………………………………………………………………

………………………………………………………………………

QUALIFICATION COMPLETED: Yes (Y) No (N)    ☐

DATE OF AWARD: (month and year)    ☐☐☐☐☐

OVERALL GRADE/CLASSIFICATION: (if applicable)……………………………………

**8.3  ANY OTHER POST SCHOOL LEAVER STUDIES**

Have you ever registered with any other College/Institution?  Yes (Y) No (N)    ☐

IF YES:  Name and Address of Institution attended

…………………………………………………………………………………

…………………………………………………………………………………

PERIOD OF ATTENDANCE:  Starting Year (e.g. 07)    ☐☐

Ending Year (e.g. 09)    ☐☐

PROGRAMME OF STUDY: ………………………………….

MAJOR SUBJECTS AND GRADES:  …………………………………..

…………………………………………………………………………..

…………………………………………………………………………..

QUALIFICATIONS COMPLETED: Yes (Y) No (N)    ☐

DATE OF AWARD: (month and year)    ☐☐☐☐☐☐

OVERALL GRADE/CLASSIFICATION: (if applicable)……………..

…………………………………………………………………………..

9. **FURTHER RELEVANT INFORMATION/REMARKS**

    **9.1 WORK EXPERIENCE/EMPLOYMENT**

| DATE | | | | OCCUPATION | NAME AND ADDRESS OF EMPLOYER |
|---|---|---|---|---|---|
| FROM | | TO | | | |
| MONTH | YEAR | MONTH | YEAR | | |
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    **9.2 NAMES AND ADDRESSES OF TWO REFEREES**

    1. …………………………………………..….    2. …………………………………………..

.    …………………………………………….    …………………………………………..

    …………………………………………….    …………………………………………..

10. **PROSPECTIVE SPONSORS**
    (e.g. self, Government or other organization)

    ARE YOU A HIT STAFF DEPENDENT? Yes (Y)/No (N)

    ARE YOU A HIT STAFF MEMBER? Yes (Y)/No (N)

11**. INDICATE HOW YOU HEARD ABOUT HARARE INSTITUTE OF TECHNOLOGY:**

☐ NEWSPAPERS ADVERTS    ☐ PAMPHLET/BROCHURES

☐ FRIEND/FAMILY    ☐ ALUMINI

☐ EXIBITION/OUTREACH PROGRAMMES    ☐ SOCIAL MEDIA

☐ WEBSITE    ☐ OTHER (SPECIFY): ………………………………………………

12. I 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 WILL FACE POSSIBLE LEGAL ACTION.

    N.B: BEFORE YOU SIGN AND DATE THIS FORM, PLEASE CHECK THAT YOU HAVE COMPLETED EACH RELEVANT SECTION AND THAT THE INFORMATION IS CORRECT.

**SIGNATURE OF APPLICANT: ……………………………….**    **DATE: ……………………….….………**

The completed form should be accompanied with certified copies of the following:

**(a)** Relevant academic and professional certificates
**(b)** Result slips in the case of ND/HND holder applicants
**(c)** National Identity Card or first three pages of a candidate's passport
**(d)** Birth Certificate
**(e)** Bank Deposit Slip