

HARARE INSTITUTE OF TECHNOLOGY

DIPLOMA IN MICROFINANCE PROGRAMME APPLICATION

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 PAY A NON REFUNDABLE PROCESSING FEE OF US \$25.00. LATE APPLICATIONS FEE WILL BE \$50.00: CBZ, ACCOUNT NUMBER: 02420583120037: Swift Code: COBZZWHA, Branch Sort Code; 6112, HARARE SAPPHIRE BRANCH.

RETURN THIS FORM WITH PROOF OF PAYMENT

CTION 1 1.	PE	RSONAL DATA													
1.	1	SURNAME:													
1.3	2	TITLE: e.g Mr/Mrs/	/Miss/D	r/Ms/R	ev/Sr	•	•	•			•				
1.3		FORENAMES: (As on birth certification)	ate)												
1.	4	PREVIOUS SURNA	AME:												
1	5	MARITAL STATU	S: e.g. l	Married	(M) S	ingle (S) Divor	ced (D)	Widow	ed (W)					
1.	6	GENDER: Male (M), Fema	ıle (F)											
1.	7	NATIONALITY: .				• • • • • • • • •									
1.3	8	CITIZENSHIP:													
1.9	9	ARE YOU A PERM	IANEN	T RES	IDENT	OF ZII	MBABV	WE? Ye	s (Y), N	lo (N)					
		IF NO: What permi PERIOD OF RESID										Fore	ign		
1.	10	DATE OF BIRTH	: e.g. D	ay (15)	Month	(04) Ye	ear (08)								
1.	11	PLACE OF BIRTH	H:					•••••		••••					
1.	12	DO YOU SUFFER ARRANGEMENT										ECIAL			
		IF YES PLEASE G	IVE DE	ETAILS		•••••					 	Disa	bility C	Code	
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SECTION 2

FOR OFFICIAL USE ONLY

CERTIFICATES RECEIVED/VERIFIED

Birth Marriage ND HND		Receipt Acknowledge Prev Ref Asked
'O' Level 'A' Level School University		School College Other
App No. Normal Special Mature Repeat	Registration Documents: Issued Date	Refs Received School College Other Coded Letter (R, NQ) P/A

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 Administrator, School of Business and Management Sciences.

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.

3.5 Finance

3.5.1 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.

SIGNATURE OF APPLICANT:	DATE:
DIGITIE OF THE ELCHITTE CHARLES	DITE:

ENTRY REQUIREMENTS

For entry into the Diploma candidates should have:-

At least 5 'O' Levels Including English Language and Mathematics. A minimum of two years' experience in Microfinance and or related fields.

OR

Certificate in Microfinance or its equivalent

The following are acceptable to the Institute:-

Ordinary 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 and Ordinary Level of the University of London's General Certificate of Education.

DURATION OF STUDY

1. Duration of Diploma programme is one (1) year.

SECTION 4

PROFESSIONAL PROGRAMMES

PROGRAMME	ENTRY REQUIREMENTS	DURATION OF STUDY
SCHOOL	OF BUSINESS AND MANAGEMENT SCIENCES (BMS)	
Diploma in Microfinance		
(DMF)	At least 5 'O' Levels Including English Language and Mathematics.	1 year
	A minimum of two years' experience in Microfinance and or related fields.	
	OR	
	Certificate in Microfinance or its equivalent	

Please Note:

The Diploma in Microfinance is a 1 year programme where lectures are conducted during weekends Saturday to Sunday between 0800 hours and 1600 hours. The lectures will be conducted on two weekends each month.

PROGRAMME CHOICES

Refer to preceding table, then complete the following sections. N.B: Tick to indicate the programme required.

PROGRAM REQUIRED	SELECTION (Please Tick)
Diploma in Micro Finance	

7. KNOWN RELEVANT EXAMINATION RESULTS

(List in chronological order, all subjects taken and results, including failures)

DATE		EXAMINING BODY (e.g. ZIMSEC)	LEVEL	SUBJECTS	RESULTS GRADE
MONTH	YEAR	_			

9. FURTHER RELEVANT INFORMATION/REMARKS

9.1 WORK EXPERIENCE/EMPLOYMENT

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

SIGNATURE OF APPLICANT:

- (a) Relevant academic and professional certificates.(b) National Identity Card or first three pages of a candidate's passport.
- (c) Birth Certificate.
- (d) Proof of processing fees paid.00000000000

DATE: