**UGME-2023/2024 ODL UNDERGRADUATE APPLICATION FORM FOR MATURE ENTRY CANDIDATES**

This form should be completed in **BLOCK LETTERS** and returned together with the required attachments to the **University Registrar, Lilongwe University of Agriculture and Natural Resources (LUANAR), P.O. Box 219, Lilongwe, Malawi**
**INCOMPLETE APPLICATIONS SHALL NOT BE PROCESSED!**

Attach your passport size photo here

## A. PERSONAL DETAILS

1. **Title:** _____ **Surname:** _____ **First Name:** _____

2. **Middle Names:** _____ **Marital Status:** _____ **Maiden Name:** _____

3. **Date of Birth:** _____ DD _____/_____ MM ____/_____ YYYY _____ **Gender:** • M    • F

4. **Nationality:** _____ **Country of Residence:** _____

   **Physical address/Current place of residence:** _____

5. **District of origin:** _____ **T/A:** _____ **Village:** _____

6. **National ID Number:** _____ **Place of issue:** _____ **Date of issue:** DD/MM/YYYY **Expiry Date:** DD/MM/YYYY

## B. PERSONAL CONTACT DETAILS

| Mobile 1: | Mobile 2: |
|---|---|
| Tel 1: | Tel 2: |
| Email 1: | Email 2: |
| Postal address 1: | Postal address 2: |

## C. NEXT OF KIN

7. **Title:** _____ **Surname:** _____ **Initials:** _____ **Relationship:** _____

8. **Occupation:** _____ **Organisation:** _____

9. **Next of Kin contact details:**

| Mobile 1: | Mobile 2: |
|---|---|
| Tel 1: | Tel 2: |
| Email 1: | Email 2: |
| Postal address 1: | Postal address 2: |

## D. CANDIDATES WITH SPECIAL NEEDS

The University encourages you to disclose any disability/medical condition which could disadvantage your ability to study. All offers are made on academic grounds only, and the information you submit will be used to help LUANAR provide appropriate support. Please tick all that apply.

1. • No Disability
2. • Learning Difficulty
3. • Deaf/Serious
4. • Hearing Impairment
5. • Personal Care Support
6. • Unseen Disability: e.g. Diabetes
7. • Blind/Serious Visual Impairment
8. • Wheelchair User/Mobility Issues
9. • Mental Health Condition
10. • Autistic Spectrum/Asperger's
11. • Other disability not listed here

Please detail other disability or additional support needs: _____

_____

_____

**E.   PROGRAMME APPLIED FOR** *(Use the abbreviated codes provided under **Section N (i)** of this application form.)*

ODeL Campuses:  Blantyre, Lilongwe, Mzuzu (Choose the one appropriate)

| **First choice** | Programme Name | | | |
|---|---|---|---|---|
| | Programme code | | Campus | |
| | | | | |
| **Second choice** | Programme Name | | | |
| | Programme code | | Campus | |
| | | | | |
| **Third choice** | Programme Name | | | |
| | Programme code | | Campus | |

## F. REDIRECTION

If I am not selected to any of my preferred programmes, I am willing to be redirected to similar programmes offered through ODeL.

- **Yes**
- **No**

## G.  SECONDARY/HIGH SCHOOL RECORD *(Fill in the gaps below with the relevant information)*

Strictly attach original academic transcript(s) and copy(s) of certificate(s)/statement of result(s) duly certified by a recognized commissioner of oaths.

### i. MSCE/O-Level or equivalent qualification(s)

| 1st Attempt Grades | Grade | 2nd Attempt Grades | Grade | 3rd Attempt Grades | Grade |
|---|---|---|---|---|---|
| **Year:** | | **Year:** | | **Year:** | |
| **Qualification:** | | **Qualification:** | | **Qualification:** | |
| **Certificate #:** | | **Certificate #:** | | **Certificate #:** | |
| **Centre/School Name:** | | **Centre/School Name:** | | **Centre/School Name:** | |
| **Centre #:** | | **Centre #:** | | **Centre #:** | |
| **Candidate #:** | | **Candidate #:** | | **Candidate #:** | |
| **From:          To:** | | **From:          To:** | | **From:          To:** | |
| **Country:** | | **Country:** | | **Country:** | |
| **Subject** *(Highest to Lowest)* | Grade | **Subject** *(Highest to Lowest)* | Grade | **Subject** *(Highest to Lowest)* | Grade |
| 1. | | 1. | | 1. | |
| 2. | | 2. | | 2. | |
| 3. | | 3. | | 3. | |
| 4. | | 4. | | 4. | |
| 5. | | 5. | | 5. | |
| 6. | | 6. | | 6. | |
| 7. | | 7. | | 7. | |
| 8. | | 8. | | 8. | |
| 9. | | 9. | | 9. | |
| 10. | | 10. | | 10. | |

ii.   **A-Level or equivalent qualification(s)**

| 1st Attempt Grades | | 2nd Attempt Grades | | 3rd Attempt Grades | |
|---|---|---|---|---|---|
| **Year:** | | **Year:** | | **Year:** | |
| **Qualification:** | | **Qualification:** | | **Qualification:** | |
| **Certificate #:** | | **Certificate #:** | | **Certificate #:** | |
| **Centre/School Name:** | | **Centre/School Name:** | | **Centre/School Name:** | |
| **Centre #:** | | **Centre #:** | | **Centre #:** | |
| **Candidate #:** | | **Candidate #:** | | **Candidate #:** | |
| **From:**        **To:** | | **From:**        **To:** | | **From:**        **To:** | |
| **Country:** | | **Country:** | | **Country:** | |
| **Subject** *(Highest to Lowest)* | **Grade** | **Subject** *(Highest to Lowest)* | **Grade** | **Subject** *(Highest to Lowest)* | **Grade** |
| 1. | | 1. | | 1. | |
| 2. | | 2. | | 2. | |
| 3. | | 3. | | 3. | |
| 4. | | 4. | | 4. | |
| 5. | | 5. | | 5. | |

## H. POST HIGH/SECONDARY SCHOOL RECORD

Please list all qualifications in chronological order with the most recent first. Provide original and sealed copies of transcripts and certified copies of certificates. **Note:** Printouts from self-service/web portal systems will not be accepted. The documentation being submitted must be formally issued by the awarding institution/exam body.

International students must submit documentation both in the original language and as an officially endorsed English language translation.

**Qualification 1**

| **Institution:** | | **Country:** | |
|---|---|---|---|
| **Institution Postal Address:** | | **Years attended**<br><br>From: _____ to: _____ | |
| **Qualification awarded:** | | **GPA/Overall Grade:** | |

**Qualification 2**

| **Institution:** | | **Country:** | |
|---|---|---|---|
| **Institution Postal Address:** | | **Years attended**<br><br>From: _____ to: _____ | |
| **Qualification awarded:** | | **GPA/Overall Grade:** | |

**Qualification 3**

| **Institution:** | | **Country:** | |
|---|---|---|---|
| **Institution Postal Address:** | | **Years attended**<br><br>From: _____ to: _____ | |
| **Qualification awarded:** | | **GPA/Overall Grade:** | |

### I.  EMPLOYMENT RECORD *(attach a reference letter from each employer given below)*

Please fill in the spaces below in chronological order with the most recent first. Attach official reference letter(s) showing proof of at least two years' post-diploma relevant work experience.

**Employment 1**

| Name of Employer | Country | Position/Post Held | Dates (MM/YYYY) | |
|---|---|---|---|---|
| | | | **From** | **To** |
| | | | | |
| **Postal address:** | | | | |
| **Email:** | | **Tel:** | | |

**Employment 2**

| Name of Employer | Country | Position/Post Held | Dates (MM/YYYY) | |
|---|---|---|---|---|
| | | | **From** | **To** |
| | | | | |
| **Postal address:** | | | | |
| **Email:** | | **Tel:** | | |

**Employment 3**

| Name of Employer | Country | Position/Post Held | Dates (MM/YYYY) | |
|---|---|---|---|---|
| | | | **From** | **To** |
| | | | | |
| **Postal address:** | | | | |
| **Email:** | | **Tel:** | | |

### J.  REFEREES

| Details | Referee 1 | Referee 2 | Referee 3 |
|---|---|---|---|
| **Name:** | | | |
| **Occupation:** | | | |
| **Email:** | | | |
| **Mobile:** | | | |
| **Postal address:** | | | |

## J.  APPLICATION FEE

All applicants are <u>STRICTLY</u> required to <u>DEPOSIT</u> a non-refundable application fee of K10,000.00 for Malawians and U$30.00 for international applicants <u>to the following</u> **LUANAR ODL FEES** bank account:

| DETAILS | NATIONAL BANK OF MALAWI |
|---|---|
| **Account Name** | LUANAR ODL |
| **Account Type** | Current |
| **Account Number** | 1002868683 |
| **Service Centre** | Lilongwe Gateway |
| **Swift Code** | NBMAMWMW |

**Note:** A copy of the deposit slip <u>bearing the name of the applicant</u> should be attached to the application form.

## K.  SUBMISSION OF APPLICATION FORM

A duly completed application form together with a bank deposit slip showing the name of the candidate and any other relevant attachments <u>should be sent to:</u>

| |
|---|
| **The University Registrar** |
| **LUANAR** |
| **P.O. Box 219** |
| **Lilongwe** |
| **Attention: ODL Admissions** |
| **Subject:** ODL Undergraduate Admissions – 2023/2024 |

**THE CLOSING DATE FOR RECEIVING APPLICATIONS IS 9TH JUNE 2023**

## L.  CHECKLIST

**I confirm that I have duly completed all the relevant sections of this application form and attached the following supporting documents:**

| | |
|---|---|
| **1.** Copies of all relevant certificates and academic transcripts which are being used for the application. These must be duly certified by a Commissioner of Oaths as true copies of the originals. | |
| **2.** Source of funding, i.e. official scholarship award/sponsorship letter. | |
| **3.** Proof of payment of an appropriate application fee bearing your name and the amount of application fee paid. | |
| **4.** Proof of English Language proficiency for international candidates whose first language is not English. | |

## M.  DECLARATION

I _____ hereby certify that all the information given on this form is true and further recognize that my application will not be processed if it is incomplete.

**Signature:** _____          **Date:** _____
                                                                                          DD          MM          YYYY

# INCOMPLETE APPLICATIONS SHALL NOT BE PROCESSED

# SUBMISSION DEADLINE IS 9TH JUNE 2023

# END OF APPLICATION FORM!

## N. PROGRAMME INFORMATION AND ENTRY REQUIREMENTS

### (i) Specific entry requirements
In addition to the above general requirements, candidates must also meet the individual programme requirements specified below:

| Programme | | Location | Type of Entry | Year of Entry | Mode of Delivery | Specific Entry Requirements |
|---|---|---|---|---|---|---|
| **Name** | **Code** | | | | | |
| • Bachelor of Business Studies | BABS | **Bunda College** | Mature | 2 | ODeL | MSCE or IGCSE 'O' level or its equivalent with at least four (4) credit passes including **English and Mathematics**. Alternatively, at least three passes with grade "C" including Mathematics at A-Level or any comparable qualification and a relevant **Diploma** obtained from an accredited institution of higher learning. |
| • Bachelor of Development Economics | BDEC | **Bunda College** | Mature | 2 | ODeL | MSCE and a Diploma in economic development related fields such as **Business Studies, Extension, Rural Development, Gender and Development** |
| • Bachelor of Science in Agricultural Economics | BAAE | **Bunda College** | Mature | 2 | ODeL | MSCE certificate/equivalent O-Level qualifications **OR** 3 passes with at least grade **'C' in Biology, Mathematics and Chemistry & Physics** at A-Level or any comparable qualification **AND** A **relevant** diploma **(which also covered basic science courses)** obtained from an **accredited** institution of higher learning |
| • Bachelor of Science in Agribusiness Management | BABM | **Bunda College** | Mature | 2 | ODeL | MSCE certificate/equivalent O-Level qualifications **OR** 3 passes with at least grade **'C' in Biology, Mathematics and Chemistry & Physics** at A-Level or any comparable qualification **AND** A **relevant** diploma **(which also covered basic science courses)** obtained from an **accredited** institution of higher learning |
| • Bachelor of Science in Agricultural Extension | BEXT | **Bunda College** | Mature | 2 | ODeL | MSCE certificate/equivalent O-Level qualifications **OR** 3 passes with at least grade **'C' in Biology, Mathematics and Chemistry & Physics** at A-Level or any comparable qualification **AND** A **relevant** diploma **(which also covered basic science courses)** obtained from an **accredited** institution of higher learning |

| Programme | | Location | Type of Entry | Year of Entry | Mode of Delivery | Specific Entry Requirements |
|---|---|---|---|---|---|---|
| Name | Code | | | | | |
| • Bachelor of Science in Agricultural Innovations | BAGI | **Bunda College** | Mature | 2 | ODeL | MSCE certificate/equivalent O-Level qualifications **OR** 3 passes with at least grade **'C' in Biology, Mathematics and Chemistry & Physics** at A-Level or any comparable qualification **AND** A **relevant diploma (which also covered basic science courses)** obtained from an **accredited** institution of higher learning |
| Bachelor of Education Science majoring in: <br><br> • Agriculture and Biology <br><br> • Physics and Mathematics | BEDS | **Bunda College** | Mature | 2 | ODeL | An MSCE certificate and a **relevant University Diploma** (that also covered basic science courses) obtained from an accredited institution of higher learning |
| • Bachelor of Arts in Social Work and Youth Development | BSWYD | **Bunda College** | Mature | 2 | ODeL | MSCE and a Diploma in **Community Development, Social Work**, or any other equivalent qualification in Youth and Social Work |
| | BSWYD | **Bunda College** | Mature | 3 | ODeL | MSCE and a relevant Diploma in **Gender and Development; Youth and Development Diploma** obtained from **LUANAR** |

*May, 2023*