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## APPLICATION FORM

### FOR ACADEMIC , PROFESSIONAL & SHORT COURSES

#### INSTRUCTION

This form should be completed and submitted to the Zambia Centre for Accountancy Studies (ZCAS). P.O. Box 35243, Lusaka, together with copies of certificates, transcripts of results and other documents relevant to your application stated.

#### Programme details; .....

- ACCA
- CIMA
- CIMA-CBA
- CIM
- NCC
- ABE
- CIPS
- Banking and Finance
- Foundation in Accountancy
- 'A' Levels
- ZIM
- ZICA
- BBAA
- CISCO
- BSC –Computing
- BA-Business Studies
- BSC-Economics
- BSC-Accounting & Finance
- MSC-ISM
- BA(Hons) PSCM
- BA(Hons)Marketing
- LLB – Commercial
- MA/MBA
- BAccED
- BAFS
- BscCompED
- BA-Business Studies (HRM)
- BA-Business Studies (Finance)
- BA- Business Studies (Logistics)
- BA- Business Studies (Marketing)
- Bachelor of Accountancy
- Bachelor of Business entrepreneurship
- Bachelor of Accounting and Finance
- Bachelor of Business Administration

#### Mode of Study:

- Full Time
- Part Time
- Distance/Block Release

**SECTION A**

**PERSONAL DATA**

- 1. **Surname (Mr./Ms/Miss)** .....
- 2. **First Name/Middle Names** .....
- 3. **Postal Address**.....
- 4. **E-mail address**.....
- 5. **Phone Number (Business)**..... **Fax**..... **Tel: No**.....
- 6. **Nationality**.....**Sex: Male/Female**.....
- 7. **N R C /Passport No.**.....
- 8. **Place of Birth**.....**Date of Birth**.....
- 9. **Name and address of Parent, Guardian or Next of Kin**.....

**SECTION B**

10. EDUCATION

ACADEMIC OR PROFESSIONAL QUALIFICATIONS

List your qualification starting with the latest

<b>Institution</b>	<b>Qualification</b>	<b>Year Obtained</b>

**SECTION C**

11. Supporting statement

Make a brief statement explaining why you have chosen to apply the programme.

12. EMPLOYMENT (List under the following headings starting with the current):

<b>From</b>	<b>To</b>	<b>Position</b>	<b>Company</b>

13. SPONSORS DETAILS

Name of Sponsor(s).....

Postal Address:.....

**14. How did you find out about ZCAS?**

- Radio
- Career Service/Fair
- Friend/Relative
- Employer
- Television
- ZCAS promotion
- ZCAS adverts
- Internet(Website)

**15. DECLARATION(S) TO BE SIGNED BY THE APPLICANT**

I understand that my eligibility will be based solely on official documents about my qualifications that I have sent to ZCAS.

I understand that all applicable fees will be charged at the current rate. I understand that, if admitted as a student I must pay tuitions and other fees to the ZCAS.

I declare that the information I have given on this form is correct.

I understand that any false or misleading statement in this form could lead to disciplinary action being taken against me and/or may invalidate any decision reached on this application.

I promise to work hard in any of my class assignment.

**Signature of Applicant** ..... **Date**.....

**16. OFFICE USE ONLY**

Empty box for office use only.