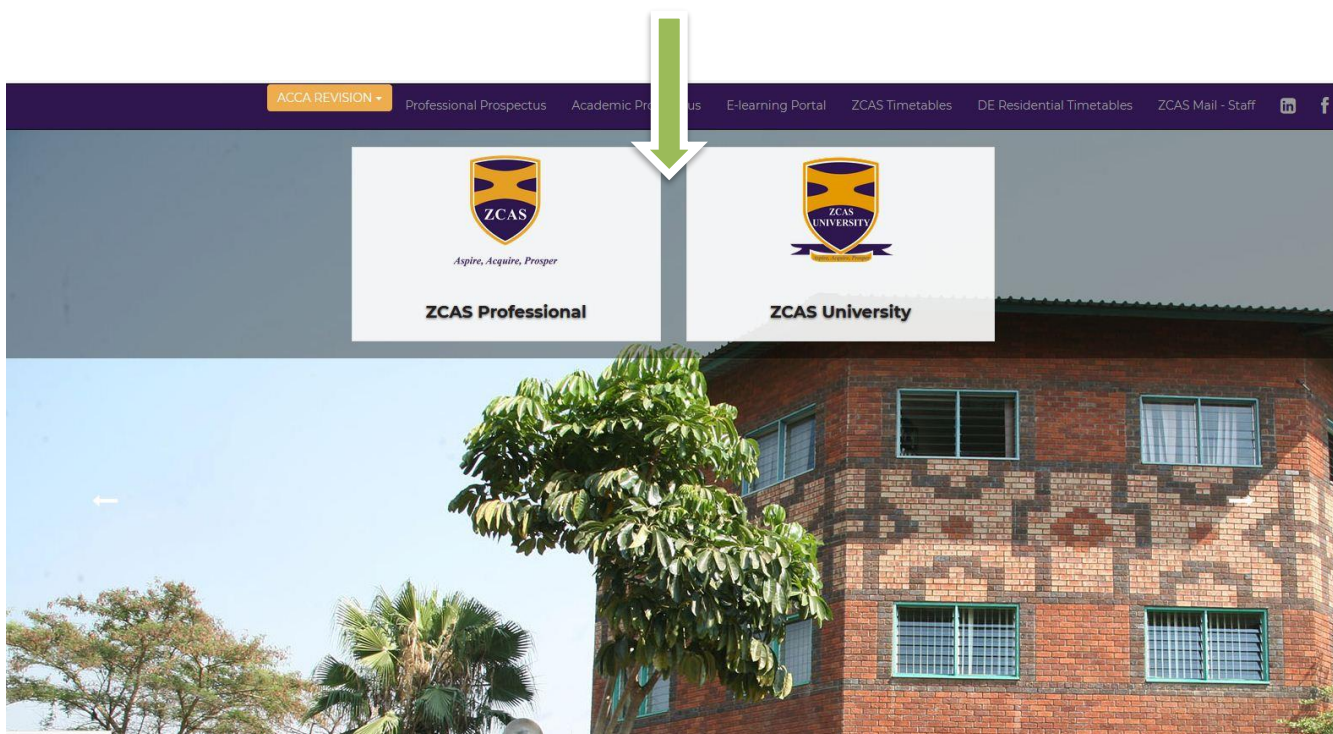


ONLINE APPLICATION AT ZCAS UNIVERSITY

The Online Application System is intended for use by new prospective students submitting an application to ZCAS University for the first time. It is not intended for students presently registered at the University. The following are the steps;

1. Step 1: applicants visit the website www.zcas.ac.zm and select the school of the interest to study from professional or academic.



Step 2 : applicants select the programme of interest for example, Bachelor of Accounting.

BACHELOR OF ACCOUNTING

HOME \ COURSE

Application and Registration Closing Date:

August 2nd, 2019

START:

August 6, 2019

DURATION:

4 Years on FT and 5 Years on PT/DE

ID:

BACC

ADDRESS

Dedan Kimathi Road, P.O Box 35243, Lusaka, Zambia.

[VIEW MAP >](#)

CATEGORIES

Academic Programmes , Accounting , Distance

Education

[Apply Now](#)

Step 3 : Online application steps are shown below;

Application form for new students

You are requesting admission to the following programme: **BACHELOR OF ACCOUNTING**

Please complete the following form entirely to successfully complete your application. Click on the steps below to continue.

1 - General information

2 - School certificate examination results

3 - Education background

4 - Next of kin information

5 - Sponsors information

6 - Second and third program choices

7 - Submit your application

Step 4 : Applicant required to click on general information

You are requesting admission to the following programme: **Bachelor of Accounting**

Please complete the following application form entirely to successfully complete your application.

In this section you will provide basic information needed for your enrolment.

Information	Input fields	Description
1.2 - National Registration Number	<input type="text" value="306554/99/1"/>	Please enter the ID number provided on your national identification card or passport
1.3 - Surname	<input type="text" value="Zimba"/>	Your family name
1.4 - First Name	<input type="text" value="Moses"/>	Your given name
1.5 - Middle name	<input type="text" value="Junior"/>	Optional
1.6 - Sex (Gender)	<input type="text" value="Male"/>	
1.7 - Date of Birth	<input type="text" value="1"/> <input type="text" value="January"/> <input type="text" value="2004"/>	Minimum age for applicants is 18 years
1.8 - Nationality	<input type="text" value="Zambian"/>	
1.9 - Streetname and number	<input type="text" value="Kudu Road Kabulonga"/>	For example: Munkoyo Street 1583
1.10 - P.O Box	<input type="text" value="P.O. Box 35220, Lusaka"/>	For example: 804040
1.11 - City/Town	<input type="text" value="Lusaka"/>	
1.12 - Phone Number	<input type="text" value="0971xxxxxx"/>	For example: 0978168860
1.13 - Email Address	<input type="text" value="zimba@yahoo"/>	Optional (Yahoo, Hotmail, Gmail, etc)
1.14 - Country	<input type="text" value="Zambia"/>	
1.15 - Disability	<input type="text" value="No"/> <input type="text" value="No Disability"/>	
1.16 - Marital Status	<input type="text" value="Single"/>	
1.17 - Study Delivery Mode	<input type="text" value="Fulltime"/>	

Step 5 : Applicant required to click on education background

In this section you will need to provide records of your previously followed education (secondary education and up), you can use the Add button below this section to add more then one record, please enter as many records as needed.

Information	Input fields	
0 3.1 - Type of certificate	<input type="text" value="Secondary school certificate"/>	
1 3.2 - Name of institution	<input type="text" value="Munali Secondary School"/>	For example: Evelyn Hone
2 3.3 - Name of certification	<input type="text" value="Grade 12 School Certificate"/>	For example: Grade 12, or Diploma in Business Studies
Scan of document	<input type="button" value="Browse..."/> No file selected.	Upload the certificate, degree or diploma.

[+ Add another education record](#)

Step 6 : Applicant required to click on Next of Kin

In this section you can provide contact information that should be used in case of an emergency, in general this should be a family member or legal guardian. Use the add button to add as many emergency contacts as you wish.

Information	Input fields	
4.1 - Full Name	<input type="text" value="James Zimba"/>	
4.2 - Relationship	<input type="text" value="Parent"/>	
4.3 - Phone Number	<input type="text" value="0972xxxxx14"/>	
4.4 - Email	<input type="text" value="JameZ@yahoo.com"/>	
4.5 - Address	<input type="text" value="Kudu Road"/>	
4.6 - Town	<input type="text" value="Lusaka"/>	

[+ Add another emergency contact](#)

Step 7: Applicant required to click on Sponsors details

In this section you must provide contact information for your sponsor, if you are self sponsored please indicate this.

Information	Input fields
5.1 - Full Name	<input type="text" value="Kennedy Banda"/>
5.2 - Sponsorship	<input type="text" value="Parent"/>
5.3 - Phone Number	<input type="text" value="0979xxxxxx49"/>
5.4 - Email	<input type="text" value="kenh@yahoo.com"/>
5.5 - Address	<input type="text" value="Hse No. 19 Luena Kamwala"/>
5.6 - Town	<input type="text" value="Lusaka"/>

[+ Add another sponsor](#)

Step 8: Applicant required to click on second and third programme choices

This is the final part of your admission request, here you will need to select your second and third choice program choices, should you not get picked for your main program.

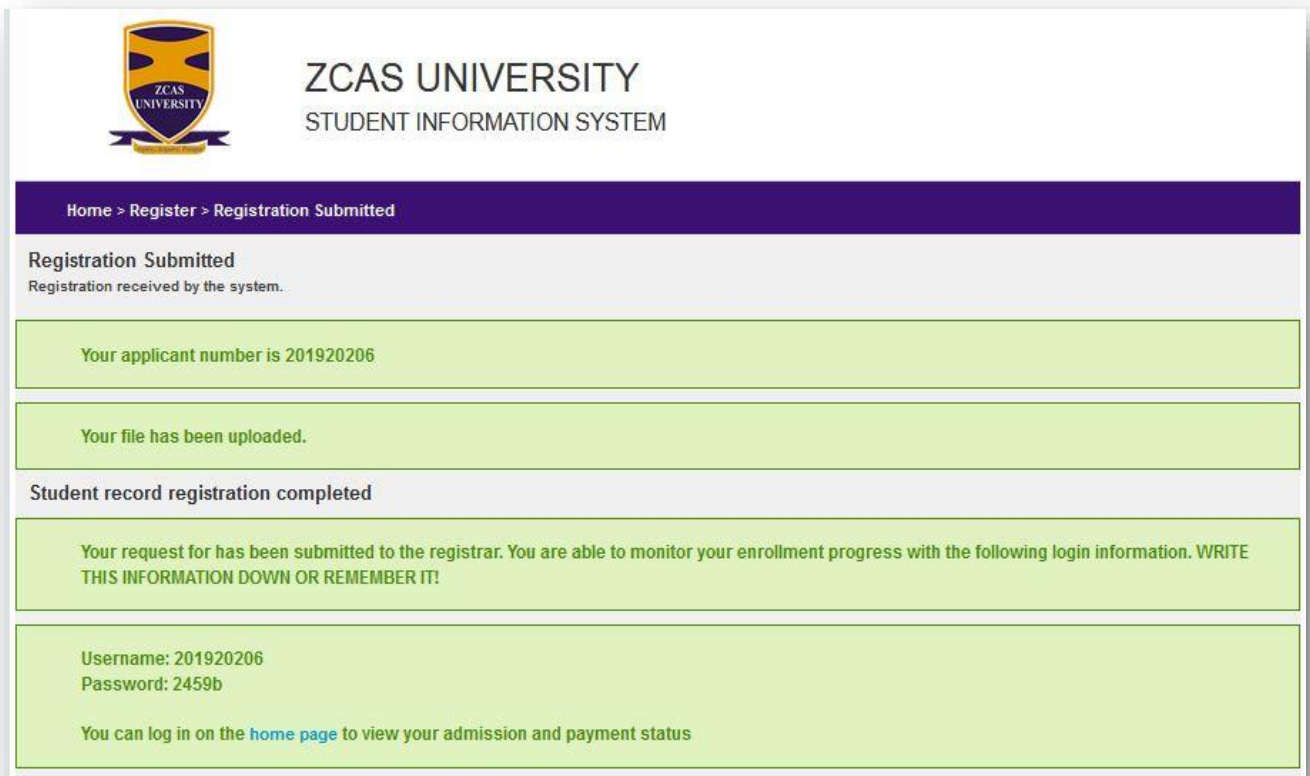
Information	Selection
6.1 - Second Choice:	<input type="text" value="BACHELOR OF BUSINESS ENTREPRENEURSHIP"/>
6.2 - Third Choice:	<input type="text" value="BACHELOR OF ACCOUNTING WITH EDUCATION"/>

Step 9: Applicant required to submit the application

7 - Submit your application

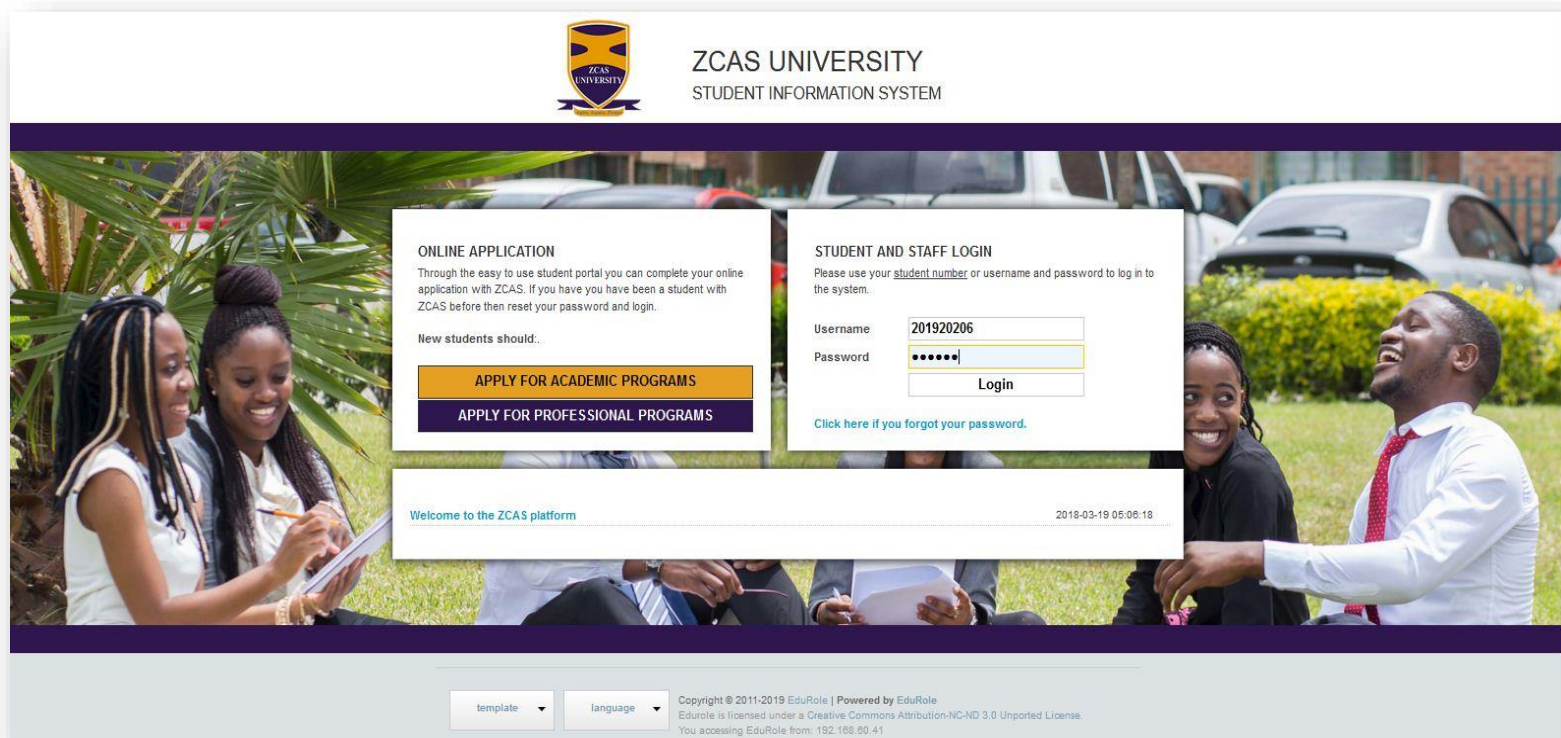
Click on the button to submit the form.

Step 10: After applicant clicks submit the receive the message below;



The screenshot shows the ZCAS University Student Information System registration confirmation page. At the top left is the ZCAS University logo. To its right, the text reads "ZCAS UNIVERSITY" and "STUDENT INFORMATION SYSTEM". Below this is a purple navigation bar with the text "Home > Register > Registration Submitted". The main content area has a white background with a purple header "Registration Submitted" and a sub-header "Registration received by the system.". There are three green message boxes: the first says "Your applicant number is 201920206", the second says "Your file has been uploaded.", and the third says "Student record registration completed". Below these is a larger green box with the text: "Your request for has been submitted to the registrar. You are able to monitor your enrollment progress with the following login information. WRITE THIS INFORMATION DOWN OR REMEMBER IT!". This is followed by a white box containing the login details: "Username: 201920206" and "Password: 2459b". At the bottom of this box, it says "You can log in on the [home page](#) to view your admission and payment status".

Step 11: Finally applicant is given a temporally username and password. Applicant needs to click the home page link to view progress of admissions and payment status



The screenshot shows the ZCAS University Student Information System login page. At the top left is the ZCAS University logo. To its right, the text reads "ZCAS UNIVERSITY" and "STUDENT INFORMATION SYSTEM". Below this is a purple navigation bar. The main content area has a white background with a purple header. There are two white boxes: the left one is titled "ONLINE APPLICATION" and contains text about completing an online application, with two buttons: "APPLY FOR ACADEMIC PROGRAMS" and "APPLY FOR PROFESSIONAL PROGRAMS". The right one is titled "STUDENT AND STAFF LOGIN" and contains text about logging in, with input fields for "Username" (containing "201920206") and "Password" (containing "*****"), a "Login" button, and a link "Click here if you forgot your password.". Below these boxes is a white box with the text "Welcome to the ZCAS platform" and a timestamp "2018-03-19 05:06:18". At the bottom of the page, there are two dropdown menus for "template" and "language", and a footer with copyright information: "Copyright © 2011-2019 EduRole | Powered by EduRole. Edurole is licensed under a Creative Commons Attribution-NC-ND 3.0 Unported License. You accessing EduRole from: 192.168.80.41".

OFFLINE/PHYSICAL APPLICATION AT ZCAS UNIVERSITY

The Offline Application is intended for use by new prospective students submitting an application in hard copy to ZCAS University for the first time. It is not intended for students presently registered at the University. The following are the steps;

Step 1: Applicant enquiring about the programmes that are offered.

Step 2: Application forms and other relevant information is given to the applicant

Step 3: Applicants brings the hard copy of the application form and their attachments

Step 4: Application is process upon verification of their documents relevant to the applied programme

Step 5: If the applicant meets the requirements for the programme applied in, the acceptance letter is issued which acts as an offer letter. This letter contains the applicable fees which one is required to pay according to the selected programme and mode of study.

Step 6: After payments the applicant is registered as a student.