



**Malawi School  
of Government**

## KANENGO CAMPUS

Attach your  
passport size  
Photos here

### UNDERGRADUATE & POSTGRADUATE PROGRAMMES APPLICATION FORM

***Please complete this form in BLOCK LETTERS***

Duly completed **hard copies** of the application together with its supporting documents should be returned by **Friday, 8th August 2025** to the following address.

**The Campus Director, 2025/2026 Admissions, Malawi School of Government, Kanengo Campus, P.O. Box 30801, Lilongwe 3.**

#### 1. PERSONAL DATA

Surname: \_\_\_\_\_ Title: MR./DR/MRS/MISS

First Name: \_\_\_\_\_ Initials: \_\_\_\_\_

Date of Birth: DD/MM/YEAR

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Contact Address: \_\_\_\_\_

\_\_\_\_\_

Mobile Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

#### 2. DETAILS OF NEXT OF KIN/GUARDIAN

Surname: \_\_\_\_\_ Title: MR./DR/MRS/MISS

First Name: \_\_\_\_\_ -Initials: \_\_\_\_\_

Contact Address: \_\_\_\_\_

\_\_\_\_\_

Mobile Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**3. CURRENT EMPLOYER (Mature Entry / Postgraduate)**

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Email: \_\_\_\_\_

Sponsor: \_\_\_\_\_

**4. WORK HISTORY (Mature Entry / Postgraduate)**

Name of Employer	Position	From	To	Responsibilities

**5. PROGRAMME APPLIED FOR:** Select one programme only

- ☐ Bachelor of Business Administration (BBA) Generic
- ☐ Bachelor of Business Administration (BBA) Mature Entry
- ☐ Master of Science in Project Management (MSc. PM)

## 6. MODE OF STUDY

- ☐ Full Time
- ☐ Weekend

## 7. ACADEMIC QUALIFICATION (Highest Level Attained)

- ☐ Masters
- ☐ Bachelors
- ☐ Diploma
- ☐ MSCE (Specify last Secondary School attended)

\_\_\_\_\_

- ☐ Other(specify)\_\_\_\_\_

## 8. MALAWI SCHOOL CERTIFICATE OF EDUCATION (MSCE)

Year Obtained	Subject	Aggregate Points

**Note:** Applicants for the generic undergraduate programmes and all master's programmes should have an MSCE or O level certificate with six credits including English and Mathematics. Applicants for the mature entry undergraduate programmes should have a minimum of four credits including English and Mathematics.

## 9. STATEMENT IN SUPPORT OF YOUR APPLICATION (POSTGRADUATE ONLY)

Please provide information in support of your application including previous areas of study, areas of research, reasons for applying for this programme and how you would benefit from it. You may also include non-academic aspects of your experience, including hobbies/interests, participation in any clubs/societies, voluntary community work, parenting etc. (1,500 words). **To be submitted as an attachment.**

## 10. REFERENCE (MATURE / POSTGRADUATE)

Name of Referee: \_\_\_\_\_

Position and Occupation: \_\_\_\_\_

Contact Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email Address: \_\_\_\_\_

## 11. FEES

50% of the fees should be paid before commencement of the programme to secure student's place.

**NOTE:** All payments **MUST** be deposited into the following account:

	<b>STANDARD BANK</b>
<b>Account Name</b>	Malawi School of Government – Fees Account
<b>Account Number</b>	9100006439435
<b>Service Centre</b>	Capital City
<b>Account Type</b>	Current Account

## 12. Where did you learn about these programmes? (please mark one box):

Newspaper\* Radio\* Television\* Friend\* Facebook\* Twitter\* Instagram \*

Careers Event\* Current Student\*

Other\* (Please specify below) .....

## 13. Checklist

ITEM	✓
I confirm that I have completed all the relevant sections of this application form and attached the following supporting documents;	
1 Copies of all my relevant degrees/diplomas/certificates <b>duly certified</b> by a commissioner of oaths.	
2 <b>Original</b> academic transcript	
3 Copy of the <b>bank deposit slip</b> showing the name of the applicant and proof of payment of K20,000.00 non-refundable application fee.	
4 <b>Updated CV</b> with names of contact details of three traceable referees ( <b>Mature and Postgraduate only</b> ).	
5 A clear specification of the <b>programme applied</b> for as well as the Candidate's preferred mode of study.	
6 <b>Two Official reference letter – Academic or</b> from the current and/or previous employer(s) showing proof of work experience ( <b>Postgraduate and Mature</b> ).	
7 <b>Most recent two passport size photographs.</b>	
8 <b>Personal Statement (Postgraduate only)</b>	

#### 14. DECLARATION AND SIGNATURE

*I hereby declare that the information given is correct and true in all respect.*

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED!**

