



MUTARE POLYTECHNIC NATIONAL CERTIFICATE TO HIGHER NATIONAL DIPLOMA ADMISSION APPLICATION FORM 20

NB: Print clearly in Blue or Black ink in the Box as required.

SECTION 1: FOR OFFICE USE	DNLY
1.1 RECEIPT NO.	1.3 DOCUMENTS SUBMITTED AND
	VERIFIED
1.2 AMOUNT:	Receipt
	Application Letter
	Birth Certificate
	I.D
	O' Level Certificate / Result slip
	NC Certificate / Transcript
	ND Certificate/ Transcript
1.4 RECEIVED AND VERIFIED	
(Head of Department)	
	Head of Department Date Stamp
Name	Signature
TVAILE	Signature
	PROGRAMME: As per Advertisement
2.0 First Choice	
Second Choice	
Third Chains	
Third Choice	
2.1 Preferred Mode of Study: Tick Yo	ur Appropriate Choice
2.1.1 Full Time	
2.1.2 Part Time	
2.1.3 Block Release	
2.2 Prospective Sponsor(s)	
2.2.1 Self	

- 2.2.2 Government
- 2.2.3 Other Organisation Name of Other Organisation

Mutare Polytechnic NC to HND Admission Application Form

1

SECTION 3 PERSONAL DETAILS /PARTICULARS.

3.1 Surname 3	.2 Forename(s)
3.3 Title: Mr/Mrs/Ms	3.4 Marital Status
2.3 Maiden name (if applicable).	
3.6 Date of Birth	
3.7 Place of Birth	
3.8 I.D Number	
3.9 Nationality	
3.10 Citizenship	
3.11 Are you a permanent resident of Zimbabwe? Yes or N	lo
3.12 Are you a Foreign Student Yes /No	
3.13 If Yes, attach Copy and indicate Student Permit No.	
3.14 (a) Do you suffer from any physical or other challenge	es for which special arrangements at the
Polytechnic would be necessary? Yes?	or No?
3.14(b) If Yes please give details	
3.15 (a) Your Physical /Residential Address	
3.15(b) Your Postal Address	
3.15 c) Contact Telephone /Cell No(s)	
3.15 (d) Your Doctor's Name	
3.15 (e) Medical AID: Name:	No.

 Mutare Polytechnic NC to HND Admission Application Form
 2

5 (f) Next of Kin (Full Name)
5 (g) Relation with next of Kin
5 (h) Address of Next of Kin:
5 (i) Next of Kin Contact No:
6(a) Are you a former Mutare Polytechnic student? Yes or No
6(b) If Yes, state your:
Professional qualification Title
Level Attained
Year you qualified

SECTION 4: SCHOOL EXAMINATIONS RESULTS [NOTE: Please write all Subjects Taken]

Month	Year	'O' Level Subjects	Examining Body (e.g. ZimSec etc)	Results/ Grade
		Mathematics		
		English		

Mutare Polytechnic NC to HND Admission Application Form 3

SECTION: 5.0 TERTIARY / POLYTECHNIC / COLLEGE EXAMINATION RESULTS

College or Polytechnic at which last TVET examinations were taken

Level Attained (ND; NC and Others)	Course Title	Year Obtained

SECTION 6.0: WORK EXPERIENCE / EMPLOYMENT TO CURRENT POSITION.

After First TVET Programme Exit

Period				Occupation & Job Title	Name and Address of		
Fr	om	То		-	Employer		
Month	Year	Month	Year		1 0		

SECTION 7.0: BOARDING ACCOMMODATION

7 (a) Do you wish to be considered for accommodation? (Yes or No)	YES	NO	
7(b) IF YES ,	_		
Make a separate application for accommodation stating reasons why you canno	t be a da	ay	
student once you have been offered a place to study. The polytechnic has limited boarding			
facilities and no guarantee of a boarding place can be given. Students should ma	ike their	· own	
private arrangements for accommodation in the event that they fail to secure col	lege		
accommodation. Offer of a place should not be interpreted to mean that boardin	g		

4

accommodation will automatically be provided as well.

SECTION 8.0 FINANCE

8(a) Applicants must ensure that they have the necessary finance to pay the full fees on Registration day. All fees must be paid in full before official opening of the term and as a result, you can only be admitted into the programme if all prescribed fees have been paid.

8 (b) It is the student's responsibility to secure sponsorship.

DECLARATION BY STUDENT SECTION 9.0:

- I D Number

Ι

(Name in full)

- 9.1 I understand that I may not be admitted to study at Mutare Polytechnic unless all prescribed fees have been paid.
- 9.2 I understand that if I am admitted I shall be prepared to conform to the standard of expectations and culture enforced, during orientation period and for any other period of which I am a registered student at Mutare Polytechnic.
- 9.3 I undertake to inform the Institution of any change on postal / residential address or of any of the above information as soon as it is known.
- 9.5 The information given in this Application form and all supporting documentation are TRUE and CORRECT and I understand that it is an offence to make any false statement which I do not know or reasonably believe to be true. I therefore declare that the information I have given is correct, and that should it be found to be false my application will be disqualified and I may face legal action.

Student Signature

Date

For all Correspondence please use: Cnr Josiah Tongogara/Robert Mugabe Way, P.O. Box 640, Mutare, Zimbabwe Telephone: 263-20-63141/63153; 0772136934-5; 0714900016-7/0735 054 661-2 Telfax: 020-66912 e-mail: principalmutarepolytechnic@gmail.com www.mutarepolytechnic.ac.zw *****

Mutare Polytechnic NC to HND Admission Application Form

DEPARTMENT COURSE NC ND HND ENTRY REQUIREMENTS Applied Art Music ✓ <t< th=""><th>10.1 APPLIED</th><th>ARTS AND SCIENCE DIVISION</th><th></th></t<>	10.1 APPLIED	ARTS AND SCIENCE DIVISION						
Applied Art Cosmetology Image: Cosmetology	DEPARTMENT	COURSE		ND	HND	ENTRY REQUIREMENTS		
Fashion Design Image: Selence Technology Image: Selence Te		Music	✓					
Art and Design Science required for Cosmetology Art and Design ND5'O' Level passes plus relevant NC qualification. Applied Science Technology ND5'O' Level passes plus relevant NC qualification. Applied Science Technology ND5'O' Level passes plus relevant NC qualification. Applied Science Technology Horticulture ND:5'O' Level passes plus relevant NC qualification. Hospitality Food & Beverage Service ND:5'O' Level passes plus relevant NC qualification.	Applied Art	Cosmetology	✓	√	√			
Art and Design V V Clothing V ND:5'0' Level passes plus relevant NC qualification. Applied Science Technology V Horicultare Applied Science Technology V Food & Beverage Service V Horicultare V V Mathematics; Science; plus any other two O Levels subjects Hospitality Tourism& Hospitality Management V V Professional Cookery V ND:5'0' Level passes plus relevant NC qualification. 10.2 CIVIL AND CONSTRUCTION DIVISION HND:5'0' Level passes plus relevant NC qualification. Pointing and Decorating V V Painting and Decorating V V Plumbing and Drain Laying V Vo' Level subjects. Wood Construction Technology V V Wood Technology V V Plumbing and Manufacturing Vider Resources & Irrigation V V Ploualification. Disciplines Civil Engineering V V Ploualification. Disciplines Civil Engineering V V Ploualification. Disciplines Civil Engineering		Fashion Design	✓	~	✓			
Clothing Image:		Art and Design	✓	√				
Applied Science Science Technology ✓ ✓ For all NC courses :- passes in English; Mathematics; Science; plus any other two O Levels subjects Hospitality Tourism& Hospitality Management ✓ ✓ ND:5'O' Level passes plus relevant NC qualification. Hospitality Tourism& Hospitality Management ✓ ✓ ND:5'O' Level passes plus relevant NC qualification. Hospitality Tourism& Hospitality Management ✓ ✓ ND:5'O' Level passes plus relevant NC qualification. IO.2 CIVIL AND CONSTRUCTION DIVISION Brick and Block Laying ✓ ✓ ND qualification. Painting and Decorating ✓ ✓ ✓ ✓ Wood Construction Painting and Decorating ✓ ✓ ✓ ND:5'O' Level passes plus relevant NC qualification. Wood Carpentry and Joinery ✓ ✓ ✓ ✓ ✓ Wood Technology ✓ ✓ ✓ ✓ ✓ ✓ Civil Engineering ✓ ✓ ✓ ✓ ✓ ✓ Disciplines Civil Engineering ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓		Clothing	✓	~	✓			
Applied Science Science Technology Image: Construction Technology Image: Constructio								
Science Horticulture Image: Mathematics; Science; plus any other two O Levels subjects Hospitality Food & Beverage Service Image: Mathematics; Science; plus any other two O Levels subjects Hospitality Tourism& Hospitality Management Image: Mathematics; Science; plus any other two O Levels subjects Hospitality Tourism& Hospitality Management Image: Mathematics; Science; plus any other two O Levels subjects IO.2 CIVIL AND CONSTRUCTION DIVISION Image: Mathematics; Science plus any other two O' Level passes plus relevant NC qualification. Construction Painting and Decorating Image: Mathematics; Science plus any other two O' Levels subjects. Wood Carpentry and Joinery Image: Mathematics; Science plus any other two O' Levels subjects. Wood Construction Technology Image: Mathematics; Science plus any other two O' Level passes plus relevant NC qualification. Civil Quantity Surveying Engineering Image: Mathematics; Science plus any other two 'O' Level passes plus relevant NC qualification. Civil Quantity Surveying Engineering Image: Mathematics; Science plus any other two 'O' Level passes plus relevant NC qualification. Disciplines Mathematics; Science plus any other two 'O' Level passes plus relevant NC qualification. Image: ND_5'O' Level passes plus relevant NC qualification. 10.3 ENGINEERING DIVISION						*		
Horiculture V Qualification. V V Qualification. V Qualification. V Qualification. V V V V V Qualification. V Qualification. V Qualification. V V V V V Qualification. V V V V V Qualification. V V V V V V Qualification. V Qualification. V Qualification. V V Qualification. V </td <td></td> <td></td> <td>✓</td> <td></td> <td></td> <td></td>			✓					
Hospitality Food & Beverage service V V ND:5'O' Level passes plus relevant NC qualification. Hospitality Tourism& Hospitality Management V V HDD:5'O' Level passes plus relevant NC qualification. 10.2 CIVIL AND CONSTRUCTION DIVISION Brick and Block Laying V V HDD:5'O' Level passes plus relevant NC qualification. Construction Brick and Block Laying V V For all NC courses :- passes in English; Mathematics; Science plus any other two 'O' Levels subjects. Mood Mood Machines and Manufacturing V V ND:5'O' Level passes plus relevant NC qualification. Wood Construction Technology V V ND:5'O' Level passes plus relevant NC qualification. Wood Design and Manufacturing V V ND:5'O' Level passes plus relevant NC qualification. Civil Engineering Quantity Surveying Engineering V V ND qualification. Disciplines Civil Engineering V V Science plus any other two 'O' Level passes plus relevant NC qualification. Disciplines Mater Resources & Irrigation V V ND courses :- passes in English; Mathematics; Science plus any other two 'O' Level passes plus relevant NC qualification. ID.3 ENGINEERING DIV	Science				\checkmark			
Bakery Studies V V qualification. Hospitality Tourism& Hospitality Management V V HDD:5'O' Level passes plus relevant ND qualification. 10.2 CIVIL AND CONSTRUCTION DIVISION For all NC courses :- passes in English; Mathematics; Science plus any other two 'O' Level passes plus relevant ND qualification. Construction Painting and Decorating ✓ For all NC courses :- passes in English; Motor Venicle Body Repairs + V ✓ ND:5'O' Level passes plus relevant NC qualification. Wood Wood Machines and Manufacturing ✓ ✓ ND:5'O' Level passes plus relevant NC qualification. Wood Technology ✓ ✓ ✓ ND:5'O' Level passes plus relevant NC qualification. Civil Engineering ✓ ✓ ✓ ✓ ND:5'O' Level passes plus relevant NC qualification. Disciplines Civil Engineering ✓ ✓ ✓ ✓ ✓ Disciplines Motor Venicle Body Repairs + ✓ ✓ ✓ ✓ Automotive Motor Venicle Mechanics ✓ ✓ ✓ ✓			✓	✓				
Hospitality Tourism& Hospitality Management ✓ </td <td></td> <td></td> <td>✓</td> <td>✓</td> <td></td> <td></td>			✓	✓				
Professional Cookery Image: Construction ND qualification. 10.2 CIVIL AND CONSTRUCTION DIVISION For all NC courses :- passes in English; Mathematics; Science plus any other two 'O' Levels subjects. Construction Painting and Decorating Image: Course of the course of th	Hospitality		✓	√	\checkmark	• HND:5'O' Level passes plus relevant		
Construction Brick and Block Laying Image: For all NC courses :- passes in English; Mathematics; Science plus any other two 'O' Levels subjects. Wood Carpentry and Joinery Image: Science plus any other two 'O' Levels subjects. Wood Carpentry and Joinery Image: Science plus any other two 'O' Levels subjects. Wood Carpentry and Joinery Image: Science plus any other two 'O' Levels subjects. Wood Construction Technology Image: Science plus any other two 'O' Level passes plus relevant NC qualification. Civil Civil Engineering Image: Science plus any other two 'O' Level passes plus relevant ND qualification. Civil Quantity Surveying Engineering Image: Science plus any other two 'O' Level passes in English; Mathematics; Science plus any other two 'O' Level passes plus relevant NC qualification. Disciplines Civil Engineering Image: Science plus any other two 'O' Level passes plus relevant NC qualification. Disciplines Engineering Image: Science plus any other two 'O' Level passes plus relevant NC qualification. Isingineering Image: Science plus any other two 'O' Level passes plus relevant NC qualification. Image: Science plus any other two 'O' Level passes plus relevant NC qualification. Isingineering Image: Science plus any other two 'O' Level passes plus relevant NC qualification. Image: Science plus any other two 'O' Level passe		5	✓	\checkmark		ND qualification.		
Construction Painting and Decorating Mathematics; Science plus any other two 'O' Levels subjects. Wood Carpentry and Joinery Image: Carpentry and Joinery Image: Carpentry and Joinery Wood Wood Machines and Manufacturing Image: Carpentry and Joinery Image: Carpentry and Joinery Wood Wood Machines and Manufacturing Image: Carpentry and Joinery Image: Carpentry and Joinery Wood Wood Design and Manufacturing Image: Carpentry and Joinery Image: Carpentry and Joinery Wood Technology Image: Construction Technology Image: Carpentry and Joinery Image: Carpentry and Joinery Wood Design and Manufacturing Image: Carpentry and Joinery Image: Carpentry and Joinery Image: Carpentry and Joinery Wood Design and Manufacturing Image: Carpentry and Joinery Image: Carpentry and Joinery Image: Carpentry and Joinery Quantity Surveying Engineering Image: Civil Engineering <td>10.2 CIVIL AN</td> <td></td> <td></td> <td></td> <td></td> <td></td>	10.2 CIVIL AN							
Image and Decording Image and Drain Laying Plumbing and Drain Laying Image and Drain Laying Carpentry and Joinery Image and Drain Laying Wood Wood Machines and Manufacturing Construction Technology Image and Drain Laying Wood Design and Manufacturing Image and Drain Laying Quantity Surveying Engineering Image and Image and Drain Laying Quantity Surveying Engineering Image and Drain Laying Water Resources & Irrigation Image and Image and Drain Laying Engineering Image and Image and Drain Laying Disciplines Image and Drain Laying Ingineering Image and Drain Laying Image and Drain Laying Imag		Brick and Block Laying	✓					
Wood Carpentry and Joinery ✓ ✓ Wood Machines and Manufacturing ✓ ✓ • ND:5'O' Level passes plus relevant NC qualification. Technology ✓ ✓ • ND:5'O' Level passes plus relevant NC qualification. Wood Design and Manufacturing ✓ ✓ • HND:5'O' Level passes plus relevant NC qualification. Wood Inclusion ✓ ✓ ✓ • For all NC courses :- passes in English; Mathematics; Science plus any other Water Resources & Irrigation ✓ ✓ Disciplines Woot Vehicle Body Repairs + Refinishing ✓ ✓ Automotive Motor Vehicle Mechanics ✓ ✓ Automobile Electrics & Electronics ✓ ✓ • For all NC courses :- passes in English; Mathematics; Science plus any other two 'O' Level passes plus relevant NC qualification.	Construction	•	✓					
Wood Wood Machines and Manufacturing Image: Construction Technology Image: Constructin Technology Image: Constructi		Plumbing and Drain Laying	 ✓ 			two O Levels subjects.		
Wood Construction Technology Image: Construction Technology Image: Construction Technology Technology Wood Design and Manufacturing Image: Construction Technology Image: Construction Technology Image: Construction Technology Wood Design and Manufacturing Image: Construction Technology Image: C		Carpentry and Joinery	✓					
Technology Construction Technology Image: Constructineconstruction Technology Image:	Wood	Wood Machines and Manufacturing	✓					
Automotive Motor Vehicle Body Repairs + Refinishing Motor Vehicle Body Repairs + Refinishing Motor Vehicle Mechanics Motor Vehicle Mechanics Image: Source		Construction Technology		√	\checkmark			
Civil Engineering Image: Civil Engineeri		Wood Design and Manufacturing		~	✓			
Civil Engineering Image: Civil Engineeri								
Civil Quantity Surveying Engineering ✓ Mathematics; Science plus any other two 'O' Levels subjects. Disciplines Water Resources & Irrigation ✓ • ND:5'O' Level passes plus relevant NC qualification. Disciplines Engineering ✓ • ND:5'O' Level passes plus relevant NC qualification. 10.3 ENGINEERING DIVISION • For all NC courses :- passes in English; Mathematics; Science plus any other two 'O' Level subjects. Automotive Motor Vehicle Body Repairs + Refinishing ✓ Motor Vehicle Mechanics ✓ • For all NC courses :- passes in English; Mathematics; Science plus any other two 'O' Level subjects.		Civil Engineering			✓			
Engineering Disciplines Water Resources & Irrigation Engineering Irrigation Image: Constraint of the state of t	Civil			•	•			
Disciplines Engineering • ND:5'O' Level passes plus relevant NC qualification. 10.3 ENGINEERING DIVISION • ND:5'O' Level passes plus relevant ND qualification Automotive Motor Vehicle Body Repairs + Refinishing • For all NC courses :- passes in English; Mathematics; Science plus any other two 'O' Level subjects. Automobile Electrics & Electronics • In Division			· ·	•				
Image: Constraint of the sector of the se	Disciplines		•	•				
Image: Note of the sector o								
10.3 ENGINEERING DIVISION Motor Vehicle Body Repairs + Refinishing Motor Vehicle Mechanics Automobile Electrics & Electronics Automobile Electrics & Electronics For all NC courses :- passes in English; Mathematics; Science plus any other two 'O' Level subjects. 								
Automotive Motor Vehicle Body Repairs + Refinishing For all NC courses :- passes in English; Mathematics; Science plus any other two 'O' Level subjects. Automobile Electrics & Electronics Interview of the second secon	10.3 ENGINE	FRING DIVISION						
Automotive Refinishing Mathematics; Science plus any other two 'O' Level subjects. Motor Vehicle Mechanics ✓ two 'O' Level subjects.			<u> </u>			• For all NC courses : passes in English:		
Motor Vehicle Mechanics Image: mathematical control of the sector of t	Automotive		•					
			✓			· · ·		
Electrical Power • ND:5'O' Level passes plus relevant NC		Automobile Electrics & Electronics	✓					
		Electrical Power	✓	~		• ND:5'O' Level passes plus relevant NC		
Electrical Computer Systems \checkmark qualification.	Electrical	Computer Systems	✓			qualification.		
Communication Systems 🗸		Communication Systems	✓					
Mechanical Diesel Plant Fitting HND:5'O' Level passes plus relevant 	Mechanical	Diesel Plant Fitting	✓			• HND:5'O' Level passes plus relevant		
Fabrication Engineering ✓		Fabrication Engineering	√					
Machine Shop Engineering 🗸		Machine Shop Engineering	✓					
Refrigeration & Air Conditioning		Refrigeration & Air Conditioning	✓					

SECTION 10.0: STUDY PROGRAMMES AND ENTRY REQUIREMENTS.

	Production Engineering		~		
	Mechanical Engineering			√	
10.4 COMM	IERCE DIVISION				
Business	Accountancy	✓	\checkmark	\checkmark	• For all NC courses :- passes in English;
Studies	Banking and Finance	✓	~	\checkmark	Mathematics plus any other three 'O'
Management	Transport & Logistics Management	✓	~	√	Level subjects.
Studies	Marketing Management	✓	~	√	
	Human Resources	✓	~	√	• ND:5'O' Level passes plus relevant NC
	Purchasing and Supply	~	✓	√	qualification.
Office	Secretarial	~			quantication
Management IM Systems	Office Management		✓	√	
	Information Technology	✓	~	\checkmark	• HND:5'O' Level passes plus relevant
	Library and Information Science	✓	~	\checkmark	ND qualification
	Records Management and Info Science	~	~	√	
10.5 RESEAF DIVISION	RCH EDUCATION AND ENTERPRISE I	DEVELO	PMENI	ſ	
Education	Further Education Trainers Certificate				• For FETC course :- passes in English; Mathematics plus any other two 'O' Level subjects.
	Further Education Trainers Diploma		~		• For FETD course :- 5'O' Levels passes plus FETC.

Key: NC - National Certificate

- ND National Diploma
- HND Higher National Diploma

NB: Shortlisted National Certificate applicants will undergo an interview as part of the selection process.
