



## 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

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## 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.

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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	<b>'O'</b> Level Subjects	Examining Body (e.g. ZimSec etc)	Results/ Grade
		Mathematics		
		English		

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# 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) <b>IF YES</b> ,	_		
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		

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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><b>10.1 APPLIED</b></th><th><b>ARTS AND SCIENCE DIVISION</b></th><th></th></t<>	<b>10.1 APPLIED</b>	<b>ARTS AND SCIENCE DIVISION</b>						
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	<ul> <li>✓</li> </ul>			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 + <ul> <li>Refinishing</li> <li>Motor Vehicle Mechanics</li> <li>Automobile Electrics &amp; Electronics</li> <li>Automobile Electrics &amp; Electronics</li> </ul> <ul> <li>For all NC courses :- passes in English; Mathematics; Science plus any other two 'O' Level subjects.</li> </ul>								
Automotive       Motor Vehicle Body Repairs + Refinishing <ul> <li>For all NC courses :- passes in English; Mathematics; Science plus any other two 'O' Level subjects.</li> </ul> Automobile Electrics & Electronics <ul> <li>Interview of the second secon</li></ul>	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 <ul> <li>HND:5'O' Level passes plus relevant</li> </ul>	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.*

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