



ACCA APPLICATION FORM

OFFICIAL USE ONLY

INSTRUCTIONS

- Please read through the form carefully before filling.
- Provide information where appropriate.
- Enclose an academic reference
- Attach all **certified** supporting documents (i.e. Grade 12 results, NRC and or other qualifications)
- Applications must be sent to the above address
- Please write in **Block** Letters and Mark with an "X" where appropriate e.g



PERSONAL INFORMATION

Surname (Mr/Mrs/Ms/Dr): _____

Other Names: _____

SEX: Male Female Date of Birth:

Marital Status: Married Single

Nationality: _____

National Registration Card No (If Non-Zambian, Passport No) _____

CONTACT DETAILS

Telephone No: _____ Mobile Phone No: _____

Email Address: _____ Fax: _____

Postal Address: _____

Residential Address: _____

NEXT OF KIN

Name: _____ Relationship: _____

Address: _____

Mobile Phone No: _____ Email Address: _____

PROGRAMME INFORMATION

Programme Applied For: _____ (Ref to Page 2)

(Mark with an X where Appropriate)

INTAKE: January June YEAR: 2018 2019

MODE OF STUDY: Fulltime Part time Distance Learning

APPLICANT CATEGORY: School Leaver Non School Leaver

COURSES OFFERED

FOUNDATION

1. INTRODUCTORY CERTIFICATE IN FINANCIAL & MANAGEMENT ACCOUNTING

FA1 Recording Financial Transactions

MA1 Management Information

2. INTERMEDIATE CERTIFICATE IN FINANCIAL & MANAGEMENT ACCOUNTING

FA2 Maintenance Financial Records

MA2 Managing Costs & Finance

3. DIPLOMA IN ACCOUNTING & BUSINESS

FAB Accountant in Business

FMA Management Accounting

FFA Financial Accounting

FUNDAMENTALS

1. KNOWLEDGE (Diploma in Accounting & Business)

F1 Accountant in Business

F2 Management Accounting

F3 Financial Accounting

2. SKILLS (Advanced Diploma in Accounting & Business)

F4 Corporate & Business Law

F5 Performance Management

F6 Taxation

F7 Financial Report

F8 Audit & Assurance

F9 Financial Management

PROFESSIONAL (ACCA QUALIFICATION)

1. ESSENTIALS

P1 Governance Risk & Ethics

P2 Corporate Reporting

P3 Business Analysis

OPTIONS (TWO TO BE COMPLETED)

P4 Advanced Financial Management

P5 Advanced Performance Management

P6 Advanced Taxation

P7 Advanced Audit and Assurance

ACADEMIC BACKGROUND
(Attach certified copies of transcripts and certificates)

| Previous Educational Institution Attended (Secondary and University/College) | From | To | Qualification obtained |
|---|------|----|------------------------|
| 1 | | | |
| 2 | | | |

ARE YOU EMPLOYED? YES NO Details of employment (Attach CV)

Employer: _____

Period: _____

Position held: _____

Nature of responsibility: _____

Personal Brief

In what ways do you feel the programme of study will affect your personal and career development?

Do you have any permanent injury, illness or disability which may affect your ability to study?

Yes No

If yes, please describe the nature of your injury, illness or disability

How did you know about the UNILUS programmes?

Advertisement on TV Advertisement on Radio Advertisement in Newspaper

Brochure Personal Recommendation UNILUS website

Other (please specify) _____

| | |
|--|--|
| <p>Application Form Checklist for Applicant ("X")</p> <p>1. High School Certificate/Statement of Results <input type="checkbox"/></p> <p>2. National Registration Card/Passport/Drivers Licence <input type="checkbox"/></p> <p>3. Attach two (2) Passport Sized Photo <input type="checkbox"/></p> <p>4. Application form completely filled out accurately <input type="checkbox"/></p> <p>5. Payment for application form attached (Deposit Slip) <input type="checkbox"/></p> | <p>EXEMPTION REQUEST</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If yes, kindly attach evidence of previous qualifications and state below:</p> <p>_____ _____ _____</p> |
|--|--|

Note: Applications that are not clear and fully complete with submissions of all attachments as requirements risk having the applications not being processed. Therefore, you are required to tick and verify that you have correctly completed your application.

DECLARATION

I certify that the information given in this application and supporting documents is accurate and complete. I understand that UNILUS reserves the right to reverse any offer of admission made on the basis of inaccurate information.

Signature _____ Date _____

APPLICATION PROCEDURE

This Application forms cost a non refundable fee of K120 programmes.
For international students, the application form cost \$50.
Payments to be made in the following accounts:

BANK DETAILS

CASH DEPOSITS

Bank: Barclays Bank Zambia
Branch: Longacres
Acc Name: University of Lusaka
Acc Number: 017-1108039
Swift Code: BARCZMLX

CHEQUE DEPOSITS

Bank: Access Bank Zambia
Branch: Cairo Road
Acc Name: University of Lusaka
Acc Number: 0010221013161
Swift Code: AZAMZMLU

USD ACCOUNT

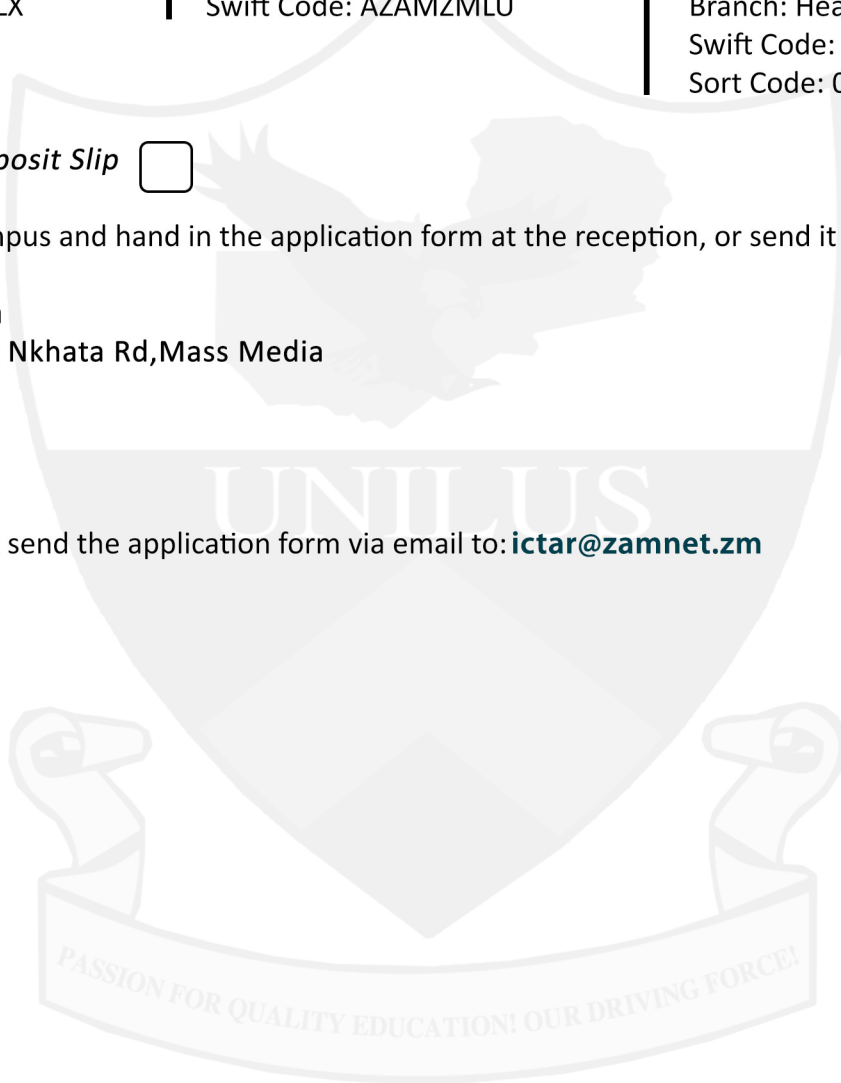
Bank: Barclays Bank Zambia Plc
Acc Name: University of Lusaka
Acc Number: 1071643
Branch Code: 001
Branch: Head Office
Swift Code: BARC-ZM-LX
Sort Code: 02-00-01

Attach the Bank Deposit Slip

Visit our pioneer campus and hand in the application form at the reception, or send it via post to:

University of Lusaka
Plot 37413 Off Alick Nkhata Rd, Mass Media
P.O. BOX 36711,
Lusaka,
Zambia.

Alternatively you can send the application form via email to: ictar@zamnet.zm



Think Ahead **ACCA**