



DMI - ST. EUGENE UNIVERSITY ZAMBIA

(Run by the Sisters of the Daughters of Mary Immaculate and Collaborators)
Website: www.dmiseu.edu.zm

Affix
Recent Passport
Size Colour
Photo

CHIBOMBO CAMPUS

P.O Box 330081
Great North Road
Chibombo(Dist.)
Ph:+260 977613644
E-mail: dmiseuzm@gmail.com

CHIPATA CAMPUS

P.O Box 511026
St. Anne's Area, Chipata
Ph: +260 977200088
E-mail: dmiseuch@gmail.com

Diploma Bachelor Degree

APPLICATION FORM

Application No.: _____

PERSONAL INFORMATION :

1. Title: Mr. Ms. (Please Tick one)

2. Name of the Applicant: (In Capital Letters)

F	I	R	S	T		N	A	M	E							M	I	D	D	L	E		N	A	M	E	

3. Sex:	<input type="checkbox"/> M <input type="checkbox"/> F	4. Date of Birth:	<input type="text"/>	5. Age	<input type="text"/>
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6. Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Single	7. Nationality: <input type="text"/>	8. Religion: <input type="text"/>
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9. Tribe: <input type="text"/>	10. Passport / NRC No.: <input type="text"/>
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11. Identification Marks / Birth Marks:	I. <input style="width: 95%;" type="text"/> II. <input style="width: 95%;" type="text"/>
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12. Address for Communication:	<input style="width: 95%;" type="text"/>
Phone:	<input style="width: 95%;" type="text"/>
E-mail:	<input style="width: 95%;" type="text"/>

13. Occupation, Official Address and Income of the Parents / Sponsor			
Relationship	Occupation	Name & Official Address with P.O. Box No.	Income (Per Annum)
1. Father		Name: <input style="width: 90%;" type="text"/>	
		Address: <input style="width: 90%;" type="text"/>	
		Phone: <input style="width: 20%;" type="text"/> E-mail: <input style="width: 30%;" type="text"/>	
2. Mother		Name: <input style="width: 90%;" type="text"/>	
		Address: <input style="width: 90%;" type="text"/>	
		Phone: <input style="width: 20%;" type="text"/> E-mail: <input style="width: 30%;" type="text"/>	
3. Guardian / Sponsor		Name: <input style="width: 90%;" type="text"/>	
		Address: <input style="width: 90%;" type="text"/>	
		Phone: <input style="width: 20%;" type="text"/> E-mail: <input style="width: 30%;" type="text"/>	

14. Are you under Government Sponsorship (If Yes, give details of the department)	

15. Academic Records:						
Qualifications	Boards / University/College with Address	From	To	Subject	Percentage / Grade	Result

16. Any other courses done / completed?	
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17. Are you currently engaged in any studies?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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If Yes, Specify the field of study and examining body.

Field of Study	Name of the Institution	Examining Body

18. Current Employment:	Are you employed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Organization Address.
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19. Years of Service:	
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20. Groups Offered in First Year

The students are requested to mention the order of preference: (Mark any three groups)

S.No.	Modules							Order of Pref.
1.	I	Fundamental English I & II	Mathematics I & II	Physics I & II	Chemistry I & II	Botany I & II	Zoology I & II	
2.	II	Fundamental English I & II	Mathematics I & II	Physics I & II	Chemistry I & II	Computer Science I & II	-	
3.	III	Fundamental English I & II	Physics I & II	Chemistry I & II	Botany I & II	Zoology I & II	-	
4.	IV	Fundamental English I & II	Business Maths & Statistics	Accountancy I & II	Commerce & Economics	Computer Science I & II	-	
5.	V	Fundamental English I & II	History I & II	Political Science & Sociology	Geography I & II	Computer Science I & II	-	
6.	VI	Fundamental English I & II	Biology I & II	Home Science I & II	Food & Nutrition I & II	Computer Science I & II	-	

21. a. Diploma Programmes Offered:

The students are requested to mention the order of preference for the applicable courses: (Mark as 1,2,& 3)

Programmes	Give Pref.
School of Management	
Diploma in Business Administration	
Diploma in Sales and Marketing	
Diploma in Banking and Finance	
Diploma in Accounting and Finance	
Diploma in Monitoring and Evaluation	
School of Education - Science	
Diploma in Secondary Education with Mathematics	
Diploma in Secondary Education with Statistics	
Diploma in Secondary Education with Chemistry	
Diploma in Secondary Education with Physics	
Diploma in Secondary Education with Biology	
School of Social Work	
Diploma in Social Work	

Programmes	Give Pref.
School of Education - Arts	
Diploma in Secondary Education with English	
Diploma in Secondary Education with Geography	
Diploma in Secondary Education with History	
Diploma in Secondary Education with Commerce	
Diploma in Secondary Education with Civic Education	
Diploma in Secondary Education with Food and Nutrition	
Diploma in Counselling and Guidance	
School of ICT	
Diploma in Computer Science	
Diploma in Hardware and Networking	
Diploma in Information Technology	
Diploma in Animation and Multimedia	

b. Bachelor Degree Programmes Offered:

The students are requested to mention the order of preference: (Mark as 1,2,& 3)

Programmes	Give Pref.
School of Science & Humanities	
Bachelor of Science in Renewable Energy	
Bachelor of Science in Home Science	
Bachelor of Science in Food and Nutrition	
Bachelor of Science in Visual Communication	
Bachelor of Science in Journalism and Mass Communication	
School of Management	
Bachelor of Business Administration in Human Resource	
Bachelor of Business Administration in Advertising and Marketing	
Bachelor of Business Administration in Finance and Banking	
Bachelor of Business Administration in Information Technology	
Bachelor of Business Administration in Logistics and Supply Chain	
Bachelor of Business Administration in Hospitality and Tourism	
Bachelor of Business Administration in International Business	
School of ICT	
Bachelor of Science in Computer Science	
Bachelor of Science in Hardware and Networking	
Bachelor of Science in Information Technology	
Bachelor of Science in Graphics and Multimedia	
Bachelor of Science in Electronics and Communication	
Bachelor of Engineering in Computer Science	

Programmes	Give Pref.
School of Education - Science	
Bachelor of Science in Secondary Education with Mathematics	
Bachelor of Science in Secondary Education with Statistics	
Bachelor of Science in Secondary Education with Chemistry	
Bachelor of Science in Secondary Education with Physics	
Bachelor of Science in Secondary Education with Biology	
School of Education - Arts	
Bachelor of Arts in Secondary Education with English	
Bachelor of Arts in Secondary Education with Geography	
Bachelor of Arts in Secondary Education with History	
Bachelor of Arts in Secondary Education with Commerce	
Bachelor of Arts in Secondary Education with Civic Education	
School of Commerce	
Bachelor of Commerce in Finance and Accounts	
Bachelor of Commerce in Information Technology and E-Commerce	
Bachelor of Commerce in International Business & EXIM	
Bachelor of Commerce in Banking and Insurance	
School of Social Work	
Bachelor of Social Work in Human Resource Management	
Bachelor of Social Work in Medical and Psychiatry	
Bachelor of Social Work in Community Development	

S.No.	Schools	Groups Preferred / to be chosen in 1st Year
1.	School of Management Studies	I, II, III, IV, V & VI
2.	School of Commerce	I, II, III, IV, V & VI
3.	School of ICT	I, II, & IV
4.	School of Engineering	I, & II
5.	School of Medicine	I, & II
6.	School of Social Work	I, II, III, IV, V & VI
7.	School of Education - Arts	I, II, III, IV, V & VI
8.	School of Education - Science	I, II, III, IV, V & VI
9.	School of Science and Humanities	I, II, III, IV, V & VI

DECLARATION

1. The above-mentioned courses will be offered only based on the number of students, who opt for the courses.
2. There will be no change of courses allowed or permitted, once the course has been opted.
3. The student can choose his/her course expressing the applicable order of preferences compulsorily.
4. Once the course is selected, in no case the student will be permitted to change his/her course / specialization.
5. However, a student is permitted to change the Course / Specialization subject to the availability and size of the course.
6. The students are permitted to transit from one school to another only on payment of K 250.
7. If the Group / Course is not offered due to the non-availability of the number of students, the fee collected will be refunded except the application fee.
8. It is the right of the Management either to offer or to cancel any Course / Programme.
9. A student should give the applicable preferences of the courses, which he/she opts for. If he/she does not mention the three preferences, his/her application will be rejected.
10. The student is also permitted to change from one campus to another campus inside DMI - St. Eugene University provided he/she should not have any dues at the parent campus and he/she should pay K 500 for the transfer.
11. Tuition fees prescribed for various programmes will be uniform for all the campus colleges of the University.

I do agree to adhere to the aforesaid declaration.

Signature of the Candidate

Place:

Date:

Signature of the Parent/Guardian/Sponsor

Place:

Date:

MEDICAL PROFORMA

1. Name of the Candidate : _____

2. Father / Guardian/Sponsor: _____

3. Sex: Male Female 4. Height: cm 5. Weight: 6. Blood Group:

7. Identification Marks:

a.	
b.	

8. Whether the candidate fulfills the following standards : *(If No, Specify the defect)*

a. General Fitness consists of: : Yes No

Full Urine Test, Chest X – ray & ECG

Mental Retardness Test and

Other General Tests

b. HIV Test : Yes No

c. Vision : Yes No

d. Auditory functions : Yes No

e. Speech functions : Yes No

9. Whether Physically Challenged : Yes No

(If Yes, Specify the challenge (defect) and the extent of disability)

a. Vision

b. Speech

c. Hearing

d. Limbs

10. If having any allergy? : Yes No

(If Yes, Specify) _____

11. If having any chronic disease? : Yes No

(If Yes, Specify) _____

A. OPINION: From the above clinical details please specify whether the candidate is physically fit to be considered for admission in the University : Yes No *(If No, Specify the reason)*

B. Remarks: _____

Signature of the Applicant

Signature of the Regd. Medical Practitioner
with seal

Place:

Register No. :

Date:

Full Address:



DMI-ST.EUGENE UNIVERSITY ZAMBIA

(Run by the Sisters of the Daughters of Mary Immaculate and Collaborators)

Website: www.dmiseu.edu.zm

STUDENT UNDERTAKING

I _____ S/o. / D/o. / Ward of _____
_____ has been admitted
in the Department of _____ for the Diploma / Under Graduate
course in _____

subject to the following conditions:

1. I am aware that I have to secure not less than 85% overall attendance in a semester to make me eligible for the end semester examinations, failing which I can be debarred from appearing the end exams.
2. I will abide by the rules and regulations of the University in force.
3. I pledge that I will not entertain any form of political activities or strike during the course of my study and I guarantee that I will not cause any damage to any of the University property and if there is any breakage or misuse of articles, I assure that I will replace the same or pay the stipulated amount as prescribed by the University authorities.
4. I assure that I will pay all the fees mentioned in the fee structure within the stipulated date fixed by the authorities. I am also aware that if I have not paid the fee in due date, my name will be struck off from the roll of the University.
5. I will not raise any objection if the University is shifted to any new campus and if any additional expenses incurred, it will be borne by me.
6. I also accept the termination of my scholarship if any, during the course of my study, if seen/found involved in any illegal activities or mis-conduct.
7. I am aware that the University is not responsible for the loss/theft of any of my belongings and valuables.
8. I am aware that the University doesn't provide transport facility and any expenses for transportation from hostel to University campus, Industrial Training and the expenses towards it will be borne by me.
9. I am aware that the University is not responsible for any loss or damage to the life and property of myself either inside or outside the campus.
10. I am aware that the University fee once paid will not be refunded under any circumstances.
11. I am also aware that as a resident of the hostel (Boys/Girls), I will abide by the Rules and Regulations of the hostel and in the event of myself not complying with; I am liable for expulsion from the hostel and the college simultaneously.
12. A candidate may be allowed to re-sit in his/her failed courses in Supplementary Examinations if he or she has attained an overall GPA of 1.8 or above in the First Sitting calculated in accordance with the credit weightage of individual courses. The maximum grade obtainable in a Supplementary Examination shall be the minimum passing grade i.e. 'C'.
13. A candidate who fails to attain an overall GPA of 1.8 will be discontinued from the courses.
14. To conclude, I will confirm strictly to all undertaking listed above and other rules and regulations put forth by the University then and there. If I fail to adhere to any of the above stated undertaking, I will not be eligible to write the End Examinations.

Signature of the Candidate

Signature of the Parent/Guardian/Sponsor

Place:

Place:

Date:

Date:

INSTRUCTIONS

The Application Form has to be duly filled in by the candidate and has to be submitted along with the following particulars: (Tick the Appropriate one)

1. Recent passport size photos – 5 copies Yes No
2. School Leaving Certificate - 2 sets attested by Commissioner of Oaths or Notary Public Yes No
3. Degree / Course Certificate / Marks Sheets – 2 sets attested by Commissioner of Oaths or Notary Public Yes No
4. Conduct Certificate from previous Head of the Institution / Organization Yes No
5. Medical Proforma filled by Regd. Medical Practitioner (Application Form page 5) Yes No
6. Date of Birth Certificate or NRC or Passport – 2 sets attested by Commissioner of Oaths or Notary Public Yes No
7. Fee Receipt – Photocopy Yes No
8. Original Bank Deposit Slip Yes No
9. Joint declaration in the student undertaking form by candidate and Parent/ Guardian/ Sponsor Yes No
10. All payments should be made only through Bank Account

FOR OFFICE USE ONLY

Payment Details : _____
Amount in words : _____
Mode of Payment : Bank Receipt Cheque
Bank Name : _____
Bank Receipt /Cheque Date : _____
Bank Receipt / Cheque No. : _____

Cashier/Accountant

FOR OFFICE USE ONLY

Register No. : _____
Group Selected in the First Year :

I	II	III	IV	V	VI
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Programme Approved for Admission: _____
Remarks : _____

Registrar

