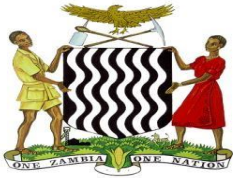
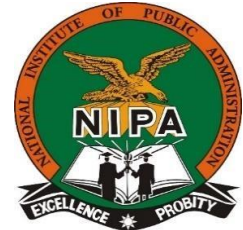


OFFICE OF THE PRESIDENT



National
Institute of Public
Administration



APPLICATION FORM FOR ADMISSION TO DIPLOMA PROGRAMMES

Please complete all parts in block letters

Tick the appropriate box: January intake July intake

PART A

Tick the appropriate box:

Part-time Full-time Distance

1. Study programme
2. Sponsor
3. Surname
4. Other names
5. NRC number
6. Nationality
7. Postal address
8. Residential address
9. Telephone
10. Fax
11. E-mail

Date of birth		
Place of birth		
Gender		(M-Male F-Female)
Marital Status		(M-Married S-Single)

12. Name, address and contact details of next of kin:

13. Do you have any injury, illness, disability or special needs which may affect your ability to study;

Yes No (tick the appropriate box)

If yes, please specify your condition

14. Students on full time programmes wishing to be considered for accommodation should apply online. We have very limited number of bed spaces. Accommodation is offered on first come first serve basis only to fully registered students.

PART B

15. EDUCATION/PROFESSIONAL QUALIFICATIONS:

Please attach copies of certificate(s)/Transcript(s) of results

QUALIFICATION(S)	PERIOD	INSTITUTE
1.		
2.		
3.		

Applicants with foreign results should have their results equated to the Zambian Standard by the Examination Council of Zambia.

PART C

(TO BE COMPLETED BY THOSE IN EMPLOYMENT)

16. EMPLOYER

Address

Job title

Appointment date

I certify that the information above is accurate and correct

Signature of applicant: _____

Date: _____

PART D

17. RECOMMENDATION FROM EMPLOYER/SPONSOR/HEAD OF THE LAST EDUCATION INSTITUTION ATTENDED.

Name of recommender: _____

Designator: _____

Signature: _____

PART E

18. **OFFICIAL USE ONLY**

Admissions committee's decision:

Accepted

Rejected

Name of Chairperson: _____

Signature: _____

Date: _____

Data entry by: _____

Date: _____

Verified by: _____

ADMISSION REQUIREMENTS

- ✓ Direct Entry
 - Degree Programme:** Grade 12 Certificate with 5 'O' level credits (1-6) English and Mathematics Inclusive
 - Diploma Programme: Grade 12 Certificate with 5 'O' level credits (1-6) English and Mathematics Inclusive
 - All Health Sciences Programmes:** Grade 12 Certificate with 5 'O' level credits (1-6) English, Mathematics and a Science (Science, Chemistry, Physics, Biology or Agricultural Science) and any other two subjects
 - Diploma in Accountancy (ZICA):** Grade 12 Certificate with 5 'O' level credits (1-6) English and Mathematics Inclusive
 - Diploma in Purchasing and Supply (ZIPS/CIPS):** Grade 12 Certificate with 5 'O' level credits (1-6) English and Mathematics Inclusive
- ✓ Second Year Entry into a Diploma Programme: A ZAQA approved certificate in the same field
- ✓ Second/and or Third Year Entry into a Degree Programme: A ZAQA approved Diploma in a relevant field from a reputable and recognised institution with minimum 5 'O' level credits
- ✓ Post Graduate Entry: Bachelor's Degree in a relevant field from a reputable and recognised institution accredited by the Higher Education Authority (HEA)

WHEN COMPLETED PLEASE RETURN THE FORM (Pages 1, 2 & 3) TO:

The Registrar
National Institute of Public Administration
PO Box 31990
Lusaka.

Email: executivedirector@nipa.ac.zm and copy to
admissions@nipa.ac.zm
WhatsApp: 0767670985

PAYMENT TERMS

1. The application fee is K182.00 and is non-refundable.
2. Applicants returning their forms by post should enclose a photocopy of their deposit receipt slips or telegraphic money orders, with full names, identification and contact number written on the deposit slip copy as proof of payment for the application to be processed.
3. Applicants can also deposit the application fee at either of the following:
 - ZANACO Bank
 - NIPA A/C No.: 0020548300144
 - Civic Center Branch
 - Lusaka.
4. Cheque payments are not accepted.