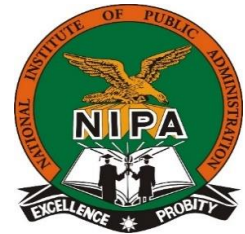


# OFFICE OF THE PRESIDENT



National  
Institute of Public  
Administration



## APPLICATION FORM FOR ADMISSION TO DEGREE PROGRAMMES

Please complete all parts in block letters

### 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 make written applications upon receipt of the acceptance letter. Please note that, these applications will only be considered on first come first serve basis.

**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: \_\_\_\_\_

N  
I  
P  
A

Data entry by: \_\_\_\_\_

Date: \_\_\_\_\_

Verified by: \_\_\_\_\_

Date: \_\_\_\_\_

**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](mailto:executivedirector@nipa.ac.zm)

**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:

Barclays Bank Zambia Limited  
NIPA A/C No.: 017-5121994  
Longacre's Branch  
Lusaka.

ZANACO Bank  
NIPA A/C No.: 0020548300144  
Civic Center Branch  
Lusaka.

4. Cheque payments are not accepted.

