

SINDIMA MEMORIAL INSTITUTE OF ARTS AND TECHNOLOGY

MATURE STUDENT APPLICATION

DEFINITION: A mature student is someone over 23 years who has not been in school for a straight period of four or more years and wishes to re-enter education either to take Malawi School Certificate of Examination in order to begin a baccalaureate degree, or to begin a baccalaureate degree after passing MSCE four or more years before. Mature students must submit a certificate the highest board examination they passed, or a transcripts from a headmaster, headmistress, or the principal of the last school or college they attended. In addition, mature students must submit a resumé, or a curricula vitae and a two-page letter stating:

1. The reason for wanting to go back to school
2. Future career goals
3. Skills and activities that have prepared the applicant for success in school, professional advancement, or personal study habits.
4. Reasons for any previous poor marks in school

PERSONAL INFORMATION

Last name _____ First name _____ Other names _____

Date of birth: Day _____ Month _____ Year _____ Gender: M _____ F _____

Place of birth. Village, town, city _____ TA _____ District _____

Current residence (town, city) _____ TA _____ District _____

Mailing address: P. O. Box _____ Town/city _____ District _____

Office Phone _____ Fax _____ Cell phone _____ E-mail _____

HIGHEST EDUCATION ATTAINED

Name	Address	National or Board Examination	Dates attended
_____	_____	_____	____/____/____
_____	_____	_____	____/____/____
_____	_____	_____	____/____/____

Proposed programme of study (MSCE, BA, B.Sc.) _____

Proposed field of interest _____

Proposed duration of study: From ____/____/____ to ____/____/____

Proposed days or hours per week devoted to study _____

COMMUNICATION SKILLS

Rate your speaking skills: Excellent, very good, good, average, weak, poor.

Rate your writing skills: Excellent, very good, good, average, weak, poor.

LIFE AND WORK EXPERIENCE

Company/Department	Position	Location	Dates hired
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Please attach your updated curriculum vitae

Tell us your extra-curricular activities and interests such as being an organiser, a leader, or things you like to do.

Briefly outline other valuable qualifications, experiences, and skills such as driving, computing, etc.

Briefly state your professional plans and goals

REFERENCES

List of names of three referees: a former teacher or professor at the college, current employer or supervisor, a past employer or supervisor

Name	Title	Affiliation	Phone	E-mail
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APPLICATION CHECK LIST

Non-refundable application fee: MSEC K3,200; BA, BSc. MK8,200; Masters MK9,840 (US\$60.00); Doctorate 10,660

Transcripts

Letters of Recommendation

Sample of writing or creative work (if applicable).

Mail the application form, reference forms, along with non-refundable application fee in Bank Draft, Bank Certified Cheque, Postal Money Order, or wire transfer payable to:

Mature Student Admissions

Sindima Memorial Institute of Arts and Technology

P. O. Box

Blantyre

Sindima Memorial Institute also accepts wire transfers and Credit card payment through PayPal made through Blantyre North Relief Project account at www.bnrp.org

DECLARATION

I declare that the information given above is correct to the best of my knowledge and that should it be found to be false my application will be automatically be disqualified and a legal action taken against me.

Signed _____

Date _____

SINDIMA MEMORIAL INSTITUTE OF ARTS AND TECHNOLOGY

POST GRADUATE REFERENCE FORM

PART A TO BE COMPLETED BY THE APPLICANT

Name _____ Surname _____

Proposed programme of study _____

Name of reference _____

PART B TO BE COMPLETED BY THE REFEREE

The above named applicant is applying for mature student admission at Sindima Memorial Institute of Arts and Technology and has named you a referee. We would very much appreciate receiving from you a candid evaluation of the applicant's experience in regards to the proposed programme of study at Sindima Memorial Institute. We are grateful to you for your assessment of the applicant's strengths, weaknesses and aptitude for re-entering education.

BACKGROUND INFORMATION

1. How long have known the applicant? _____ Years _____ Months
2. In what context? _____
3. What are the first words that come to your mind to describe the applicant? _____

Intellectual ability and work ethic

Please rate the applicant's intellectual acumen and work ethic by ticking the most applicable terms

Intellectual ability	Energy	Initiative	Punctuality
Outstanding Excellent Very Good Good	Alert Quick Active Energetic diligent Hardworking	Brilliant Inspiring Striking Enterprising Confident Venturous	Excellent Punctual Regular
Average Inconsistent Poor Weak	Inactive Indolent Lazy Slow Tired Absent minded	Unpleasant Lacking	Excellent Punctual Regular

Intellectual ability and work ethic

Please rate the applicant's intellectual acumen and work ethic by ticking the most applicable terms

Intellectual ability	Energy	Initiative	Punctuality
Outstanding Excellent Very Good Good	Alert Quick Active Energetic diligent Hardworking	Brilliant Inspiring Striking Enterprising Confident Venturous	Excellent Punctual Regular
Average Inconsistent Poor Weak	Inactive Indolent Lazy Slow Tired Absent minded	Unpleasant Lacking	Excellent Punctual Regular

Administrative Ability

Circle as many terms as applicable in each category applicable to the applicant.

Mental Capacity	Judgement	Professional ability	Interest	Organisation
Brilliant Inventive Resourceful Ingenious Versatile Talented Sharpe	Sound Circumspect Cautious Careful Reliable Meticulous Prudent	Efficient Resourceful Proficient Competent Masterly Ingenious Talented	Enthusiastic Keen Devoted Zealous Earnest Ardent Fervent	Systematic Shrewd Methodical Orderly Enterprising Brilliant Masterly
Unimaginative Dull Stupid Normal	Vague Unreliable Presumptuous Rash Hypercritical Hot-headed	Inexperienced Raw Incapable Degenerated Narrow	Apathetic Sluggish Careless Inattentive Unsteady Irresponsible	Inconsistent Unimaginative Confused Disagreeable Unenterprising Quarrelsome

REFEREE INFORMATION

Name _____ Title _____ Affiliation _____ Phone _____ E-mail _____

Signature _____ Date _____