



P.O.Box16494Kampala, Uganda:,0312 266133
0753-470913,

PASSPORT
PHOTO

APPLICATION FORM

THIS APPLICATION SHOULD BE COMPLETED IN BLOCK LETTERS

Part A (To be completed by the applicant)

1. PERSONAL DATA

Surname	First name
Date of Birth (dd-mm-yyyy)	Place of Birth
Sex: * Male <input type="checkbox"/> * Female <input type="checkbox"/>	Citizenship
Marital status: * Single <input type="checkbox"/> * Married <input type="checkbox"/>	E-mail

2. PRESENT ADDRESS

Address	
Postal code	Home town
Country	
Telephone (include country and area code)	

3. PERMANENT ADDRESS

Address

Postal code	City
Country	
Telephone (include country and area code)	

4. PERSON(S) TO CONTACT IN CASE OF EMERGENCY (NEXT OF KIN)

Name	Relationship to you
Address	
Postal code	City
Country	
Telephone (include country and area code)	
E-mail	

5. EDUCATIONAL BACKGROUND

Secondary School, University or College you have attended:

Institutions	Period	Awards	Grades	Date of Graduation	Main Subjects offer. For Secondary schools only

6. STUDY PROGRAMME APPLIED FOR

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7. Choose the programme you prefer to take (Tick your choice)

i. Day Programme

ii. Evening Programme

8. LANGUAGE PROFICIENCY

Main language of instruction (*Please, indicate the main languages of instruction at Secondary school / University/ you attended. Please, note that teaching language refers to the language of instruction, not to the foreign language included in the curriculum.*)

Secondary Education:

University Education:

The official language of instruction at Major Communication and Management Institute (MCMI) is English.

9. ENROLLMENT INFORMATION

Please indicate your status by ticking the relevant box:

Level at which you intend to study:

Diploma Course 2 Years

Certificate Course 1 Year

10. SOURCE OF FUNDING

Please note that Major Communication and Management Institute (MCMI) charges tuition fees.

How will you finance your studies at Major Communication and Management Institute:

i. Private funding (Self)

ii. Grant

iii. Parents / Guardian

Part B (To Be Completed By the Head of Depart/Sponsor/Recommendation)

A. Is your Ministry/Department/Organization prepared to sponsor the applicant and pay the fees as set by MCMI for this course es

B. Please state the strength and weakness of the applicant in regards to his/her suitability for this course

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Details of the person or organization responsible for the payment of the tuition

Name of the Person:

Title:

Organization:.....

Address:

Email:

Telephone contacts:

Office No.:

Mobile No.:

Signature Date

11. REQUIRED ENCLOSURES

Please ensure that the application is complete and that it includes the following items

- Proof of Secondary School qualification certificates or its equivalent (including grades) confirmed by the Uganda National Examination Board.
- Certificate of recognition of the qualifications issued by Ministry of Education of the Republic of Uganda.
- Notary certified copy of your passport or other document of identification. (That is for international Students)
- Letter of evidence of adequate funds to cover tuition fees, living costs.
- 2 recent Colored Passport Size Photo

Note: For all diploma courses applicants should attach their Advanced level and Ordinary Level Certificates or the relevant documents.

For all Certificate courses (One Year Certificates) applicants should attach their Ordinary certificates

Note: All the documents have to be in English language. Subscription of the Notary for English translations of all written documents is required.

12. SIGNATURE

I certify that the information given in this application is complete and accurate to the best of my knowledge.
Date (dd. mm. yyyy)
Signature of applicant

Note: Only complete applications will be accepted (with required enclosures).

All documents presented by applicants to complete a file for admission become the property of Major Communication and Management Institute (MCMI). In case of rejection the submitted documents are not returned.

13. HEALTH INSURANCE

Please, note that you are responsible for your health insurance.

Any application that will be submitted beyond the set date of deadline of submission will be considered as invalid.