



# ACCA APPLICATION FORM

OFFICIAL USE ONLY

## INSTRUCTIONS

- Please read through the form carefully before filling.
- Provide information where appropriate.
- Enclose an academic reference
- Attach all **certified** supporting documents (i.e. Grade 12 results, NRC and or other qualifications)
- Applications must be sent to the above address
- Please write in **Block** Letters and Mark with an "X" where appropriate e.g



## PERSONAL INFORMATION

Surname (Mr/Mrs/Ms/Dr): \_\_\_\_\_

Other Names: \_\_\_\_\_

SEX: Male  Female  Date of Birth:

Marital Status: Married  Single

Nationality: \_\_\_\_\_

National Registration Card No (If Non-Zambian, Passport No) \_\_\_\_\_

## CONTACT DETAILS

Telephone No: \_\_\_\_\_ Mobile Phone No: \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Residential Address: \_\_\_\_\_

## NEXT OF KIN

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Mobile Phone No: \_\_\_\_\_ Email Address: \_\_\_\_\_

## PROGRAMME INFORMATION

Programme Applied For: \_\_\_\_\_ (Ref to Page 2)

(Mark with an X where Appropriate)

INTAKE: January  June  YEAR: 2016  2017

MODE OF STUDY: Fulltime  Part time  Distance Learning

APPLICANT CATEGORY: School Leaver  Non School Leaver

# COURSES OFFERED

## FOUNDATION

### 1. INTRODUCTORY CERTIFICATE IN FINANCIAL & MANAGEMENT ACCOUNTING

FA1 Recording Financial Transactions

MA1 Management Information

### 2. INTERMEDIATE CERTIFICATE IN FINANCIAL & MANAGEMENT ACCOUNTING

FA2 Maintenance Financial Records

MA2 Managing Costs & Finance

### 3. DIPLOMA IN ACCOUNTING & BUSINESS

FAB Accountant in Business

FMA Management Accounting

FFA Financial Accounting

## FUNDAMENTALS

### 1. KNOWLEDGE (Diploma in Accounting & Business)

F1 Accountant in Business

F2 Management Accounting

F3 Financial Accounting

### 2. SKILLS (Advanced Diploma in Accounting & Business)

F4 Corporate & Business Law

F5 Performance Management

F6 Taxation

F7 Financial Report

F8 Audit & Assurance

F9 Financial Management

## PROFESSIONAL (ACCA QUALIFICATION)

### 1. ESSENTIALS

P1 Governance Risk & Ethics

P2 Corporate Reporting

P3 Business Analysis

### OPTIONS (TWO TO BE COMPLETED)

P4 Advanced Financial Management

P5 Advanced Performance Management

P6 Advanced Taxation

P7 Advanced Audit and Assurance

**ACADEMIC BACKGROUND**  
(Attach certified copies of transcripts and certificates)

| Previous Educational Institution Attended<br>(Secondary and University/College) | From | To | Qualification obtained |
|---|------|----|------------------------|
| 1   |      |    |                        |
| 2   |      |    |                        |

ARE YOU EMPLOYED? YES  NO  Details of employment (Attach CV)

Employer: \_\_\_\_\_

Period: \_\_\_\_\_

Position held: \_\_\_\_\_

Nature of responsibility: \_\_\_\_\_

**Personal Brief**

In what ways do you feel the programme of study will affect your personal and career development?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Do you have any permanent injury, illness or disability which may affect your ability to study?

Yes  No

If yes, please describe the nature of your injury, illness or disability

\_\_\_\_\_  
 \_\_\_\_\_

How did you know about the UNILUS programmes?

Advertisement on TV  Advertisement on Radio  Advertisement in Newspaper

Brochure  Personal Recommendation  UNILUS website

Other (please specify) \_\_\_\_\_

|  |  |
|--|--|
| <p><b>Application Form Checklist for Applicant</b> ("X")</p> <p>1. High School Certificate/Statement of Results <input type="checkbox"/></p> <p>2. National Registration Card/Passport/Drivers Licence <input type="checkbox"/></p> <p>3. Attach two (2) Passport Sized Photo <input type="checkbox"/></p> <p>4. Application form completely filled out accurately <input type="checkbox"/></p> <p>5. Payment for application form attached (<b>Deposit Slip</b>) <input type="checkbox"/></p> | <p><b>EXEMPTION REQUEST</b></p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If yes, kindly attach evidence of previous qualifications and state below:</p> <p>_____<br/>                 _____<br/>                 _____</p> |
|--|--|

*Note: Applications that are not clear and fully complete with submissions of all attachments as requirements risk having the applications not being processed. Therefore, you are required to tick and verify that you have correctly completed your application.*

**DECLARATION**

I certify that the information given in this application and supporting documents is accurate and complete. I understand that UNILUS reserves the right to reverse any offer of admission made on the basis of inaccurate information.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# APPLICATION PROCEDURE

This Application forms cost a non refundable fee of K120 programmes.  
For international students, the application form cost \$50.  
Payments to be made in the following accounts:

## BANK DETAILS

### CASH DEPOSITS

Bank: Barclays Bank Zambia  
Branch: Longacres  
Acc Name: University of Lusaka  
Acc Number: 017-1108039  
Swift Code: BARCZMLX

### CHEQUE DEPOSITS

Bank: Access Bank Zambia  
Branch: Cairo Road  
Acc Name: University of Lusaka  
Acc Number: 0010221013161  
Swift Code: AZAMZMLU

### USD ACCOUNT

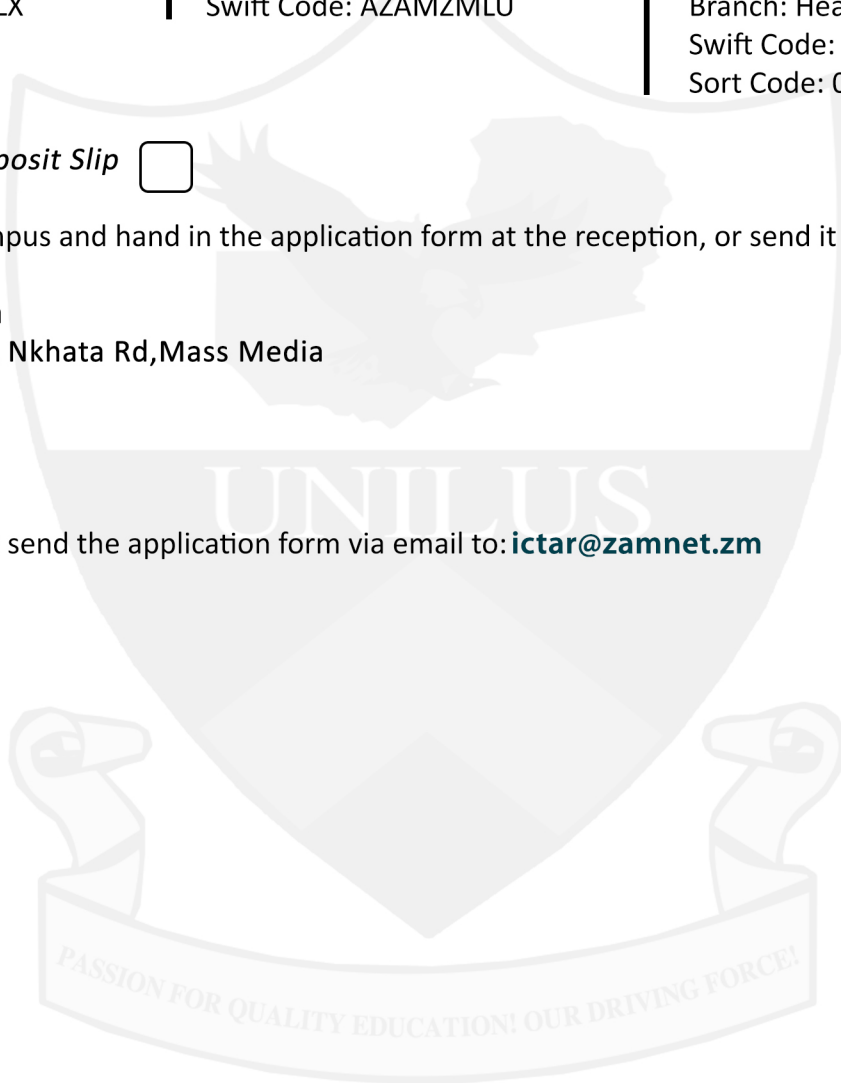
Bank: Barclays Bank Zambia Plc  
Acc Name: University of Lusaka  
Acc Number: 1071643  
Branch Code: 001  
Branch: Head Office  
Swift Code: BARC-ZM-LX  
Sort Code: 02-00-01

Attach the Bank Deposit Slip

Visit our pioneer campus and hand in the application form at the reception, or send it via post to:

University of Lusaka  
Plot 37413 Off Alick Nkhata Rd, Mass Media  
P.O. BOX 36711,  
Lusaka,  
Zambia.

Alternatively you can send the application form via email to: [ictar@zamnet.zm](mailto:ictar@zamnet.zm)



Think Ahead **ACCA**