



## Admission Application Form (Year 20....)

**NB:** Please read the notes provided carefully before attempting to complete this form. Complete all sections of the form. Do not fill in the section marked **for official use only**. Print clearly in blue or black ink in the blank spaces provided.

### Part A For Official Use Only (LEAVE BLANK)

Application Number  Receipt Number

#### Certificates Received and Verified Serial Number RCU

(Tick Where Appropriate) Birth Certificate  O' Level  A' Level

University Certificate(s)  Professional Certificate(s)

### Part B (Tick Where Appropriate)

PROGRAMME  CODE

MODE OF ENTRY: CONVENTIONAL  PARALLEL  IN-SERVICE  BLOCK RELEASE

CAMPUS: MASVINGO  HARARE

TITLE: e.g. MR/ MRS/MS/ REV/ SR  MARITAL STATUS  S  M

SEX

SURNAME

FORENAME(S)

NATIONAL IDENTITY NUMBER  PASSPORT NUMBER

COUNTRY OF ORIGIN  NATIONALITY

DATE OF BIRTH (DD/MM/YY)  PLACE OF BIRTH (CITY)

SPECIAL NEEDS AREA IF ANY

CONTACT ADDRESS

TELEPHONE  E-MAIL

PROSPECTIVE SPONSOR (e.g. self/ any other organisation)

**PART C**

**TYPE OF ENTRY (Tick Where Appropriate)**

Normal  Mature  Repeat  Transfer

**PROGRAMMES PREFERENCE**

FACULTY	PROGRAMME	CODE
1.		
2.		
3.		

**SCHOOL EXAMINATIONS FOR WHICH RESULTS ARE KNOWN (indicate "O" level English and Mathematics only, followed by "A" level subject passes)**

Date	Exam Board	Level	Subject	Result/ Grade Obtained

**COLLEGES/ UNIVERSITIES ATTENDED (name, qualifications, year)**

.....  
.....  
.....

**WORK EXPERIENCE (indicate period, occupation and employer's address)**

.....  
.....

**DETAILS OF TWO REFEREES**

1. Name: .....  
Contact Address: .....  
.....  
.....

2. Name: .....  
Contact Address.....  
.....  
.....

**NOTES TO ALL APPLICANTS**

- ❖ Applicants must complete all sections of the form carefully and legibly. If the University discovers that any information submitted by the applicant is false, the University will reject that application and may refer the matter for legal action.
- ❖ Applicants must endorse at the bottom of this page that they have understood the notes and that they agree to their application being considered under these conditions.
- ❖ All completed application forms should be accompanied by a non-refundable fee of US \$5 for Zimbabwean applicants and US \$10 for international students (on submission) in the normal application category to the **Admissions and Examinations Office, RCU, P.O. Box 80, Masvingo, Zimbabwe.**
- ❖ Please make sure that you enclose the following items; certified copies of birth certificate, national identity card and educational certificates.

**NB: Please** do not attach original documents / certificates. The University will not be held responsible for any loss of documents.

- ❖ Applicants must give careful thought to their choice of programmes in relation to the entry requirements for that programme and their own subject passes.
- ❖ It is also important for applicants to understand that admission will be made, as far as possible, in
  - accordance with the degree preference made by the applicant. Therefore first preference should be what the candidate genuinely wants to pursue.
- ❖ Duration of study for the Conventional/Parallel programmes includes one year of WORK RELATED LEARNING.
- ❖ The duration for short courses ranges from 1 week to 18 months.
- ❖ The Block Release programmes are three year degree programmes.
- ❖ Candidates should note that they will not be considered for first year study programmes at RCU if they have accepted or registered to study at any other university.
- ❖ Applicants are advised that English is the language of instruction at the Reformed Church University.
- ❖ Listed are the Faculties and degree programmes available and the abbreviations used by the RCU to indicate these. Indicate the Faculty and degree programme of your first preference in the space provided on **page 2**, using the relevant abbreviations for the Faculty and degree programmes shown on **page 4**. If you wish to be considered for alternative faculties and degree programme, in the event of your first choice being unsuccessful, you should also indicate these in the spaces provided.

**Declaration by applicant**

I declare that the information I have provided is correct, and that should it be found to be false my application will be disqualified and I may face legal action. I also agree that I will be bound by RCU policies and regulations during my study period. **NB:** *Before you sign and date this form, please check that you have completed all applicable sections and that the information is correct.*

Applicant's signature

Date...../...../.....

NB: ALL REFORMED CHURCH UNIVERSITY PROGRAMMES ARE ACCREDITED BY ZIMCHE

**a. FACULTY OF ARTS, THEOLOGY, CULTURE AND HERITAGE STUDIES**

Programme	Duration	Entry Requirements
1. Bachelor of Arts Honours in Theology Degree	4 years Fulltime  OR  3 years Block Release	<ul style="list-style-type: none"> <li>✚ Candidates must be in possession of five (5) 'O' level passes including English Language and at least two (2) 'A' level passes including a pass in Divinity.</li> <li>✚ Candidates must be in possession of five (5) 'O' level passes including English Language plus a recognised Diploma in Theology or Religious Studies. Candidates who have a minimum of two (2) years relevant work experience will be considered on a case by case basis.</li> </ul>
2. Bachelor of Arts Honours Degree in Media and Development Studies	4 years Fulltime  OR  3 years Block Release	<p>Candidates must be in possession of five (5) 'O' level passes including English Language and at least two (2) 'A' levels in relevant subjects.</p> <p><b><u>Mature Entry</u></b></p> <ul style="list-style-type: none"> <li>✚ Candidates can be accepted for mature entry if they have five (5) O' levels including English Language and have worked for a Media organisation or related field for more than three years. The candidate should be 23 years of age and above.</li> <li>✚ Candidates must be in possession of five (5) 'O' level passes including English Language plus a relevant Diploma. Candidates who have a minimum of two (2) years relevant work experience will be considered on a case by case basis.</li> </ul>

**b. FACULTY OF COMMERCE**

Programme	Duration	Entry Requirements
1. Bachelor of Commerce Honours Degree in Accounting	4 years Fulltime	Candidates must be in possession of 5 'O' Level passes at grade C or better including English and Mathematics and at least two (2)'A' level passes including at least one Commercial subject, <b>OR</b>
2. Bachelor of Commerce Honours Degree in Logistics and Supply Chain Management.	3 years Block Release/ Evening and Weekend	Holder of appropriate Diploma/Higher National Diploma  <b>NB: Holders of relevant Diploma/Higher National Diploma (2<sup>1</sup>/<sub>2</sub> years).</b>

3. Bachelor of Commerce Honours Degree in Banking and Finance		<p><b><u>Mature Entry</u></b> Candidates should have five (5) 'O' level passes including English Language and be at least twenty-three (23) years of age. In addition, applicants may be required to provide evidence of relevant work experience.</p>
4. Bachelor of Commerce Honours Degree in Human Resources Management.	4 years Fulltime	<p>Candidates must be in possession of 5 'O' Level passes at grade C or better including English Language and at least two (2) 'A' level passes.</p> <p><b>OR</b></p> <p>Candidates must be in possession of five (5) 'O' level passes including English Language plus a relevant Diploma. Candidates who have a minimum of two (2) years relevant work experience will be considered on a case by case basis.</p>
5. Bachelor of Commerce Honours Degree in Business Management.	3 years Block Release/ Evening and Weekend	<p><b>NB: Holder of relevant Diploma/ Higher National Diploma (2<sup>1/2</sup> years).</b></p>
6. Bachelor of Commerce Honours Degree in Public Administration.		<p><b><u>Mature Entry</u></b> Candidates should have five (5) 'O' level passes including English Language and be at least twenty three (23) years of age. In addition, applicants may be required to provide evidence of relevant work experience.</p>
7. Bachelor of Commerce Honours Degree in Marketing.		<p><b><u>Mature Entry</u></b> Candidates should have five (5) 'O' level passes including English Language and be at least twenty three (23) years of age. In addition, applicants may be required to provide evidence of relevant work experience.</p>

**POST GRADUATE DEGREES**

Programme	Duration	Entry Requirements
Master in Business Administration	2 years Part-time	Candidates must be holders of a relevant first degree with a minimum of 2.2 degree class.

## SHORT COURSES

Programme	Duration	Entry Requirements
1. Short course in Finance for Non- Financial Managers	2 weeks	✚ Target Group: Administrators, Managers, Executives, Business owners, etc
2. Certificate in Finance for Non-Financial Managers	6 months	✚ 5 O' Level subjects including English Language
3. Certificate in Public Relations	12 months	✚ 5 O' Level subjects including English Language
4. Certificate in Risk and Disaster Management	6 months	✚ 5 O' Level subjects including English Language
5. Certificate in Project Management	6 months	✚ 5 O' Level subjects including English Language
6. Diploma in Public Relations	18 months	✚ 5 O' Level subjects including English Language and a Certificate from an accredited and recognized institution in a relevant field. Those who do not meet this criterion will be considered for mature entry if they are working in relevant fields.
7. Diploma in Risk and Disaster Management	18 months	✚ 5 O' Level subjects including English Language and Mathematics and a Certificate from an accredited and recognized institution in a relevant field. Those who do not meet this criterion will be considered for mature entry if they are working in relevant fields.  ✚ 5 O' Level subjects including English Language and Mathematics and a Certificate from an accredited

8. Diploma in Project Management	18 months	and recognized institution in a relevant field. Those who do not meet this criterion will be considered for mature entry if they are working in relevant fields.
9. Diploma in Tax and Payroll Administration	6 months	<ul style="list-style-type: none"> <li>✚ 5 O' Level subjects including English Language or a Certificate from an accredited and recognized institution in relevant field. Candidates who do not meet this criterion may be considered for mature entry if they are working in relevant fields.</li> </ul>

### c. FACULTY OF EDUCATION AND SOCIAL SCIENCES

Programme	Duration	Entry Requirements
1. Bachelor of Science Honours Degree in Social Work	4 years Fulltime <b>OR</b> 3 years Block Release/ Evening and Weekend	<ul style="list-style-type: none"> <li>✚ Candidates must be in possession of 5 'O' Level passes at grade C or better including English and at least two (2) 'A' level passes.</li> <li>✚ Candidates must be in possession of five (5) 'O' level passes including English Language plus a relevant Certificate/Diploma. Candidates who have a minimum of two (2) years relevant work experience will be considered on a case by case basis.</li> </ul> <p><b><u>Mature Entry</u></b> Candidates should have five (5) 'O' level passes including English Language and be at least twenty-three (23) years of age. In addition, applicants may be required to provide evidence of relevant work experience.</p>
2. Bachelor of Education Honours Degree in Mathematics 3. Bachelor of Education Honours Degree in Early Childhood Development	4 years Fulltime (Pre-service)	Candidates must possess (5) 'O' level subjects including English Language and Mathematics and at least two (2) 'A' levels in relevant subjects <b><u>Mature Entry</u></b> <ul style="list-style-type: none"> <li>✚ Candidates can be accepted for mature entry if they have five (5) 'O' levels including English</li> </ul>

4. Bachelor of Education Honours Degree in Inclusive Education	<b>OR</b>	Language and Mathematics and should be 23 years of age and above.
5. Bachelor of Education Honours Degree in African Languages-Shona		
6. Bachelor of Education Honours Degree in Information and Communication Technology		
7. Bachelor of Education Honours Degree in Sports Science		
8. Bachelor of Education Honours Degree in Foundations of English Language and Literacy Education	2 <sup>1</sup> / <sub>2</sub> years Block Release/Weekend and Evening	Candidates must possess a Certificate/Diploma in Education in the programme of choice.

## POST GRADUATE DEGREES

Programme	Duration	Entry Requirements
1. Master of Education Degree in Early Childhood Development	2 years Block Release	✚ Candidates should be holders of a Bachelor of Education Honours Degree in Early Childhood Development with a minimum of (2.2) degree class.
2. Master of Education Degree in Inclusive Education	1 <sup>1</sup> / <sub>2</sub> years Fulltime	✚ Candidates should be holders of a Bachelor of Education Honours Degree in Special Needs/Inclusive Education with a minimum of (2.2) degree class.

## SHORT COURSES

Programme	Duration	Entry Requirements
1. Certificate in Program Monitoring and Evaluation	6 months	✚ 5 O' Level subjects including Mathematics and English Language
2. Certificate in Social Work	12 months	✚ 5 O' Level subjects including English Language
3. Certificate in Management of ECD Centres	12 months	✚ 5 O' Level subjects including English Language



4. Certificate in Child Care	12 months	✚ 5 O' Level subjects including English Language
5. Certificate in Caregiver Infant Toddler Programme	12 months	✚ 5 O' Level subjects including English Language
6. Certificate in Sign Language	3 months	✚ 5 O' Level subjects including English Language Those who do not meet these requirements may be considered for training if they are parents or guardians of children with disabilities. Those in the disability sector will also be considered
7. Certificate in Braille	6 months	✚ 5 O' Level subjects including English Language Candidates may be accepted for mature entry if they are practising in organisations, institutions, community, churches, etc
8. Diploma in Sign Language	18 months	✚ 5 O' Level subjects including English Language Candidates may be accepted for mature entry if they are practising in organisations, institutions, community, churches, etc
9. Diploma in Inclusive Leadership	18 months	✚ 5 O' Level subjects including English Language Maturity Entry Candidates may be accepted for mature entry if they are practising in organisations, institutions, community, churches, etc

### Mode of Entry

All Reformed Church University Degree Programmes will be offered using the Full time In-Service mode (**2 years**); Full-time (Conventional/Parallel) mode (**4years**), the Part-time (Block Release) mode (**3 years**) Application forms are obtainable from the Reformed Church University and the Reformed Church in Zimbabwe Congregations nationwide. **Please visit our website <http://www.rcu.ac.zw> for more details.**

### How to Apply

Application forms can be obtained from the Reformed Church University Main Campus and the RCZ Synod Centre. Alternatively, the forms may be downloaded from the RCU website: [www.rcu.ac.zw](http://www.rcu.ac.zw) and submitted with proof of payment of the application fee. The application should then be submitted together with **certified copies** of national ID card, birth certificate and educational certificates. Students can also apply online on the RCU website.

All completed application forms should be accompanied by a non-refundable fee of five dollars (**US\$5/Equivalent**) for Zimbabwean applicants and Ten dollars (**US\$10**) for international students, deposited in the following accounts:

1. **USD** : 4564-679129-405 ZB Bank Masvingo Branch
2. **ZWD**:
  - 2.1 Account number 4564 – 679129 – 200 ZB Bank Masvingo Branch
  - 2.2 Account number 1006254676 CABS Masvingo Branch
  - 2.3 Account number 02524191060018 CBZ Masvingo Branch
3. **Rands**: 4564-679129-406 ZB Bank Masvingo Branch
4. **EcoCash** short code \*151\*2\*1\*47499\*amount\*student number#

Students can make arrangements to pay fees through payment plans, stop orders and SSB (for civil servants). For further enquiries please contact the Registrar and/or Admissions office.

All applications should be addressed to:

**The Registrar  
Reformed Church University  
Main Campus  
P. O. Box 80  
Masvingo  
ZIMBABWE**

**Email: [admissions@rcu.ac.zw](mailto:admissions@rcu.ac.zw)**

**Contact Lines: +263 8688002249; +263774849138; +263772168102; +263782782688**