



ADMISSION APPLICATION FORM

20

1. FOR OFFICIAL USE LEAVE IT BLANK

APPLICATION NUMBER

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RECEIPT NUMBER

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CERTIFICATES RECEIVED AND VERIFIED

A. BIRTH CERTIFICATE ☐ NATIONAL ID NUMBER ☐ O LEVEL ☐ A LEVEL ☐

B. UNIVERSITY CERTIFICATE ☐ PROFESSIONAL CERTIFICATE ☐ OTHER ☐

OFFICER.....

2. PERSONAL DETAILS

A. NATIONAL I.D. NUMBER/PASSPORT

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B. SURNAME

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C. TITLE (e.g., MR/MRS/MISS/DR/MS/REV/SR/PROF)

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D. FORENAMES
(As on Birth Certificate)

E. PREVIOUS SURNAME

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F. MARITAL STATUS (e.g. Married (M) Single (S))

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G. GENDER (Male (M) Female (F))

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H. NATIONALITY

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I. CITIZENSHIP

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J. ARE YOU A PERMANENT RESIDENT OF ZIMBABWE? Yes (Y) No (N)

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IF NOT, WHAT PERMIT DO YOU HOLD

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PERIOD OF RESIDENCE IN ZIMBABWE

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K. DATE OF BIRTH (e.g. Day (15) Month (04) Year (1987))

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L. PLACE OF BIRTH

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M. ANY DISABILITY FOR WHICH SPECIAL ARRANGEMENTS AT THE UNIVERSITY WOULD BE MADE?

Yes (Y) No (N)

IF YES PLEASE GIVE DETAILS

[illegible]

[HOME](#)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
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NB: all corresponds will be forwarded to the above address

3. **LAST SCHOOL/COLLEGE/POLYTECHNIC OR UNIVERSITY ATTENDED**

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(List in chronological order, all subjects taken and results, including failures)

[illegible]

INSTITUTION	PERIOD OF STUDY	PROGRAMME OF STUDY	MAJOR SUBJECTS	DEGREE/DIPLOMA	DATE AWARDED

6. FURTHER RELEVANT INFORMATION

WORK EXPERIENCE/EMPLOYMENT

DATE		OCCUPATION	NAME OF EMPLOYER
FROM	TO		

7. NAME AND ADDRESS OF TWO REFERENCE

1.

2.

.....

.....

8. NEXT OF KIN

NAME AND ADDRESS

.....

.....

.....

CONTACT NUMBER(S)

EMAIL ADDRESS

9. DEGREE PROGRAMME CHOICES IN ORDER OF REFERENCE

Refer to the details on (ANNEXTURE 1) then complete the following sections.

Use the programme codes to indicate the degree programs preferred, irrespective of Faculty.

A. DEGREE PROGRAMMES PREFERRED:

(In order of preference)

1.

2.

3.

B. TYPE OF ENTRY [JUST TICK] NORMAL ☐ SPECIAL ☐ MATURE ☐ TRANSFER ☐

C. CAMPUS CHOICE [JUST TICK]

1. MASVINGO ☐ MODE OF STUDY CONVENTIONAL ☐

BLOCK ☐

2. HARARE ☐ MODE OF STUDY CONVENTIONAL ☐

BLOCK ☐

3. MUTARE COHORT ☐ MODE OF STUDY BLOCK ☐

4. BEITBRIDGE COHORT ☐ MODE OF STUDY BLOCK ☐

NOTICE 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. .
- ❖ 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 or four -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 using the relevant abbreviations for the Faculty and degree programmes shown on **ANNEXTURE 1**. 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.

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 information is correct.

SIGNATURE OF APPLICANT

DATE

NB* All applications should be accompanied by copies of a Birth certificate, National ID and Educational Certificates.

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

ANNEXURE 1
DEGREE PROGRAMMES ON OFFER

FACULTY OF ARTS, THEOLOGY, CULTURE AND HERITAGE STUDIES

Programme	Duration	Entry Requirements
Bachelor of Arts Honours in Theology	4 years Fulltime (pre-service) OR	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 Family and Religious Studies/Divinity.
	3 years Block Release(in- service)	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 may be considered.
Bachelor of Arts Honours in Media and Digital Communication	4 years Fulltime (pre-service)	Candidates must be in possession of five (5) 'O' level passes including English Language and at least two (2) 'A' level passes in relevant subjects.
		Mature Entry Candidates may be accepted for mature entry if they have five (5) O' level passes including English Language and have worked for a Media organisation or related field. The candidate should be 23 years of age and above.
	OR 3 years Block Release(in- service)	Candidates must be in possession of five (5) 'O' level passes including English Language plus a relevant Diploma and work experience.
Bachelor of Arts Honours in Development Studies	4 years Fulltime (pre- service)	Candidates must be in possession of five (5) 'O' level passes including English Language and at least two (2) 'A' level passes in relevant subjects.
	OR	Mature Entry Candidates may be accepted for mature entry if they have five (5) O' level passes including English Language and have worked in a related field. The candidate should be 23 years of age and above.
	3 years Block Release (in- service)	Candidates must be in possession of five (5) 'O' level passes including English Language plus a relevant Diploma and work experience.
	OR	Mature Entry Candidates may be accepted for mature entry if they have five (5) O' level passes including English Language and have worked in a related field. The candidate should be 23 years of age and above.
	3 years Block Release (in- service)	Candidates must be in possession of five (5) 'O' level passes including English Language plus a relevant Diploma and work experience.

FACULTY OF COMMERCE

Programme	Duration	Entry Requirements
Bachelor of Commerce Honours in Accounting	4 years Fulltime (pre-service) OR 2/3 years	Candidates must be in possession of 5 'O' Level passes at grade C or better including English Language and Mathematics and at least two (2) 'A' level passes including at least one Commercial subject, OR A Holder of appropriate Higher National Diploma/ National Diploma.
Bachelor of Commerce Honours in Logistics and Supply Chain Management.	4 years Fulltime (pre-service) OR 2/3 years	Candidates must be in possession of 5 'O' Level passes at grade C or better including English Language and Mathematics and at least two (2) 'A' level passes including at least one Commercial subject, OR A Holder of appropriate Higher National Diploma/ National Diploma.
Bachelor of Commerce Honours in Banking and Finance.	4 years Fulltime (pre-service) OR 2/3 years	Candidates must be in possession of 5 'O' Level passes at grade C or better including English Language and Mathematics and at least two (2) 'A' level passes including at least one Commercial subject, OR A Holder of appropriate Higher National Diploma/ National Diploma.
Bachelor of Commerce Honours in Human Resources, Industrial and Labour Relations Management.	4 years Fulltime (pre-service) OR 2/3 years	Candidates must be in possession of 5 'O' Level passes at grade C or better including English Language and Mathematics and at least two (2) 'A' level passes including at least one Commercial subject, OR A Holder of appropriate Higher National Diploma/ National Diploma.
Bachelor of Commerce Honours in Business Management.	4 years Fulltime (pre-service) OR 2/3 years	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, OR A Holder of appropriate Higher National Diploma/ National Diploma.
Bachelor of Commerce Honours in Public Administration.	4 years Fulltime (pre-service) OR 2/3 years	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, OR A Holder of appropriate Higher National Diploma/ National Diploma.
Bachelor of Commerce Honours in Marketing.	4 years Fulltime (pre-service) OR 2/3 years	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, OR A Holder of appropriate Higher National Diploma/ National Diploma.
Bachelor of Commerce in Project Management	4 years Fulltime (pre-service) OR 2/3 years	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, OR A Holder of appropriate Higher National Diploma/ National Diploma.
Bachelor of Commerce in Entrepreneurship & Business Development	4 years Fulltime (pre-service) OR 2/3 years	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, OR A Holder of appropriate Higher National Diploma/ National Diploma.

FACULTY OF EDUCATION AND SOCIAL SCIENCES		
Programme	Duration	Entry Requirements
Bachelor of Science Honours in Social Work	4 years Fulltime (pre- service) OR 4 years Block Release (in-service)	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. <u>Mature Entry</u> Candidates should have five (5) ‘O’ level passes including English Language and Mathematics and be at least twenty-three (23) years of age. In addition, applicants may be required to provide evidence of relevant work experience.
Bachelor of Education Honours in Mathematics	4 years Fulltime (Pre-service)	Candidates must possess (5) ‘O’ level passes including English Language and Mathematics and at least two (2) ‘A’ level passes in relevant subjects.
	2 years block release (in service)	Candidates must possess (5) ‘O’ level passes including English Language and Mathematics plus relevant certificate or Diploma.
Bachelor of Education Honours in Early Childhood Development	4 years Fulltime (Pre-service)	Candidates must possess (5) ‘O’ level passes including English Language and Mathematics and at least two (2) ‘A’ level passes in relevant subjects.
		<u>Mature Entry</u> Candidates may be accepted for mature entry if they have five (5) ‘O’ level passes including English Language and Mathematics and should be 23 years of age and above.
	2 years block release (in service)	Candidates must possess (5) ‘O’ level passes including English Language and Mathematics plus relevant certificate or Diploma.
Bachelor of Education Honours in Information and Communication Technology	4 years Fulltime (Pre-service)	Candidates must possess (5) ‘O’ level passes including English Language and Mathematics and at least two (2) ‘A’ level passes in relevant subjects. <u>Mature Entry</u> Candidates may be accepted for mature entry if they have five (5) ‘O’ level passes including English Language and Mathematics and should be 23 years of age and above.
	2 years block release (in service)	Candidates must possess (5) ‘O’ level passes including English Language and Mathematics plus relevant certificate or Diploma.
Bachelor of Education Honours in Sports Science	4 Years Full Time OR 3 years Block Release(in-service)	Candidates must possess (5) ‘O’ level passes including English Language and Mathematics and at least two (2) ‘A’ level passes in relevant subjects. <u>Mature Entry</u> Candidates may be accepted for mature entry if they have five (5) ‘O’ level passes including English Language and Mathematics and should be 23 years of age and above.
Bachelor of Education Honours in Foundations of English Language and Literacy Education	4 Years Full Time OR 2 years Block Release(in-service)	Candidates must possess (5) ‘O’ level passes including English Language and Mathematics and at least two (2) ‘A’ level passes in relevant subjects. <u>Mature Entry</u> Candidates may be accepted for mature entry if they have five (5) ‘O’ level passes including English Language and Mathematics and should be 23 years of age and above. Candidates must possess (5) ‘O’ level passes including English Language and Mathematics plus relevant certificate or Diploma.
Bachelor of Education Honours in African Languages (Ndebele, Tshivenda, Xitsonga)	4 years (pre-service) OR 2 years (in-service)	Candidate must have 5 O' Level subjects including English Language and the African Language of Specialisation and 2 relevant ‘A’ Level passes. <u>Mature entry</u> Candidates may be accepted for mature entry if they have five (5) ‘O’ level passes including English Language and should be 23 years of age and above. Candidates must possess a Certificate/Diploma in Education.
Bachelor of Education Honours in Religion and Family Studies	4 years (pre-service) OR 2 years (in-service)	Candidates must possess (5) ‘O’ level passes including English Language and Mathematics and at least two (2) ‘A’ level passes in relevant subjects. <u>Mature Entry</u> Candidates may be accepted for mature entry if they have five (5) ‘O’ level passes including English Language and Mathematics and should be 23 years of age and above. Candidates must possess (5) ‘O’ level passes including English Language and Mathematics plus relevant certificate or Diploma.
Bachelor of Education Honours in Textile and Clothing Design Technology	4 years (pre-service) OR 2 years (in-service)	Candidates must possess (5) ‘O’ level passes including English Language and Mathematics and at least two (2) ‘A’ level passes in relevant subjects. <u>Mature Entry</u> Candidates may be accepted for mature entry if they have five (5) ‘O’ level passes including English Language and Mathematics and should be 23 years of age and above. Candidates must possess (5) ‘O’ level passes including English Language and Mathematics plus relevant certificate or Diploma.
Bachelor of Education in Inclusive education and Special Needs	4 years (pre-service) OR 2 years (in-service)	Candidates must possess (5) ‘O’ level passes including English Language and Mathematics and at least two (2) ‘A’ level passes in relevant subjects. <u>Mature Entry</u> Candidates may be accepted for mature entry if they have five (5) ‘O’ level passes including English Language and Mathematics and should be 23 years of age and above.
Bachelor of Science Honours in Research Methods and Statistics	4 years (pre- service) OR 2 years (in services)	Candidates must possess (5) ‘O’ level passes including English Language and Mathematics and at least two (2) ‘A’ level passes in relevant subjects. <u>Mature Entry</u> Candidates may be accepted for mature entry if they have five (5) ‘O’ level passes including English Language and Mathematics and should be 23 years of age and above. Candidates must possess (5) ‘O’ level passes including English Language and Mathematics plus relevant certificate or Diploma.

POST GRADUATE DEGREES		
Programme	Duration	Entry Requirements
Master of Education in Early Childhood Development	1½ 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.
Master of Education Degree in Inclusive Education	1½ years Block Release	Candidates should be holders of a Bachelor of Education Honours Degree in Special Needs/Inclusive Education with a minimum of (2.2) degree class.
Master of Business Administration.	1½ years Block Release	Candidates must be holders of a relevant first degree with a minimum of a 2.2 Degree class.
Master of Public Administration	1½ years Block Release	Candidates must be holders of a relevant first degree with a minimum of a 2.2 Degree class.

CERTIFICATES		
Programme	Duration	Entry Requirements
Certificate in management of ECD Centres	12 months	5 O' Levels including English language
Certificate in Child Care	12 months	5 O' Levels including English language
Certificate in Braille	6 months	5 O' Levels including English language. Candidates may be accepted for mature entry if they are practising in organisation, institutions, community, churches, etc
Certificate in program Monitoring and Evaluation	6 months	5 O' Levels subjects including Mathematics and English language
Certificate in Social Work	12 months	5 O' Levels including English language
Short courses in Finance For non-Financial managers	2 weeks	Target group: Administrators, Managers, Executives, Business Owners etc
Certificate in Finance For non-Financial managers	6 months	5 O' Levels including English language
Certificate in Public Relations	6 months	5 O' Levels including English language
Certificate in Risk and Disaster Management	6 months	5 O' Levels including English language
Certificate in Project Management	6 months	5 O' Levels including English language
Certificate in sign Language	3 months	5 O' Levels including English language. Those who do not meet these requirements may be considered for training if there are parents or guidance of children with disabilities. Those in disability sector will also be considered.
Certificate in Theology	6 months	5 O' Levels including English language
Certificate in Caregiver Infant Toddler Programme	6 months	5 O' Levels including English language

DIPLOMA		
Programme	Duration	Entry Requirements
Diploma in Sign Language	12 months	5 O' Levels including English language. Candidates may be accepted for mature entry if they are practising in organisation, institutions, community, churches, etc
Diploma in Public Relations	12 months	5 O' Levels subjects including English language and 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.
Diploma in Project management	12 months	5 O' Levels subjects including English language and 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.
Diploma in tax and Payroll Administrations	6 months	5 O' Levels subjects including English language and 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.
Diploma in Risk and Disaster Management	12 months	5 O' Levels subjects including English language and 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.

Alternatively, the forms may be downloaded from the RCU website: 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 using the RCU website.

All completed application forms should be accompanied by a non-refundable fee of **USD\$10.00** deposited in the **ZB Nostro Account 4564 679129 405**. 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 Admissions offices.

All applications should be addressed to:

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