



APPLICATION FORM



APPLICANT NAME (please print clearly): _____

Initials: _____

Firstname: _____

Surname: _____

APPLICATION TO (Programme): _____

To study: Full-time Part-time Post grad. Diploma Masters MPhil PhD

(Application instructions (please tick each box when you complete the requirement))

Complete all sections of the application form. Check the "Special Application Instructions" to see if additional information is required. Sign and date the form.

Obtain certified copies of all degrees and official transcripts from all colleges and universities attended. Attach these to your application form. Documents which are not originally in English must be accompanied by an official translation.

Request a letter of recommendation from individuals who are familiar with your academic or professional background. Follow the instructions on the Reference Report Form. The forms are to be returned to you in a sealed envelope and attached to your application. Your application will not be considered if any of the sealed envelopes have been opened.

Pay the non-refundable application fee. The fee is P180 (Botswana citizens/residents) or P360 (non-residents). Attach the payment receipt, postal order or bank draft to your application. Payment may be made at the UB (Block 108); personal checks are not accepted. Incomplete applications will not be considered. Deadline date for receiving applications:

Admission in August for the 1st Semester of the next academic year:		Admission in January for the 2nd Semester of actual academic year:
13 February	27 February	31 October
MBA; Project Management; Public Administration; MEd Educational Management; MEd Counselling and Human Services	All programmes not listed under 13. February	Part-time Master programmes only as advertised in newspapers

Return your completed application, application fee payment information and supporting documents to:

Graduate Admissions Secretary
University of Botswana
School of Graduate Studies,
Private Bag UB 00706
Gaborone, Botswana

Applications for HOORC's MPhil/PhD programmes in Natural Resource Management' can be sent directly to:
Harry Oppenheimer Okavango Research Centre
HOORC Graduate Programme Coordinator
P/Bag 285. Maun, Botswana

For additional information or answers to application questions, contact the School of Graduate Studies:
Phone: (267) 355 2862 or (267) 355 2960 e-mail: sogras@mopipi.ub.bw Fax: (267) 3185 100
or the respective Programme Coordinators whose contact details are provided in the contact list attached.

A. BIOGRAPHICAL INFORMATION - please print clearly

Application for Admission to the School of Graduate Studies

Surname	First name	Middle name
Former name (if changed)	Marital Status: single <input type="checkbox"/> married <input type="checkbox"/>	Gender Male <input type="checkbox"/> Female <input type="checkbox"/>
Date of Birth	Place of Birth	Country of Birth
Nationality	Passport No	ID No
Permanent Address		
Mailing Address		
Phone (home)	Phone (work)	Cell No
Fax	e-mail	

Person to be contacted in case of emergency:

Name	Relationship	
Address		
Phone (home)	Phone (work)	Cell No
Fax	e-mail	

B. ACADEMIC INFORMATION

1. Prior Contacts to UB

Have you ever applied to the University of Botswana?	If "yes", for admission as an (tick one box)
Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> Undergraduate student <input type="checkbox"/> Graduate student
If "yes", to which programme:	
If you were admitted and did not come, please explain	

2. Prior Higher Education (Please attach certified certificates and transcripts)

Institution Name	Location/Country	Period of Study From - To	Degree Expected or Awarded	Date Awarded

3. Employment and other Experience

Name/Address Employer	Location/Country	Dates, From - To	Position and Nature of Your Work

4. Are you applying for financial assistance? (tick one box) Yes No

If "yes", what is the source?

5. **Professional/Academic references.** Please provide the names and addresses of three persons you have asked to provide references for you. At least two of these persons should be able to write about your professional/academic ability to undertake graduate study.

	First Referee	Second Referee	Third Referee
Name			
Phone			
Fax			
e-mail			
Address			

C. PERSONAL STATEMENT

Applicants to a Master's programme: Please attach a statement of no more than 500 words that explains your reasons for applying to this graduate programme. Describe the areas of research that interest you, your career plans, and any other information relevant to your application. Organise your thoughts well and explain them clearly.

Applicants to a MPhil/PhD programme: Please attach a statement of no more than 500 words in which you describe the research you wish to pursue as a MPhil/PhD candidate. Include a tentative title for the project and summarize the potential significance of the work. Organise your thoughts well and explain them clearly. You may also provide any additional information you consider relevant to your application.

I hereby certify that all statements on this application form and in any material filed in support of this application are true and correct and that all relevant information has been disclosed to the best of my knowledge. I am aware that the University reserves the right to reject any application and/or withdraw or cancel any offer of admission if all or part of the above information is found to be untrue and/or incorrect, or if an offer was erroneously made. The name shown on the front of this form is the complete name by which I am legally and correctly known. I agree that if I am accepted I shall be under the disciplinary control of the University authorities and I undertake to acquaint myself with, and to conform to, the rules and regulations of the University.

Signature: _____

Date: _____

FOR SCHOOL OF GRADUATE STUDIES USE ONLY

Date of receipt: _____

Application fee receipt number: _____

Date: _____

Delivery to the department/programme for review: _____

Return date: _____

Recommendation:

Admit

Reject: does not meet requirements

Wait list

Reject: incomplete application

Conditional admission

Reject: the programme is full