



MALAWI COLLEGE OF ACCOUNTANCY

P.O Box 30644
Chichiri
Blantyre 3
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Fax.: 01 871 853
Email: mcabt@mca.ac.mw

P.O Box 30363
Capital City
Lilongwe 3
Tel.: 01 788 314
Fax.: 01 788 202
mcall@mca.ac.mw

P.O Box 1331
Nuat Plaza
Mzuzu
01 310101
Email: mcamz@mca.ac.mw

APPLICATION FORM EXECUTIVE MASTERS IN BUSINESS ADMINISTRATION (EMBA)

Application requirements

- Relevant undergraduate degree or its equivalent from an accredited higher educational institution.
- A minimum of two years of work experience at a managerial level.
- Certified copies of academic and/or professional certificates.
- Original academic/professional transcripts.
- Current curriculum vitae.
- Personal statement in support of your application.
- Letters of recommendation from one academic and one professional referee.

A. PERSONAL DETAILS

i. Surname _____ First Name _____ Initials _____

ii. Gender: Female Male iii. Date of Birth iv. Nationality

Contact Address:

Tel: _____ Mobile: _____ Email: _____

v. Name & Address of Next of Kin: _____

Tel: _____ Mobile: _____ Email: _____

B. CAMPUS OF CHOICE: Blantyre Lilongwe Mzuzu

C. QUALIFICATIONS RECORD

i. Degree

Institution: _____ Year: _____

ii. Other Qualifications (only those relevant to your EMBA application):

Institution: _____ Qualification: _____ Year: _____

Institution: _____ Qualification: _____ Year: _____

D. COMMITMENT FROM SPONSOR – LETTER TO BE ATTACHED (If you will not be sponsoring yourself)

NAME: _____ RELATIONSHIP: _____

E. HOW DID YOU LEARN ABOUT THIS PROGRAMME? (Tick all that apply)

1). Newspaper 2) Radio advert 3) TV 4) Word of Mouth/Heard from someone

F. EMPLOYMENT RECORD (To cover the previous 5 years only)

Name of Employer <i>(Start with the recent employer)</i>	Position Held	Dates	
		From	To

C. ANY SPECIAL NEEDS: (Please state any disabilities you may have or any health-related issues that you may wish the College to be aware of in advance)

I confirm that the information given above is true and it is to the best of my knowledge.

Signature: _____ Date: _____

Application Procedures

After completing the application form, applicants must deposit a non-refundable application fee of K20,000 into the following bank account details:

- National Bank of Malawi - Chichiri Service Centre
- Account Name: Malawi College of Accountancy
- Current Account No. 1001697915

Then the application form, copy of the deposit slip, and all the documents mentioned above (Application requirements) should be emailed to: **admissionsmba@mca.ac.mw**.

The closing date for receiving applications is 30th November 2022. All applications will be acknowledged via email. In the event that you do not receive an email acknowledgment 14 days after submitting your application, please contact the Course Administrator through the following email: **mcabt@mca.ac.mw**, with the subject matter: EMBA Application Follow-Up.