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| Document No.: | 4FTR01 | Revision: | 03 |
| Subject/Title: | Application Form | Effective Date: | March 2013 |

APPLICATION FORM

(PLEASE USE CAPITAL LETTERS & TICK (✓) WHERE APPLICABLE)

PART I. TO BE COMPLETED BY THE APPLICANT

INTAKE

January July

1. Course Details

Preferred Campus (✓) Gaborone Francistown

NB: Kindly note that the Institute has the right to change the venue of your choice in circumstances where the number of applicants are far lower or higher than expected for a given course at our centres in Gaborone and Francistown.

Mode of study (✓) Tick **Full Time** **Evening** **Online**

Courses applied for in order of preference

| Course: | Certificate | Advanced Certificate | Diploma | Advanced Diploma | Degree |
|---------|-------------|----------------------|---------|------------------|--------|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |

2. Personal Details

National ID

Surname

Other names

Date of Birth Nationality Male Female

Address

Phone & Mobile Fax Email

Any medical Condition? If yes Please Attach Medical Report. Yes No

3. Next of Kin

Full Name

Relationship Contact Number

| | | | |
|--|-----------------|-----------|-------------------|
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4. Education and Experience

SCHOOLS

| Name of School | Dates | | Qualification attained eg. PSLE, JC, BGCSE |
|----------------|-------|----|---|
| | from | To | |
| | | | |
| | | | |
| | | | |

UNIVERSITIES / TERTIARY INSTITUTIONS

| Name of University/college | Dates | | Qualification attained e.g. Certificate/Diploma |
|----------------------------|-------|----|--|
| | From | To | |
| | | | |
| | | | |
| | | | |

RELATED TRAINING UNDERTAKEN

| NAME OF COURSE | INSTITUTION | DATES |
|----------------|-------------|-------|
| | | |
| | | |
| | | |
| | | |

WORK EXPERIENCE

| EMPLOYER | Dates | | JOB TITLE |
|----------|-------|----|-----------|
| | From | To | |
| | | | |
| | | | |
| | | | |
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Do you want to apply for exemption from module/s? If yes, a formal application must be submitted. Please consult the Admissions Office.

5. Accommodation Only Available in Gaborone (Not applicable for DTEF Applicants except on exceptional cases)

PLEASE NOTE that accommodation is very limited therefore should you require a space in the hostels please contact the Matron once admitted.

6. Sponsorship

Sponsored by: Self Sponsored Employer DTEF

Applicant's Signature Date

NB: Kindly attach the following to the application form:

1. Recently certified copies of educational transcripts and certificates
2. Certified copy of Identity document
3. Proof of payment of P50 Application fee

7. HOW DID YOU GET TO KNOW ABOUT IDM? Tick

Advertisement Career Fair Referred

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**PART II. TO BE COMPLETED BY THE SPONSOR
(Not Applicable for DTEF Applicants)**

8. Sponsor's Details

| | | | |
|---------------------------------------|--|-----------|--|
| Full name of Contact Person | | Job Title | |
| Sponsoring Organisation or Department | | | |
| Postal Address: | | | |
| Phone no: | | Fax no: | |
| (Email Address) | | | |

I agree to sponsor the above applicant for this course if admitted

| | | | |
|---------------------|--|------|--|
| Sponsor's Signature | | Date | |
|---------------------|--|------|--|

Official Stamp

9. Parent/Guardian [if Applicant is a minor and self-sponsored]

I agree to sponsor the above applicant for this course if admitted

Name Relationship

Phone Fax Email

Parent's Signature Date

| | | | |
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