



DMI-ST.JOHN THE BAPTIST UNIVERSITY

Lilongwe Campus, Malawi.

Main Campus
P.O.BOX.406, Mangochi
Malawi, Central Africa
Phone: +265 991287235

Lilongwe Campus
P.O.BOX.2398, Lilongwe
Malawi, Central Africa
Phone: +265 881047088

+265 992371901

Email id: dmsjbu@gmail.com www.dmsjbu.edu.mw Emailid: dmsjbulilongwe@gmail.com

CERTIFICATE OF PROVISIONAL ADMISSION - JUNE 2017

To
Ms/ Mr. Mrs. PAUL MTENJE-----, You have passed the entrance examination.

Name of the Institution: DMI – St. John the Baptist University, Lilongwe, Malawi.

Name of the Programme: Bachelor Degree

Type of Admission: Course to which admitted:

BSW

Registration No: WBSW104 (You must quote this number in all the correspondence in this regard.)

Date of Registration and Admission: **01 July, 2017**

Admission Venue: DMI – St. John the Baptist University, Lilongwe. Time: 9.00 am - 4.30 pm

Please note that your admission is only provisional and is subject to the fulfillment of the following:-

1. Degree Course commences on **01th July, 2017** at the University, Lilongwe Campus. The fees should be paid before **20th June, 2017**
2. Your admission is subject to approval by Academic Board / Relevant Authority and is subject to cancellation if not approved by the Academic Board or by the Relevant Authority.
3. You must pay the Degree Course fees as per the Performa invoice (given in the next page) **and bring the original Bank deposit slip.**
4. YOU MUST SUBMIT ADDITIONAL COPIES OF YOUR CERTIFICATES AND TESTIMONIALS with attestation (as per the list given in the next page) AT THE TIME OF ADMISSION.
5. You must bring all your original certificates / notification (as per the list in the next page) for verification at the time of admission, failing which your admission will be cancelled.
6. If you fail to report on the **dates of admission as mentioned above 9.00 am** and fulfilling all the conditions, this provisional admission will be cancelled.
7. Students opting for science/Engineering Degree Programmes should have studied and obtained pass in mathematics and Physics/Biological science in MSCE or equivalent board.
8. **Classes for first year students will be held in the afternoon.**
9. The course/ programme/ specialization will be offered only if a minimum of twenty students enroll.
10. All original receipts should be submitted to the University office within a week from the date of deposit failing which fine will be levied.
11. No fees will be refunded if the student discontinues the course in between the semester.
12. Please refer newspaper advertisements for updated information.


Principal w/c

ADMISSION OFFICER
DMI-ST. JOHN THE BAPTIST UNIVERSITY
Lilongwe Campus,
P.O.Box: 2398, Lilongwe,
Malawi, Central Africa.

I. Certificates and Testimonials to be Submitted

1. Recent passport size photograph – 5
2. School leaving Certificate / Transfer Certificate/ Testimonial – 2
3. Course Certificate / Notification– 2 sets attested by the Commissioner of Oaths.
4. Conduct Certificate / Reference letter from the Previous Head of the Institution / Organization.
5. Medical Performa filled by Regd. Medical Practitioner
6. Birth Certificate/ NRC / Passport – 2 sets attested by the Commissioner of Oaths or Notary Public.
7. Photocopy of Application form Fee Receipt
8. Original Bank Deposit Slip
9. Joint Declaration in the 'Student Undertaking Form' to be signed by Candidates and Parent / Guardian / Sponsor.

II. Fee Structure for all Degree Programmes 2017(under revision)

Registration Fee	MK 15,000 (payable once)
Refundable Caution Deposit	MK 25,000 (refundable on exit)
Identity Card	MK 2,500 (payable once)

Tuition Fees (per semester)

- **Bachelor of Business Administration** - MK. 395,000
- **Bachelor of Commerce (Accounts & Finance)** - MK. 395,000
- **Bachelor of Social Work** - MK. 395,000
- **Bachelor of Arts in Education** - MK. 410,000
- **Bachelor of Science in Computer Science** - MK. 425,000
- **Bachelor of Engineering in Computer Science** - MK. 475,000
- **Bachelor of Science in Education** - MK. 425,000
- **Diploma of Arts in Education** - MK 250,000
- **Diploma of Science in Education** - MK 285,000

*since no stationery fee is collected, you will have to buy stationery (5 note books of 200 pages each) on your own and bring them along with you.

Medical Fee- Actual cost to be borne by the student

Student Organization Fee MK 2000 per year to be paid to the students Organization.

Other Fee details: will be informed from time to time

- For IPTR modules(will be informed and to be paid at the time of IPTR)
- For project(will be informed and to be paid before the final semester)
- For graduation(will be informed and to be paid before the final semester)
- For Consolidated Mark Statement (will be informed and to be paid before the final semester)
- For Final Award Certificate (will be informed and to be paid before the final semester)
- For Provisional Certificate ((will be informed and to be paid before the final semester)

Supplementary Examination Fee details:

- MK 3500 per theory and practical paper
- Mk 5000 per theory cum practical papers
- MK 3000 for application, hall ticket and mark statement per semester

All fees should be deposited to the following account, Account Name: DMI – St. John the Baptist University, Lilongwe Campus, Account No: 1001060755, Bank name: National Bank of Malawi, Branch: Capital City

St Mary's Rehabilitation Center

P.O Box 33

Mvera, Dowa, Malawi

5th May, 2017

APPLIICATION FOR ASSISTANT OF SCHOOL FEES

I would like to apply for assistant caption above

I am a boy aged 23 and single. Malawian by nationality I was raised by St Mary's Rehabilitation Center from 1996 up to date. I have a diploma in community development obtained at Lilongwe Technical from 2014 to 2016 respectively. Currently I am voluntarily working at Sandi Thandiza (nonprofit making organization) which helps children with learning disabilities in government primary school within Lilongwe urban, Malawi.

I have been given an opportunity to pursue a Bachelor's degree in Social Work at DMI St. Johns Baptist University in Malawi which its semester will start in July 1st 2017, but there is a need of registration fee, tuition fee.

Here is the breakdown:

Registration fee = MK 45, 000.

Tuition fee = MK390, 000. Per semester
= 780,000 Per year X 4 years (entire course) =
= 3,120,000

Your favorable consideration will be highly appreciated.

Kindly regards,

PAUL MTENJE

Paul