



ShareWORLD Open University

Off Katete Road, Main Campus, P.O Box

1102, Lilongwe Malawi

+265988110080 / +265884001102

info@swu.ac.mw



APPLICATION FORM

PERSONAL INFORMATION

Full Name :

Date of Birth : Gender : MALE ☐ FEMALE ☐

Address :

Home District :

ID No (passport/ License) : Nationality :

Email address :

Phone Number : Other:

Applicants are required to ensure all details are accurate before submission. Failure to provide the correct details may result in processing delays or application rejection.

TICK	MODE OF STUDY
☐	Full-time
☐	Block Release

TICK	PREFERRED PROGRAM
☐	Degree/Master's
☐	Bridging
☐	Diploma (full time)



UNDERGRADUTE COURSES

FACULTY	COURSE	TICK
Business, Economics & Management Sciences	Bachelor of Business and Finance	
	Bachelor of Business Administration	
	Bachelor of Human Resource Development and Management	
To be eligible for admission into courses within this faculty, applicants must have a minimum of six (6) credits at the Malawi School Certificate of Education (MSCE) or its equivalent. These credits must include English and Mathematics, as they are fundamental requirements for all professional programs offered.		
Health Sciences	Bachelor of Science in Public Health	
To be eligible for admission into courses within this faculty, applicants must have a minimum of six (6) credits at the Malawi School Certificate of Education (MSCE) or its equivalent. These credits must include English, Mathematics, Physics, Biology and Chemistry as they are fundamental requirements for all professional programs offered.		
Conservation, Environment & Social Development	Bachelor of Science in Disaster Management and Sustainable Development	
	Bachelor of Science in Community Development and Permaculture Design	
	Bachelor of Science in Managing Rural and Community Development	
To be eligible for admission into courses within this faculty, applicants must have a minimum of six (6) credits at the Malawi School Certificate of Education (MSCE) or its equivalent. These credits must include English and Mathematics, as they are fundamental requirements for all professional programs offered.		
Languages and Communication	Bachelor of Arts in Mass Communication	
To be eligible for admission into courses within this faculty, applicants must have a minimum of six (6) credits at the Malawi School Certificate of Education (MSCE) or its equivalent. These credits must include English and any other subjects, as they are fundamental requirements for all professional programs offered.		

DIPLOMA PROGRAMMES (LILONGWE CAMPUS ONLY)

COURSE (ABMA)	LEVEL 4	LEVEL 5	LEVEL 6	COURSE (ICAM)	LEVEL 4	LEVEL 5	LEVEL 6
Business Management				Accounting/ Technician diploma			
Community Development Management				Chartered Accountant Malawi			
Human Resource Management				Certificate in Financial Accounting			
Journalism and Media Studies							
Computing and Information Systems							
Computer Engineering							
Public Health Managemnt							
HIV/AIDS Management							

APPLICATION FORM



POST GRADUATE COURSES

FACULTY	TICK	COURSE
Business, Economics & Management Sciences	☐	Master of Business Administration
	☐	Master of Human Resource Development and Management
Health Sciences	☐	Master of Public Health
Conservation, Environment & Social Development	☐	Master of Managing Rural and Community Development
For Master's Degree Programs, A first degree from any recognized university is required.		

ACADEMIC QUALIFICATIONS

COURSE/AWARD	SCHOOL/INSTITUTION	COUNTRY	YEAR STARTED	YEAR ENDED

EMPLOYMENT RECORD (WHERE APPLICABLE)

NO.	NAME OF EMPLOYER	POSITION	FROM	TO

SPONSORSHIP DETAILS

SPONSORSHIP TYPE	DETAILS
Self	Please Tick (.....)
Scholarship/Bursary	Please Tick (.....)
Guardian	Please Tick (.....)
Employer	Please Tick (.....)
Sponsor Name	
Relationship	
Address	
Mobile	
Email	



ADMISSION REQUIREMENTS AND ENROLLMENT DETAILS

GENERAL ADMISSION REQUIREMENT

To qualify for admission into any program at ShareWORLD Open University, **applicants must have a minimum of six (6) credits at the Malawi School Certificate of Education (MSCE) or its equivalent.** These credits must include **English and Mathematics as core subjects.** Additional subject-specific requirements apply based on the faculty and program of study.

Faculty-Specific Requirements

1. Faculty of Health Science

- Generic Entry: **Six (6) credits including English, Mathematics, Physics, Chemistry, and Biology.**
- Mature Entry: Applicants must have credit transfers from recognized institutions in Nursing, Midwifery, Clinical Medicine, or related fields. Diploma holders may be enrolled in Year 2 or 3 depending on experience and transcript evaluation.

2. Faculty of Conservation

- Generic Entry: **Six (6) credits including English, Mathematics, Physics, Chemistry, and Biology.**
- Mature Entry: Applicants with diplomas in Agriculture, Natural Resources, or related fields from recognized institutions may enter Year 2 or 3 based on experience and transcript evaluation.

3. Faculty of Business, Economics, and Management

- Generic Entry: **Six (6) credits including English, Mathematics, and any two science subjects.**
- Mature Entry: Applicants with relevant business-related diplomas (e.g., from ICAM, ABMA, ABE, ICM) may enter Year 2 or 3, depending on transcript evaluation.

4. Faculty of Language and Communication

- Generic Entry: **Six (6) credits including English and any other subjects.**
- Mature Entry: Applicants with relevant certificates or diplomas from recognized institutions (e.g., *Malawi Institute of Journalism, MUBAS*) may enter Year 2 or 3 based on transcript evaluation.

5. Master's Degree Programs

- A first degree from any recognized university is required.

6. Bridging Programme

- Applicants must have an **MSCE with at least six (6) credits, including English and Mathematics.** Those missing specific subjects for their desired program may enroll in the bridging course.

Enrollment Procedure

1. Fill out and complete the application form with:

- Certified copies of relevant certificates
- A passport-sized photo
- A **Non** refundable application fee of **MWK 15,000**, deposited into one of the university's designated bank accounts:
 - National Bank of Malawi, Gateway Mall Branch: **1009842604**
 - Standard Bank, City Centre Branch: **9100006618399**

2. After completing the application form, submit it through one of the following methods:

- Post: Send to ShareWORLD Open University, Off Katete Road, Main Campus, P.O Box 1102, Lilongwe, Malawi.
- In-Person: Deliver to the university campus.
- Email: Send to **info@swu.ac.mw**.

Fees Policy

- Fees are strictly payable as stated in the admission letter.
- The university enforces a **"No Fees, No School"** policy.
- Fees are non-refundable once paid for ongoing courses.
- Any outstanding balance will attract a monthly surcharge, and defaulters may face legal action.

University Obligations

- ShareWORLD University is not liable for service interruptions due to circumstances beyond its control (e.g., *power failures, strikes*).
- **The university reserves the right to interpret and enforce its policies as outlined in official documents.**

APPLICATION FORM



HOW DID YOU KNOW ABOUT US			
SOURCE	SELECTION	SOURCE	SELECTION
Facebook		Alumni	
Newspaper		Relative	
Radio/TV		Returning Student	
Outreach		Flyer	
Community Mobile		Website	
Vehicle Advert		Facebook	

CHECKLIST	
REQUIREMENT	COMPLETED
ID/Passport/License	
Certificates	
Application Fee	
Passport Photo	
Home District	
Phone/Email	

Other (Specify):

FAMILY HEALTH CONTACT

FIELD	INFORMATION
Name of Doctor/Physician/Scheme	
Address	
Mobile	
Tel	

DECLARATION

I, the undersigned applicant, hereby solemnly declare that all information provided in this application, including but not limited to my personal details, educational qualifications, employment history, and any supporting documents submitted, is true, accurate, and complete to the best of my knowledge and belief. I understand that any discrepancies, omissions, or misrepresentations, whether intentional or unintentional, discovered at any stage of the application or enrollment process, may lead to the immediate rejection of my application or, if I am admitted, my subsequent expulsion from the program, without recourse.

I further acknowledge and understand that the application fee submitted with this application is non-refundable, regardless of the outcome of my application or my subsequent enrollment status. I understand that this fee covers the administrative costs associated with processing my application and is not contingent upon acceptance into the program.

I have carefully reviewed all the terms and conditions outlined in the university's application guidelines and program information, and I agree to abide by them. I understand that it is my responsibility to familiarize myself with these guidelines and any subsequent updates or changes communicated by the university.

I confirm that I have not withheld any information that may be relevant to my application, and I am aware that providing false or misleading information may have serious consequences, including the revocation of any degree or qualification awarded.

By submitting this application, I confirm my understanding and acceptance of the terms outlined in this declaration.

Applicant's Signature :

Date:

APPLICATION FORM



FOR OFFICIAL USE ONLY

SECTION	DETAILS
ACCOUNTS USE	
Application Fee Paid	
Mode of Payment	[☐] Bank [☐] Cheque
Required Semester Fees	
Verified by	
Date	

RECOMMENDATIONS, ADDITIONS & EXEMPTIONS

CATEGORY	DETAILS
Recommendations	
Additions	
Exemptions	