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Dire Dawa Ethiopia
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Web site: www.haramaya.edu.et

APPLICATION FORM FOR POSTGRADUATE CONTINUING EDUCATION PROGRAM (PG-CEP) 2018/19 (2011 E.C) ACADEMIC YEAR

I. INSTRUCTIONS

1. For clarity, please USE CAPITAL LETTERS TO FILL OUT THIS FORM.
2. Complete this application form in ONE COPY
3. Submit the following documents along with filled out application form.

- a) TWO COPIES of the official transcript of academic record of the Bachelor’s Degree.
 - b) AN AUTHENTICATED PHOTO-COPY of the Degree
 - c) First Degree holders from universities outside Ethiopia must present a copy of results of GCE or West African Schools Certificate of Oxford Examination or any other accredited high school examination result paper.
 - d) Two recommendation letters (one from first degree instructor and the other from employer)
 - e) Bank receipt of Birr 50 as an application fee to be deposited to Haramaya University via **Acc/No.1000093271557**, Haramaya Branch, Commercial Bank of Ethiopia.
4. The enclosed recommendation letters should preferably be mailed earlier directly by your referees to the address above
 5. NOTE: Applications must be submitted to the respective CEP Centers [**Haramaya University, (HU) main campus and Chiro**] from **05 September 2018/Nehase 30/2010 EC** to September 28/2018 or Meskerem 18/2011 EC.
 6. Entrance Examination Date & place: **October 04/2018 or Meskerem 24/2011 EC; at HU main campus, Harar & Chiro CEP Centers**

- NB. The payment for the course work of postgraduate study (M.Sc/M.A.) is
- A. **Birr 700/credit hour and 10% Service charge at HU main campus, Harar & Chiro Centers.**
 - B. Thesis supervision is **Birr 4,500.00** and thesis examiners **Birr 4,500.00**.
 - C. The overall tuition fee for **30** credit hours course work, supervision and thesis examiners fees is estimated **Eth. Birr 32,100.00** (Thirty two thousand one hundred Birr). This cost does not include fees for remedial courses, extra course taken beyond 30 credit hours and research expenses.
 - 7. Without submitting this application form, No student shall be allowed to seat for entrance examination.

8. Please Put an ‘X’ mark in the box of your choice

1. Personal Details

1.1 Full Name: _____

Name	Father’s name	Grandfather’s name (for Ethiopians)
First Name	Middle Name	Family Name (for non-Ethiopians)

1.2 Sex: Male Female

1.3 Place of Birth: _____
Kebelle _____ Town/City _____ Woreda _____ Region _____ Country _____

1.4 Date of Birth:
European Calendar: Date _____ Month _____ Year _____
Ethiopian Calendar: Date _____ Month _____ Year _____

1.5 Permanent Address:
Postal Address: _____
Mobile Phone Number: _____ Land Line Number _____
Fax Number _____ Email Address _____

1.6 Marital Status: Single Married Divorced

2. Family Background

2.1 Your Father's full address:
Postal Address: _____
Mobile Phone Number: _____ Land Line Number _____

2.2 Your Mother's full name _____

2.3 Give your Mother's address if not similar to your Father's address:
Postal Address: _____
Mobile Phone Number: _____ Land Line Number _____

2.4 Person to be contacted in times of emergency:
Full Name: _____ Relationship _____
Postal Address: _____
Mobile Phone Number: _____ Land Line Number _____

3. Educational Background

3.1 Secondary School (s) attended (List the last three schools in chronological order)

No	School's Name	Town	Year Attended (Eth.C)
1.			
2.			
3.			

3.2 Field of the study attended in Secondary school:

Academic Fields: Natural Sciences Social Science Vocational
Agriculture Home science Commerce Productive
Technology Others (Please specify) _____

3.3 Information on ESLCE Grade or EHEEQC Score

List five subjects including MATHEMATICS and ENGLISH in which you have earned your best grades or score;

List five (5) subjects including Mathematics and English in which you have earned your best grades/Score			
No.	Subject	Year (E.C.)	Grade/Score
1.			
2.			
3.			
4.			
5.			

3.4 Post-Secondary Education

3.4.1 Have you enrolled in any post-secondary education institution (University or College) in Ethiopia or abroad? Yes No

3.4.2 If your answer is “Yes”, please give the details bellow and attach the necessary documents.

No	Name of Institution	Country	Years attended from---to---	Completed (Dep./Deg./ Cert., etc)	C.G.P.A
1.					
2.					
3.					
4.					
5.					

4. Employment

4.1 Are you currently employed? Yes No

4.2 If “Yes” please write the name of your employer: _____
 Type of your job: _____
 Postal Address of your employer: _____
 Land Line number: _____ Mobile phone number: _____
 Fax number: _____

4.3 Are you leaving your job to be a student? Yes No

4.4 If you were employed by more than one employer before applying for this postgraduate study program, please list up to three of your most recent employers.

No	Type of Job	Employer	P.O.Box	Tel.	Town	Service Years From---to---
1.						
2.						
3.						

5. Field of training you are applying for

5.1 In which one of the following fields do you want to pursue your training? Mark 'X'

S/ No	Postgraduate Programs	Choice of Program	Preferred Center
1	Educational Leadership and Management (M.A.)		HU main campus <input type="checkbox"/>
2	Peace and Development Studies (M.A.)		Chiro <input type="checkbox"/>
3	Social Psychology (M.A.)		
4	Climate Change & Disaster Risk Management (M.A.)		Harar <input type="checkbox"/>
5	Agricultural Economics (M.Sc.)		
6	Business Administration (MBA)		Only Harar <input type="checkbox"/>

6. Financial Support

Give the name and address of the sponsoring organization of your graduate study.

Name of the sponsoring organization: _____

Postal Address of your sponsor organization: _____

Land Line number: _____ Mobile phone number: _____

Fax number: _____

7. Statement by the student

I hereby certify that all the information given in this application is complete, correct and accurate. I fully realize that the University is entitled to take any actions on me, including dismissal at any time, if the information given by me here is found to be incorrect and misleading. I also realize that I will not be entitled to any reimbursement whatever fee I might have paid in cases where the University takes action on me as a result of any mischievous information I might have given.

I shall also take full responsibility for reading and abiding by the rules and regulations included in the University Student Handbook deposited in the University Library System.

Name: _____

Signature: _____

Date: _____

Place/Center: _____

HARAMAYA UNIVERSITY
Postgraduate Program Directorate
Non-regular Postgraduate Program-CEP

LETTER OF COMMITMENT & SPONSORSHIP OF THE EMPLOYER ORGANIZATION
(To be filled out and signed by the Head of the Organization)

The Postgraduate Program Directorate of Haramaya University appreciates your assistance in filling out this form and sending it to the address below.

HARAMAYA UNIVERSITY
POSTGRADUATE PROGRAM DIRECTORATE
P.O.BOX 138, Dire Dawa, ETHIOPIA

On behalf of the candidate, namely _____,
the organization of which I am head is committed to grant financial support covering the living expenses, tuition fee for course works, thesis research budget and employment in the course of his/her postgraduate training. The financial support is intended to last until the completion of the program of study. Moreover, I express the organization's agreement to refrain from any obligatory assignments of the candidate which may jeopardize his/her program of study.

Also, I am cognizant of the fact that the concrete realities of the country dictate that education in general, and postgraduate studies in particular, must be geared towards the solution of specific problems affecting the country. I am, therefore, aware of the fact that this specific training my organization is fully sponsoring must be geared towards fulfilling a definite national purpose. Accordingly, my organization is committed to maintain the monthly salary, pay the tuition fee and thesis research budget and an appropriate position of employment after the abovementioned candidate completes his/her postgraduate studies.

Total amount of fees (tuition for main course, **30** credit hours; supervision and thesis examiners)

1. Birr: 32, 100.00 (Thirty two thousand one hundred Birr) at **HU main campus, Harar and Chiro Centers**. This cost does not include fees for remedial courses, extra course taken beyond 30 credit hours and research expenses. Programs having beyond 30 credit hours, for each credit hour course additional Birr 700 will be charged.

2. Payment installment per term: Birr 700 per credit hour to be taken at each Term x 10% service charge

3. Final installment: Birr **9,000.00** (nine thousand Birr) for thesis supervision and examination

Notice: Payment should be effective before registration of the course in each term

Name _____

Signature _____

Position _____

Organization _____ Date: _____

P.O. Box _____ Town/City _____

Country _____

Fax: _____ Tel. _____ Mobile: _____

E-mail _____

Please put the official seal