

VICE-CHANCELLOR

Nancy Chitera PhD, Maths Ed., MSc. Maths., BEd (Science)

Our Ref.: PF

Your Ref: MBA/25/PG/006

Date: 14th August, 2025

All correspondence to be addressed to the Vice Chancellor

Malawi University of Business and Applied Sciences
Private Bag 303

Chichiri

Blantyre 3, Malawi

Tel: +265 1 870 411

E-mail: vice-chancellor@mubas.ac.mw

CLIFFORD BALEWA BANDA

P.O BOX 31145

BLANTYRE

Dear CLIFFORD

ADMISSION INTO THE MASTER OF BUSINESS ADMINISTRATION (MBA)

Further to your application for admission into the Malawi University of Business and Applied Sciences (MUBAS), I am pleased to inform you that on **1st August 2025**, the Vice Chancellor of MUBAS on behalf of Senate approved that you be offered a place to pursue a **Master of Business Administration (MBA)** at MUBAS.

Orientation dates: 20th August, 2025 (BLANTYRE) at MUBAS ODeL Auditorium from 9:30 am
22nd August, 2025 (LILONGWE) at Golden Peacock from 9:30 am

Study duration: Your study period is for 2 years beginning in **September, 2025** and ending in **August 2027 (FOUR SEMESTERS)**. Each semester is six months.

Tuition Fees

As a postgraduate student of MUBAS, you will be required to pay tuition fees of **\$1,912.50 per semester** in Malawi kwacha totaling **MK3, 348,787.50** at the time of registration. Payment by installments shall attract a 10% interest and may be payable **within the first three months of each semester** as follows:-

1st Payment K1,227,888.75

2nd Payment K1,227,888.75

3rd Payment K1,227,888.75

Please note that for you to be a registered student of MUBAS, you are supposed to **pay at least 25%** of the applicable fees at the time of registration in each semester.

Be further advised that in addition to the tuition fees, you may require funding for other expenses relating to your research project, including ethical clearance, thesis/dissertation editing, and library reviews, living expenses, identity card e.t.c.

Registration Credentials

For registration, the following are your credentials: -

User name: mba25-cbbanda Default password: etyhEs

Your registration number is **MBA/25/PG/006**.

Account details for fee payment

You shall be required to pay your tuition fees to the following bank account;

Your student Financial Account No: **C6253510006**

Bank name: National Bank of Malawi

Account name: MUBAS MANAGEMENT STUDIES DEPT (MBA)

Account number: 797979

Always use your student financial account number when paying fees on all platforms.

Accommodation and Meals

MUBAS shall not provide you with accommodation and meals. As a postgraduate student you are required to take care of these on your own for the entire duration of your studies.

Transport

MUBAS does not provide transport. As such, you will be required to travel to and from Campus using your own resources for the entire duration of your studies.

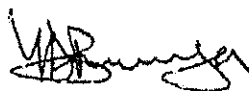
Rules and Regulations

Acceptance of this offer binds you to the rules and regulations governing your studies at MUBAS. These rules and regulations will be shared with all registered students.

In case you require more information regarding this offer, please feel free to contact the Head of Postgraduate Studies via email at head-postgraduate@mubas.ac.mw.

Please return a signed copy of the attached **acceptance/reservation/decline slip**, via email at admin-postgraduate@mubas.ac.mw by 31st August, 2025.

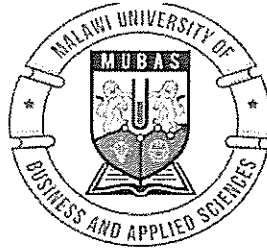
Yours sincerely



Mrs. Yamikani Chilinde

For: Registrar

cc: Vice Chancellor
Deputy Vice-Chancellor
Deputy Registrar, Academic (on file)
Executive Dean – School of Business and Economic Sciences
HOD – Business Management



MASTER OF BUSINESS ADMINISTRATION ACCEPTANCE/RESERVATION/DECLINE SLIP

SECTION A – ACCEPTANCE OF OFFER AND CONDITIONS

I(Full names) have read this letter carefully and **accept** to be admitted into the University under the conditions outlined herein. I also understand that this acceptance constitutes a binding agreement between me and the University.

Signed:..... Date:.....

Witness:..... Signed:.....

Date:.....

Email: address:

Mobile:

SECTION B- RESERVATION OF PLACE OF STUDY

I (full names) have read this letter carefully and accept to be admitted into the University under the conditions outlined herein. However, due to unforeseen circumstances, I would like to have my place of study reserved until the next academic year.

Signed:..... Date:.....

Witness:..... Date:.....

Signed:.....

SECTION C- DECLINE OF OFFER

I (full names) have read this letter carefully and **decline the offer** of admission.

Signed:..... Date:.....

Witness:..... Date:.....

Signed:.....



