



NURSES AND MIDWIVES COUNCIL OF MALAWI

INDEXING APPLICATION FORM FOR INTERNATIONAL STUDENTS

INSTRUCTIONS TO THOSE FILLING THE FORM

1. This form is in three parts:
SECTION A is filled by the student
SECTION B is filled by the Head of Training Institution the student is currently training.
SECTION C is filled by the Head of Training Institution/health facility in Malawi where the student is attached.
2. The names to be used on this form are those appearing on the “O” Level certificate or its equivalent.
3. If there are any changes in the name, they should be accompanied by legal documents (marriage, baptismal or birth certificate).
4. All names must be given in full.
5. Please note that the name given below is the one under which the application will be indexed and which must be used in all correspondence to this Council.
6. If you are doing a post basic programme and are already registered or enrolled with this Council, please state your registration/enrolment number.....
7. This form must be returned to the Council **within 30 days** before commencement of attachment.
8. Each application form must be accompanied by one passport size photograph.
9. Before the form is returned, it should be signed for and stamped by the head of the institution and send to the training institution where attachment is facilitated who shall in turn send the forms to Nurses and Midwives Council of Malawi.
10. Before commencement of attachment, the applicant shall be required to go through an orientation interview at the Council where payment of **100 USD** will be made and all other preparations for processing indexing certificate will be finalized.

NOTE: Payment can either be made before or on the day of interview.

SECTION A: STUDENTS' PERSONAL DATA

SURNAME:.....

FIRST NAME:.....

MIDDLE NAMES:.....

MAIDEN NAME (if married):.....

HOME ADDRESS: STREET:.....

CODE:.....

CITY:.....

COUNTRY:.....

CONTACT ADDRESS IN MALAWI:.....

.....

DATE AND YEAR OF BIRTH:.....

DAY

MONTH

YEAR

PLACE OF BIRTH:.....

NATIONALITY:.....

MARITAL STATUS:.....

NAME AND ADDRESS OF SECONDARY SCHOOL:.....

.....

HIGHEST EDUCATIONAL QUALIFICATION:.....

LIST BELOW "O" LEVEL OR ITS EQUIVALENT SUBJECTS TAKEN AND GRADES OBTAINED:

- | | |
|---------|----------|
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

NAME OF TRAINING COLLEGE ORIGINAL COUNTRY :.....

DATE TRAINING COMMENCED:.....

DATE OF APPLICATION FOR ATTACHMENT:.....

DATE OF COMPLETION OF ATTACHEMENT:.....

SECTION B: CONFIRMATION OF STUDENTS' DATA BY CURRENT TRAINING COLLEGE IN COUNTRY OF ORIGIN

To the best of my knowledge I have confirmed that the information indicated in Section A is correct.

Please tick (v) or yes (x) for No

- Personal particulars
- Educational details:
- All other relevant documents sent:
- School certificate, marriage certificate, 1 passport size photograph and all other necessary legal documents.

SIGNATURE:.....

DESIGNATION:.....

DATE:.....OFFICIAL STAMP:.....

SECTION C: CONFIRMATION OF STUDENTS' ATTACHMENT BY HEAD OF TRAINING INSTITUTION IN MALAWI

NAME OF COLLEGE:.....

DATES OF STUDENTS' ATTACHEMENT: FROM..... TO.....

OBJECTIVE(S) FOR ATTACHEMENT:.....

.....

.....

IS SUPPORT AVAILABLE FOR STUDENT(S) **YES**.....**OR NO**.....

IF NO PLEASE STATE REASON(S).....

.....

.....

SIGNATURE:.....

DESIGNATION:.....

DATE:.....OFFICIAL STAMP:.....

FOR OFFICE USE ONLY

- Date Application Received:.....
- Index fee of **100 USD** received: Cheque/Cash/Postal Order (please tick appropriate one)
- Accepted/Not accepted/Referred back (please tick one and give reason)
.....
.....

- Date receipt sent:.....

INDEX NUMBER

- Signature of Officer:.....

- Date:.....

- Official Stamp:.....