



## **II. EDUCATION AND PROFESSIONAL EXPERIENCE**

### **2.1 EDUCATION**

☛ Secondary school

Period (dd/mm/yyyy-dd/mm/yyyy)	Name of the institution	Address

☛ Tertiary education

(In reverse chronological order, starting with the most recent study)

Period (dd/mm/yyyy-dd/mm/yyyy)	Name of the institution	Name of studies	Type of diploma or certificate obtained	Grade/ results

### **2.2. PROFESSIONAL EXPERIENCE**

(List in reverse chronological order, starting with your current job)

Name and address of employer	Period	Position and description of responsibilities

## **III. RESEARCH**

Give particulars of any relevant experience in research. Give references to any published work you have done. Enclose if possible.

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## **VI. FINANCIAL SUPPORT**

- Government Organization sponsored**
- Non-government organization sponsored**
- Self- Sponsored**

a) If government or non-government organization sponsored, give name and address of the Organization sponsoring your graduate study. Form-C SGS/05 should be completed and duly signed by your sponsor and submitted to the Registrar with your application.

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b) If self sponsored, a statement of financial evidence should be attached indicating that your financial Position, or that of your family, is adequate to cover all the tuition and other fees for the whole period of Study at Jimma University. Form-D SGS/07 should be completed and duly signed by you and submitted to the Registrar with your application.

I, hereby, certify that all information given in this document is complete and accurate. I will observe all the rules and regulations of the institution and declare that I will refrain from any activity, which is contrary to the interest of the institution.

Date \_\_\_\_\_ signature of Applicant \_\_\_\_\_

**For official use only**

**TO BE COMPLETED BY THE CHAIRMAN OF FACULTY ACADEMIC COMMISSION**

RECOMMENDATION: Admitted  Not admitted

Name of Advisor: \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

Chairman, Faculty Academic Commission

**(Please attach minutes of the FAC to the application)**

**ACTION BY COUNCIL OF GRADUATE STUDIES**

Approved

Not Approved

Date \_\_\_\_\_ Name \_\_\_\_\_ signature \_\_\_\_\_

Dean, school of Graduate studies

**(Please attach the AC minute to the application)**



**JIMMA UNIVERSITY**  
**OFFICE OF THE REGISTRAR**  
**Application form for Graduate Program**  
**Admission**

FORM-B SGS/07  
(2 Copies)

Letter of Recommendation for Graduate Program Applicants

FULL NAME OF THE APPLICANT \_\_\_\_\_

DEGREE SOUGHT \_\_\_\_\_ PROPOSED FIELD OF STUDY \_\_\_\_\_

The above-mentioned candidate has applied for admission to the School of Graduate of Jimma University. The office of the registrar will greatly value your assistance in helping the candidate. Please kindly supply genuine answers to the following questions. The information provided will be confidential. Please mail the completed form directly to: OFFICE OF THE REGISTRAR

JIMMA UNIVERSITY  
P.O. BOX 378  
JIMMA, ETHIOPIA

**TO BE COMPLETED BY RECOMMENDER:**

I. HOW LONG HAVE YOU KNOWN THE APPLICANT?

II. IN WHAT CAPCITY HAVE YOU KNOWN THE APPLICANT?

TEACHER OR PROFESSOR \_\_\_\_\_ EMPLOYER OR JOB SUPERVISOR \_\_\_\_\_  
RESEARCH ADVISOR \_\_\_\_\_ OTHER (PLEASE SPECIFY) \_\_\_\_\_

III. PLEASE PROVIDE AN EVALUATION OF THE APPLICANT`S PAST PERFORMANCE AND ABILITY TO PURSUE AND SUCCESSFULLY COMPLETE A PROGRAM OF STUDY IN THE PROPOSED FIELD

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IV. IN THE RATING CHART BELOW, PLEASE EVALUATE THE APPLICANT IN COMPARISON WITH OTHER STUDENTS WHOM YOU HAVE KNOWN DURING YOUR PROFESSIONAL CAREER.**

	Excellent	Good	Fair	Poor	Unable to judge
Research ability					
Command of field of study					
Written English					
Oral English					

**V. PLEASE INDICATE WHERE THE APPLICANT WOULD RANK AMONG STUDENTS CURRENTLY IN YOUR DEPARTMENT.**

Blew Average	Average	Some what average	Good	Unusual	Outstanding	Truly Exceptional	Inadequate opportunity to observe
Lowest 40%	Middle 45-59%	60-74%	75-89%	90-100%			

**VI. PLEASE TICK AS APPROPRIATE:**

I recommend this applicant strongly

I recommend this applicant

I recommend this applicant with reservation

I do not recommend this applicant

Name and Title (Print) -----

Institutional affiliation or Business firm if applicable \_\_\_\_\_

signature \_\_\_\_\_ Date \_\_\_\_\_

Please put in a sealed envelop, stamp and send to the above address. Its confidentiality will be respected by Jimma University.



**JIMMA UNIVERSITY**  
**OFFICE OF THE REGISTRAR**  
**Application form for Graduate Program**  
**Admission**

FORM-C SGS/07

(3 Copies)

Letter of Sponsorship for Graduate Study

(To be filled out and signed by the Head of the Organization)

**OFFICE OF THE REGISTRAR**

**JIMMA UNIVERSITY**

**P.O. BOX 378**

**JIMMA, ETHIOPA**

On behalf of \_\_\_\_\_ organization of which I am a head, I am committing the said organization to cover all the costs to \_\_\_\_\_ in the course of his/her postgraduate training in \_\_\_\_\_. The financial support which is intended to cover both the tuition fee and living expenses of the graduate student will be maintained until the termination of the program of study. Moreover, I express the organization's agreement to refrain from compelling the candidate to undertake extra work assignments, which may jeopardize his/her program of study.

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 society. I am, therefore, aware that this specific training which my organization is sponsoring must be geared towards fulfilling a definite national purpose. Accordingly, through my signature affixed below, I am committing my organization to cover the tuition fee and also any other costs entailed to the study and maintain an appropriate position of employment for the candidate after the completion his/her study.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Office seal \_\_\_\_\_

Name \_\_\_\_\_

Position: \_\_\_\_\_

Organization: \_\_\_\_\_ Address: \_\_\_\_\_



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**OFFICE OF THE REGISTRAR**  
**Application form for Graduate Program**  
**Admission**

FORM-D SGS/07  
(2 Copies)

**Self sponsorship Form**

From Graduate Study

(To be Filled out and signed by the applicant)

Name of the applicant \_\_\_\_\_

Employer/ Institution \_\_\_\_\_ Region \_\_\_\_\_ Zone \_\_\_\_\_ City/Town \_\_\_\_\_

Program intended to join \_\_\_\_\_

I, the undersigned candidate, firmly agree to fully sponsor myself and pay the entire necessary tuition fee if I secure admission and abide by the academic rules and regulation of Jimma University.

Signature \_\_\_\_\_ Date \_\_\_\_\_