



in partnership with
**University of
Sunderland**

Kathmandu Campus
Tinkune, Gairigaun, Kathmandu
Tel : 4112122, 4112159

Pokhara Campus
Annapurna Marg, Pokhara-15
Tel : 061-433826

Chitwan Campus
Bharatpur-12, Chitwan
Tel : 056 515146, 515246

Biratnagar Campus
Biratnagar-5, Kanchanbari
Tel : 021-423141, 465231

Butwal Campus
Janakinagar, Butwal, Nepal
Tel : 071-437238

Itahari Campus
People's Marga, Itahari-10, Sunsari
Tel : 025590826, 025590827

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Admission Application Form

APPLICATION CHECKLIST

Please use the checklist below to ensure that your application is complete with all documents before it is submitted.
Check list of students enrolment

- Complete Application Form
- Two Passport sized Photos
- Copies of all Academic Certificates
- English Test Report
- Signed Terms and Conditions

FOR OFFICE USE ONLY

| | | | |
|-------------------------|----------------------|---------------------------|----------------------|
| Course Applied For | <input type="text"/> | | |
| Student ID | <input type="text"/> | Commencing Term | <input type="text"/> |
| Date of Admission | <input type="text"/> | Shift | <input type="text"/> |
| Pearson/ UoS Regd. Date | <input type="text"/> | Pearson/ UoS Regd. Number | <input type="text"/> |
| | | Admission Officer | <input type="text"/> |

PLEASE COMPLETE THE FORM IN BLOCK/ CAPITAL LETTERS AND IN BLACK INK.

Before you complete the form, please read our course guide or website or consult our admission team.

PHOTO

PERSONAL DETAILS

Title: Mr./ Ms. / Mrs./ Other

Family Name: _____ Middle Name: _____

Forenames: _____ Citizenship Number: (optional) _____

Gender: M F Date of Birth: DD MM YY

Address: _____

City: _____ Region: _____ Country: _____ Postcode : _____

Main contact telephone (including country code) : _____ Email: _____

COURSE DETAILS

Undergraduate Programs

- BSc (Hons) Computer Systems Engineering (IT)**
- BSc (Hons) International Tourism and Hospitality Management (BHM)**
- BA (Hons) Business & Management (BBA)**

Location of study: _____ Year of enrollment: _____ Start month: _____

EDUCATIONAL HISTORY

| Subject | Awarding Institution | Grade/Class of degree (as appears on the award) | Actual or Predicted | Year Completed | Mode of Study | Country of Study |
|---------|----------------------|---|---------------------|----------------|---------------|------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |

PAYMENT OF FEES

Who will be responsible for payment of your tuition fees?

I will Parent/Guardian Company Government/International Agency

If you answered 'Company' or 'Government/International Agency', please answer the following questions

Name of organization/company : _____ Person authorizing sponsorship : _____

Purchase order number (if necessary) : _____

Address : _____ City : _____ Country : _____

Postcode : _____ Telephone : _____

Email : _____

FINANCIAL CAPACITY

What is the annual income of you and your family? _____

How many members are there in your family? _____

What is the occupation of your financial sponsors? (Parent)

Father : _____ Mother : _____

OTHER QUALIFICATION

| Subject | Awarding Institution | Qualification | Grade | Actual or Predicted | Year Completed | Country of Study |
|---------|----------------------|---------------|-------|---------------------|----------------|------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |

ENGLISH LANGUAGE TEST SCORE (IF ANY)

| Test | Grade / Score | Date |
|--------------------|---------------|------|
| IELTS | | |
| TOEFL | | |
| PTE (Pearson Test) | | |
| Cambridge test | | |
| Other | | |

EMPLOYMENT HISTORY (IF ANY)

| Name of Employer | Job Title | Start Date | End Date | Description |
|------------------|-----------|------------|----------|-------------|
| | | | | |
| | | | | |
| | | | | |

Other information: (please note we cannot complete your application without a tick)

Do you have any criminal conviction(s)? Yes No

If appropriate, give details : _____

EMERGENCY CONTACT

Name: _____

Address: _____

City: _____ Region: _____ Country: _____ Postcode : _____

Main contact telephone (including country code) : _____ Email: _____

Why did you choose to study with us? Please tick

Good brand reputation Location Course/mode/flexibility Value of money

Other (give details) : _____ Not available : _____

HAVE YOU INCLUDED EVERYTHING?

| Particulars | Yes | If not included, date expected? |
|-------------------------------|-----|---------------------------------|
| Citizenship copy | | |
| Academic certificates copy | | |
| Two passport size photographs | | |
| Any other test score | | |

How did you learn about this course and ISMT? Please tick

Advertising Agent (give name) : _____ Internet search Email

In the news Event Friend/family/colleague Alumni

University or School Other (give details)

RULES AND REGULATIONS

The 'International School of Management and Technology' (ISMT) has developed the following policies, rules and regulation. Each applicant is asked to read and sign below.

At the time of admission Student must

- ✦ Provide authentic information about them.
- ✦ Provide attested photocopies of the certificates received.
- ✦ Agree to pay the tuition and other fee on time as proposed by the college.
- ✦ Agree to inform the management team if address and contact number changes.
- ✦ Agree to inform the college if he/she fails to enroll the college in given deadlines.

Attendance and Punctuality- we highly value the attendance and punctuality

- ✦ Each Student is required to maintain at least 80% of their classes and official college activities, unless they provide a genuine reason for not being able to attend their scheduled class.
- ✦ Attendance will be taken every day and in every lesson
- ✦ If a student misses 10 classes in each subject per semester, they are not allowed to appear for the semester examination.
- ✦ If a student needs a leave, they have to fill a leave application form stating the reasons for leave and period covered and also assure how they plan to recover what they have missed

Assessment, examination and assignments

- ✦ Assessment, examination and assignments will be guided by the academic calendar published by ISMT.
- ✦ Assessment and evaluation will be done through different ways- written examinations, written assignments, project works, case studies and presentation .
- ✦ Acting dishonestly or unfairly in connection with any examination, assessment or assignments conducted by course lectures/staff will be considered as a serious offence

Discipline

The Management of the College expects students:

- ✦ To be polite and disciplined as guided by the college.
- ✦ To show respect to all members of college including college staff, teachers and fellow students.
- ✦ To help college to protect the college property.
- ✦ Not to provoke or harass in any way their fellow students and college associates.
- ✦ To take reasonable care to protect their own health and take safety measures in college actives.

Rights and obligation

- ✦ Every student of the College has the right to be instructed in the course to which he/she has been accepted, and the College is obliged to provide them with learning in the best possible way, by employing qualified and fully trained staff, suitably equipped laboratories, a library and other genreal means that are considered necessary for their education and training.
- ✦ Every College student has certain rights and obligations that are directly connected to their capacity as students and remain in force throughout their studying at the College. Every student has the right to think and act freely within the college campus, provided they do not violate the college rules and regulations.
- ✦ The students should not obstruct the normal functioning of College services, nor take actions that are likely to harm property assets of the College
- ✦ Students are obliged to respect academic property and not appropriate part or the entire intellectual work of others. Such actions as cheating at exams, falsifying and forging informations or documents, are considered punishable acts

Offences

- ✦ If a student is found guilty of misbehavior or misconduct, the college administration has the right to take appropriate action against the student
- ✦ Behavior (Violence, intimidation and harassment), which may hinder the academic progress or work performance, is not tolerated and strict action is taken against the students who are involved in such misbehaviors.
- ✦ Chewing of gums and use of tobacco is strictly prohibited in college premises.
- ✦ We discourage using mobile phones during the college time.
- ✦ Expect unavoidable circumstances, students are not allowed to leave the college during the college period.

Fees, charges and refund Policy

- ✦ The college makes every effort to ensure that our potential and enrolled students are made aware of its fees, charges and refund policy.
- ✦ Students who register for classes have a legal obligation to pay all the tuition and fees. Partial payment options are available during early registration.
- ✦ Unpaid tuition and fees are subject of the collection procedures of the college, which may include placing holds on future registration, and withholding transcripts.
- ✦ The college may charge for extra services and resources provided such as, text books, photocopying, additional copies or re-issue of qualification and academic transcripts, follow up changes associated with late or non-payment, overdue fees, dishonor cheque fees, later marking or assessment re-sit fees.
- ✦ Payment can generally be made by cash, direct bank deposit or bank cheque.
- ✦ Fees incorporate an admission fee, module (s) fee, library fee, sports fee and registration fee and are publicly available on the college website and promotional materials.
- ✦ All forms of fees are non-transferable to other students.
All paid fees are non-refundable unless mentioned refundable.

STUDENTS DECLARATION

I declare that the information given on this form is correct and the documents that I have supplied with this application are genuine to the best of my knowledge and belief and I also consent to the processing of information provided by me to INTERNATIONAL SCHOOL OF MANAGEMENT & TECHNOLOGY.

I understand that INTERNATIONAL SCHOOL OF MANAGEMENT & TECHNOLOGY may make reasonable checks to confirm the accuracy and authenticity of documents I have submitted with application.

Applicant's Signature:

Date: