

Application No: A.....

Please tick if you are
applying on a
provisional basis



SAIM College

(Affiliated to Pokhara University)

BACHELOR OF BUSINESS ADMINISTRATION

BBA

APPLICATION FOR ADMISSION

FALL 2019

SAIM College

P. O. Box: 23955, Devkota Sadak, Old Baneswor

Kathmandu, Nepal.

977 1 4474747, 4484832

url: <http://www.saim.edu.np>

email:-info@saim.edu.np

Your recent
passport
size photo

APPLICATION FORM FOR ADMISSION

I hereby apply for admission to the Bachelor of Business Administration Program. IF ADMITTED, I AGREE TO ABIDE BY THE RULES AND REGULATIONS OF THE INSTITUTE.

I. PERSONAL DETAILS

1. Name: _____
First *Middle* *Family*

2. Date of Birth: Day _____ Month _____ Year _____

3. Gender: Male _____ Female _____

4. Nationality _____

5. Marital Status: Single _____ Married _____ Separated _____ Widowed _____

6. Father's Name _____ Occupation _____

7. Mother's Name _____ Occupation _____

8. Mailing Address

9. Permanent Address (if different from mailing address):

10. Phone: Home: _____ Office: _____ Mobile: _____

12. E-mail: _____

II. EDUCATION

Please list from SLC onwards, by placing the most recent ones on top. Please enclose transcripts (attested copies) of all academic programs that you have completed.

Name of Institution	Location (City/Country)	Degree Awarded	Year Completed	Aggregate Marks / Grades Obtained	Division

III. PROFESSIONAL EXPERIENCE:

Starting from your present or most recent job, please list all full – time positions held by you. Use additional sheet if required.

Name of Organization	Employment Period		Job Title	Major Responsibilities
	From	To		

IV. AWARDS AND RECOGNITIONS:

Significant awards and academic prizes won:

V. ACTIVITIES

List any two activities which are significant in demonstrating your leadership abilities and group skills in order of importance.

Activity	Organization	Date

VI. ABOUT THE APPLICANT:

- a. Please describe yourself by listing your interests and hobbies, your strengths and weaknesses and your goals in life.
(Please, attach separate sheet if necessary)

- b. Please describe briefly your motivation for applying to the Bachelor of Business Administration program and also state your career goal. Please describe how your participation in the BBA program will assist you in achieving your stated career goal.
(Please attach separate sheet if necessary)

VII. LETTER OF RECOMMENDATION

Applicants are required to get two letters of recommendation, the forms for which are provided along with the application form, preferably one from an academican and the other from a previous employer. If you have not been previously employed, two letters from your teachers/professors will be accepted.

Name	Institution	Position Held	Telephone Number

I hereby certify that the information provided in this application form is true and correct to the best of my knowledge. I accept that any wrong representation of information will automatically result in disqualification and cancellation of my admission into the program.

Date: _____

(Signature of the Applicant)

Note: Applicants are required to fill and submit the following documents while applying for admissions.

- Two Recommendation Letters
- Attested copies of all academic transcripts (SLC onwards).
- Three copies of passport size photos.
- Application Fees NRs.500

Admission Enquiries:

The Admission Office
SAIM College
P. O. Box: 23955, Devkota Sadak, Old Baneswor
Kathmandu, Nepal.
977 1 4474747, 4484832
Email: info@saim.edu.np



SAIM College

BBA

ADMISSION TEST – FALL 2019 BATCH

Admit Card

Your recent
passport size
photo

Symbol No.:

Name:

Address:

.....

Applicant's Signature

Authorized Signature (SAIM)



SAIM College

BBA

ADMISSION TEST – FALL 2019 BATCH

Admit Card

Your recent
passport size
photo

Symbol No.:

Name:

Address:

.....

Applicant's Signature

Authorized Signature (SAIM)



SAIM College

Letter of Recommendation

For applicants applying to SAIM College's BBA Program.

Name of Applicant: _____
 First Middle Family

Your Assessment of the Applicant

As an assessment of the applicants to the BBA Program, we would like to ask you to fill out this form. This completed assessment form serves as your recommendation letter for the applicant. The applicant should include your completed assessment form in a sealed envelope with his/her application. Please note that your assessment is an essential component of the application process of the applicant. Lack of referee comments will result in disqualification of the application.

Name of Evaluator: _____

Position/Title: _____

Organization: _____

Address: _____

How long have you known the applicant? _____ Years
_____ Months

What is your relationship with the applicant?

Immediate supervisor at work

Research supervisor

Head of department/division/school

Employer

Teacher

Other capacity _____ (please specify)

Please evaluate the applicant in terms of the following criteria.

Criteria	Excellent	Very Good	Good	Average	Cannot make a sound judgement
Academic Performance					
Commitment					
Communication Skills					
Maturity					
Intellectual ability					
Self-discipline					
Aptitude for Management Study					

General comment about the applicant: (please highlight the strongest and weakest points of the applicant)

Do you recommend the applicant for admission to pursue the BBA program?

- Strongly recommend
- Recommend
- Recommend with reservation
- Do not recommend

Evaluator's Signature _____

Date _____



SAIM College

Letter of Recommendation

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_____ Months

What is your relationship with the applicant?

- | | |
|---|--|
| <input type="checkbox"/> Immediate supervisor at work | <input type="checkbox"/> Research supervisor |
| <input type="checkbox"/> Head of department/division/school | <input type="checkbox"/> Employer |
| <input type="checkbox"/> Teacher | <input type="checkbox"/> Other capacity _____ (please specify) |

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Date _____