

Application No:.....

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 2016

SAIM College

OLD BANESWOR, KATHMANDU
(Post Box No: 23955, Kathmandu), NEPAL.
Phone.No: 4484832; 4474747

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 |
|---------------------|----------------------------|-------------------|-------------------|---|----------|
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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 academician 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.

(Signature of the Applicant)

Date: _____

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
Old Baneswor, Kathmandu
(Post Box No. 23955, Kathmandu); Nepal.
Ph: 4474747, 4484832
Email: info@saim.edu.np