

Official Use:

Registration No.



# Application Form

Please fill in this application form completely and as accurately honestly as this will help speed up your application.

## 1. COURSE

- BBA  
 BSc (Hons) Computing

Please tick  the course you wish to apply for



Programme Duration:  Years

## 2. PERSONAL DETAILS

Mr./Mrs./Ms

First Name  Middle Name  Last Name

Residential Address

Mobile Number  Guardian No.

Residential Phone  Email

Date of Birth (A.D.)

Gender (M/F)

Nationality

Marital Status

DD / MM / YYYY

SINGLE/MARRIED

Do you consider yourself to have a disability? If yes, please specify: Yes/No

### 3. ACADEMIC QUALIFICATION

List your school leaving, tertiary qualifications and professional qualifications.

Institution/Examining Body	Qualifications	Language of Instruction	Period Attended (From - To)	Grade Received

Please attach your copies of parchments and your academic transcripts (Please include an explanation of the grading system). **If originals are not in English, certified copies of English translations are required (from a certified translator)**

Please also attach any other evidence of your eligibility for acceptance into the Course you have applied for (e.g. a letter of acceptance from a recognized University)

### 4. ENGLISH LANGUAGE PROFICIENCY

Please tick at least one of the following (although ticking two or more boxes may tick more than one if applicable) and **attach** the required information.

- English was the language of instruction in tertiary studies completed. → **Attach** a certified copy\* of your parchments and your academic transcripts (as well as an Explanation of the grading system)
- GCE 'O' or 'A' Level English or equivalent → **Attach** Test Results
- TOEFL Score (≥ 60 BBA, 80 MSc)  
 IELTS Overall Band Score (≥ 5.5)  
 Other → **Attach** Test Results  
**Attach** Test Results  
**Attach** Test Results or relevant evidence

# Personal Statement (250 words)

This is your chance to tell us something about yourself -- your background, schooling (including any responsibilities and interests e.g. Librarian, Class Representative, School Captain, member of a school team in sport or athletics, member of the school choir/orchestra/debating team).

Tell us about your interests and hobbies and **particularly** why you want to study your chosen subject and how you think a degree in that subject will help you in your career.

# Student Health Form



## CURRENT MEDICATIONS

Drug allergies:  No  Yes To what?

Please list any medications that you are now taking. Include non-prescription medications & vitamins or supplements:

Name of drug	Dose (include strength & number of pills per day) How long have you been taking this?
1.	
2.	

## PAST MEDICAL HISTORY

Do you now or have you ever had:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Diabetes            | <input type="checkbox"/> Heart murmur       | <input type="checkbox"/> Crohn's disease |
| <input type="checkbox"/> High blood pressure | <input type="checkbox"/> Pneumonia          | <input type="checkbox"/> Colitis         |
| <input type="checkbox"/> High cholesterol    | <input type="checkbox"/> Pulmonary embolism | <input type="checkbox"/> Anemia          |
| <input type="checkbox"/> Hypothyroidism      | <input type="checkbox"/> Asthma             | <input type="checkbox"/> Jaundice        |
| <input type="checkbox"/> Goiter              | <input type="checkbox"/> Emphysema          | <input type="checkbox"/> Hepatitis       |

Other medical conditions (please list):

	Age when your first used this:	How much & how often did you use this?	How many years did you use this?	When did you last use this?	Do you Currently use this?
Do you smoke					Yes <input type="checkbox"/> No <input type="checkbox"/>

I confirm that the above information is all correct. Any information given in this form will be kept confidential.

Full Name of the Student:

Name of the Programme :

Date:

Student (signature):

# Student and Guardian

## EMERGENCY CONTACT DETAILS AND CONSENT



### STUDENT INFORMATION

TBC ID #	<input type="text"/>		
First Name	<input type="text"/>	Last Name	<input type="text"/>
Home address	<input type="text"/>	Home Tel.	<input type="text"/>
Mobile Tel.	<input type="text"/>	Email address	<input type="text"/>

### PARENTS INFORMATION (COMPULSARY)

Relationship to Student	<input type="text"/>		
First Name	<input type="text"/>	Last Name	<input type="text"/>
Home address	<input type="text"/>	Home Tel.	<input type="text"/>
Mobile Tel.	<input type="text"/>	Email address	<input type="text"/>

### GUARDIAN CONTACT DETAILS

Full Name	<input type="text"/>	Home tel.	<input type="text"/>
Home Address	<input type="text"/>	Relationship	<input type="text"/>
Mobile Tel.	<input type="text"/>	Email address	<input type="text"/>

Other details

I, the above named student, do hereby state that I give The British College permission to contact my parents or guardians as it deems necessary. This includes, but is not limited to: my academic progress; extra-curricular activities and trips; any delay in making timely payments to the college, and any incidents involving me. By signing this declaration, I acknowledge that The British College can contact my parents/guardians at anytime.

Student (signature):	<input type="text"/>	Date:	<input type="text"/>
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# ESSENTIAL CODE OF CONDUCT FOR THE STUDENTS



The British College is dedicated to creating a superior learning environment with support from all the students, guardians and staff of the college. The College requires that the students strictly follow the following code of conduct to create an appropriate learning environment in the college and to graduate and become a responsible character in the society.

*All the students shall read it and return the signed copy of it to the Admissions Department.*

1. Students shall regard all the assets of the college as their own assets and handle them with utmost care and respect.
2. Students shall show due respect to their colleagues, support staff and faculties of the college.
3. Students will be involved in various group learning or other student centered learning activities, but student shall not organize or get involved in any sort of politically motivated activities inside the college.
4. All disagreements and complaints have to be amicably settled. Students shall not take the recourse of violence or any other provocative and damaging behavior to handle any conflict inside the college.
5. Students shall not carry any injurious weapons or fire arms inside the college premises.
6. Students shall never carry or consume any drugs or other intoxicating materials inside the college premises. Students shall not enter the college premises under the state of intoxication either.
7. Students are required to maintain at least 80% attendance in the class, and are required to be punctual in entering the class rooms. Students shall refer to the *Student attendance and disciplinary policy* for further details.
8. Students shall submit the assignments no later than the time specified by the course facilitators, otherwise they run the risk of failing that assignment.
9. Students shall not be involved in any unethical practice of cheating and plagiarism inside the exam hall. Students will be required to retake the exam if found to be cheating.
10. The failure to comply with the aforementioned code of conduct can lead to various disciplinary actions up to full expulsion from the college. The procedure mentioned in the student attendance and disciplinary policy will be applied in this regard.

*Students are however reminded that infringement of code no 4,5 and 6 above can lead to immediate expulsion from the college.*

I declare that I have read all the essential code of the college and agree to abide by it and also accept any actions taken by the college in case of my failure to compliance.

Name of the student:

Signature of the student

## APPLICANT HELP SHEET

### 1. Certification of documents

All the documents you use to support your application must be copied certified and will be kept on your personal file in TBC.

1.1 You can, if you wish, bring with you (in addition to the original documents) certified photocopies of each. To do this you will need to go to the office of a Notary (Lawyer), or similarly legally qualified person, and ask them to write on the photocopy:

*“I, the undersigned certify this document to be a true copy of the original which I have seen.”*

Then ask them to sign, print their name and date it. Finally ask them to stamp each copy with their official seal/stamp/chop.

There is likely to be a charge for this.

1.2 If you prefer, you can bring the photocopies (and the original documents) to TBC where staff will certify them.

#### Documents to be submitted :

- Completed Application Form
- Letter certifying low income status. Must be issued by local government authorities.
- Two Recommendation Letters. Must be from two separate recommenders. The letters must be written by someone who can give in-depth assessment on the applicant’s abilities, including a high school teacher, principal, or academic advisor.
- Graduation Certificate of High School. Those who are expected to graduate may submit a provisional graduation certificate of high school.
- High School Grade Transcript (including a description of the school’s grading system)
- Certificates of Citizenship of the Applicant and Parents (Examples: a birth certificate, a government-issued certificate indicating the parent (-child relationship, a family register, or parents’ passport copies)
- Awards (Optional)
- Applicants with certified scores on their proficiency in English may be given preference. Some examples include the following: Proficiency in English: TOEFL, or IELTS Academic
- Copy of the Applicant’s Passport/Citizenship certificate
- Copy of updated CV.
- Any other evidence to support your application.