



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

**Bringing British Education to you**

[www.ismt.edu.np](http://www.ismt.edu.np)

# 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.



**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)
- BA (Hons) Business & Management (BBA)
- BSc (Hons) Cybersecurity and Digital Forensics
- BSc (Hons) International Tourism and Hospitality Management (BHM)

**Postgraduate Programs**

- Masters of Business Administration (MBA)

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 activities.

### 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 general 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.
- ✦ Except 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: .....