

OFFICE USE ONLY	
APPLICANT REFERENCE NUMBER	
DATE RECEIVED	

### APPLICATION INSTRUCTIONS

Please complete this application form in English capital letters and email it to [admissions@cityuniversitycollege.edu.qa](mailto:admissions@cityuniversitycollege.edu.qa) or return it by hand to City University College: Barwa Commercial Avenue, Building 39, Doha, Qatar.

Please provide the following supporting documents to ensure the application is complete:

- Official Transcripts stamped by the Ministry of Education & Higher Education
- Recommendation Letter (s) – if any
- IELTS / TOEFL Transcript (if applicable)
- Photocopy of QID
- Photocopy of Passport copy
- 2 student photo copies (White / Blue background)
- Sponsorship Letter – if applicable

### PLEASE COMPLETE ALL SECTIONS BELOW:

SECTION 1: PERSONAL DETAILS (AS SHOWN ON YOUR PASSPORT)	
FULL NAME	
QID NO.	
GENDER	M <input type="checkbox"/> F <input type="checkbox"/>
DATE OF BIRTH (DD/MM/YY)	___/___/_____
COUNTRY OF BIRTH	
NATIONALITY	

SECTION 2: CONTACT DETAILS	
EMAIL	
MOBILE NO.	
LAND LINE	
GUARDIAN NAME	
GUARDIAN EMAIL	
GUARDIAN MOBILE NO.	

\*In case of any emergency, your guardian will be the first point of contact

Section 3:	<b>ELIGIBILITY CRITERIA AND COURSE OPTIONS (PLEASE TICK THE APPROPRIATE COURSE YOU ARE ELIGIBLE FOR)</b>			
Entry Level leading to Bachelor's Degree	<b>COURSE</b>			
	Entry Requirements		Business Studies	Computing
<b>International Foundation</b>	<ul style="list-style-type: none"> <li>• Normally 18 years old or more at the date of registration</li> <li>• Successful completion of high school education (Grade 12)</li> <li>• IELTS overall score of 5.0 with no band score less than 5.0</li> <li>• Equivalent of a minimum grade C at GCSE level in 5 subjects</li> </ul>			
<b>YEAR 1 HNC</b>	<ul style="list-style-type: none"> <li>• 13 years of schooling education</li> <li>• English: IELTS 5.5 or equivalent</li> <li>• International Foundation Programme or One A- Level (PASS) or IB Certificate (minimum 24 points) or BTEC Level 3 at Advanced Diploma level</li> <li><i>Other international qualifications will be considered on merit for equivalency with the above requirements</i></li> </ul>			
<b>YEAR 2 HND</b>	<ul style="list-style-type: none"> <li>• Evidence of English proficiency</li> <li>• 120 credits from year 1 HNC or equivalent</li> </ul>			
<b>TOP-UP FINAL YEAR</b>	<ul style="list-style-type: none"> <li>• Academic IELTS 6.0 with no band score less than 5.5 or evidence of studying for the diploma in English language</li> <li>• MERIT profile or more in HND in Business or equivalent qualification for full-time joiners</li> <li>• PASS profile or more in HND in Business or equivalent qualification for part-time joiners</li> </ul>			

<b>OTHER COURSES</b>	<b>IELTS</b>
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<b>MODE OF STUDY</b>	<b>FULL TIME</b>	<b>PART TIME</b>
<b>TERM</b>	<b>SEMESTER 1 (SEPTEMBER)</b>	<b>SEMESTER 2 (JANUARY)</b>

<b>SECTION 5 : EDUCATIONAL QUALIFICATIONS</b>			
<b>Please list in chronological order your academic, professional and other qualifications including those which are not completed</b>			
QUALIFICATION TITLE (i.e High school curriculum, IGCSE, AS, A2, IB)	NAME OF INSTITUTION (UNIVERSITY, COLLEGE , SCHOOL)	GRADE	DATE OF COMPLETION

<b>SECTION 6 : EMPLOYMENT HISTORY*</b>			
<b>Please list periods of employment in chronological order.</b>			
DATE FROM (Month/Year)	DATE TO (Month/Year)	EMPLOYER	POSITION HELD

\*City University College will take in to account your work experience when assessing your application. Please include a detailed job description for each job held.

**SECTION 7: ENGLISH LANGUAGE REQUIREMENTS**

OVER ALL IELTS/TOEFL SCORE:	READING SCORE:	LISTENING SCORE:	WRITING SCORE	SPEAKING SCORE	EXAM DATE

**SECTION 8: SUPPORT INFORMATION**

- A) At City University College we aim to help all our students realize their full potential. If you feel you need any additional support relating to physical, medical or learning needs, we are here to help. Please disclose any relevant support needs you may have.
- B) Special Needs Students who may have a special requirement e. g loss of hearing or visual impairment or learning disability are encouraged to identify their need and provide City University College with documentation from the Hamad Medical Corporation should this be necessary.

IF YES (PLEASE CLARIFY):

**SECTION 9: HOW DID YOU HEAR ABOUT US?**

WORD OF MOUTH	SOCIAL MEDIA	WEBSITE	CAREER FAIR	SMS	OTHER: <i>Please specify:</i>

**DECLARATION**

I confirm that all information provided on this form is correct. I understand and agree to City University College LLC processing the personal data contained in this form or other data obtained about me while I am a student.

I agree to the collection and processing of such data for any purposes relating to administrative, academic, health and safety reasons whilst on the premises or for any other legitimate reason. By submitting and signing this declaration, I understand and agree to City University College's terms and conditions. I affirm that I will meet all of my financial obligations for tuition and other charges and failure to do so may prevent my continuation of the course graduation.

Note: City University College accepts provisional applications from students, including placement testing and interviews for prospective candidates. By signing this application form, you hereby grant City University College your authorization to process your application, for the purpose of confirming your place only. Our institution is committed to proceeding with your academic enrolment once placement testing and interviews are completed and accordingly, payment of fees will be required. City University College reserves the right to change programmes but all students will be informed in advance of any change.

Applicant's Signature		Date	
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