



UNIVERSAL COLLEGE ISLAMABAD

ADMISSION FORM

BACHELOR OF BUSINESS ADMINISTRATION (BBA)

PERSONAL INFORMATION

Name: First (Given) _____ Middle _____ Last (Family) _____

Date of Birth _____ Month _____ Year _____ Age: Years _____ Months _____ Days _____

CNIC # _____ Citizenship _____ Dual Citizenship _____

Employer Information, if in Job: _____ Current Position _____

Father's Name, Profession _____ CNIC # _____

Name of Person for Tax Certificate _____ NTN # _____

Permanent Home Address

Mailing Address

Telephone (Landline) _____

Mobile (Student) _____

Email (Parent) _____

Email (Student) _____

Mobile (Parent) _____

Emergency Contact _____

Additional Contact Devices: Facebook _____ WhatsApp _____ Skype _____

EDUCATIONAL QUALIFICATION

Month/Year	Institution Attended & Examining Board	Subject	Level	Grade (If Known)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

ANY OTHER COURSES (CERTIFICATE / DIPLOMA / SHORT COURSES, etc.)

UNDERTAKING AND GUARANTEE

UNDERTAKING

TO BE SIGNED BY THE APPLICANT

I, _____ son / daughter of _____
Solemnly declare that the statements made by me in the application are correct to the best of my knowledge and belief and I agree to respect the Rules and Regulations and Terms and Conditions of UCI and MC and be bound by them, which I have read. I agree to be regular in my classes, assignments and exams. I will pay my fees and other college dues on time and do my best to behave well.

Signature _____

Date _____

GUARANTEE

TO BE SIGNED BY STUDENT'S PARENT/GUARDIAN/SPONSOR

I, _____ parent/guardian/sponsor of _____
will be responsible for the payment of tuition fees and other college dues on time. I agree with terms and conditions given below. I have signed the College Application Form in respect of this obligation. In case I fail to pay the college fees and dues, the college has all the rights to suspend and cancel the registration of my son/daughter. And further the college has right to present this document as legal document at any forum, including the court of law in whatever manner the college may deem appropriate. I am a permanent resident of Pakistan.

TERMS AND CONDITIONS

- Rules and regulations on the amount of fees, payments schedule, fee return policy and academic progression of Monroe College will apply.
- The fees and other dues of Monroe College (MC) will increase annually. UCI fees and other dues will increase annually. Further UCI fee and other dues may also be increased without any prior notice if it deems necessary.
- Withholding Tax (WHT) according to GOP and FBR is payable on total fees paid to UCI. If there is any change in WHT, it will be applicable accordingly.
- Fees and other dues paid to Monroe College are non-refundable.
- For unsuccessful student, UCI admission fee is refundable but its application processing fee is non-refundable.
- However, if the student does not opt to take up the acceptance from MC, the student will not get any refund from UCI.
- UCI will follow the Government of Pakistan/Higher Education Commission of Pakistan (HEC) rules if a student decides to discontinue his/her studies at UCI.

Signature with Date _____
(to be signed by the parent/guardian/sponsor)

Witness _____
(to be signed by the college management)

CNIC # _____

CNIC # _____

Guardian Address if different to Permanent Address

Business Address of Parent / Guardian / Sponsor

Telephone _____

Mobile _____

Email/Fax _____

Email/Fax _____

WhatsApp _____

WhatsApp _____