



"Because you deserve the best"

Mid-Valley Int'l College
(Affiliated to HELP University, Malaysia)
Opposite to Galaxy School-East Gate
Gyaneshwor, Kathmandu, Nepal
Tel: +977-1-4435188/ 4437188
E-mail: info@midvalley.edu.np

APPLICATION FOR ADMISSION

INSTRUCTIONS TO COMPLETE THIS FORM

1. All section must be completed with CAPITAL LETTERS.
2. All supporting documents are required to be submitted with this application.
3. A non-refundable Application Fee of Rs. 250/- is payable at the time of taking this form.
4. This application and supporting documents will be the confidential property of Mid-Valley Int'l College.
5. You are required to inform the College Authority if there is any change in address prior to enrollment or while studying at Mid-Valley Int'l College.
6. Failure to comply with above items may result in a delay in processing this application.

**Affix your
recent
PP Size
Photograph**

FOR OFFICE USE ONLY

Applicant's First Name:

Applicant's Last Name:

Intake - MM: YYYY: Reference Number:

Application Received By: Date:

ACADEMIC PROGRAM

Please use [✓] sign where applicable.

- A. Short Term Program: Certificate in Hotel Management Diploma in Hospitality Management
 Certificate in Culinary Art Management Diploma in Culinary Art Management
- B. Bachelor's Program Bachelor of Business (Hospitality Management) (Honours)
 Bachelor of Information Technology (Honours)

ENROLLMENT CRITERIA

1. Minimum average score of 50% in Higher Secondary Education Board or equivalent Examinations for Bachelor's level.
2. Entrance Exam: Has to pass the Written Examination and Personal Interview conducted by Mid-Valley Int'l College.

1. PERSONAL DETAILS

Name (please provide your LEGAL NAME as per Passport or Previous Certificate) in CAPITAL LETTERS:

.....
First Name Middle Name (If Applicable) Last Name

Passport No: Valid Until: Citizenship No: Blood Group:

Age: Date of Birth (According to SLC) - BS.: A.D:

Sex: Male Marital Status: Bachelor Nationality:
 Female Married

2. DETAILS OF PARENT, GUARDIAN OR NEXT TO KIN

Father's Name: Father's Occupation: Position:

Name of Company / Employer (If Applicable):

Telephone: Mobile No: Email:

Mother's Name: Mother's Occupation: Position:

Name of Company/ Employer (If Applicable):

Telephone: Mobile No: Email:

For Emergency Contact:

Parent's / Guardian's Name: Relationship:

Telephone: Mobile No: Fax:

Email:

3. STUDENT ADDRESS IN DETAILS

Permanent Address: Post Box No:

Postal Code / Zip Code: Ward No: VDC / Municipality:

District: State / Zone: Country:

Telephone: Mobile: Fax:

Email:

Correspondence Address (If different than above):

Post Box No: Postal Code / Zip Code: Ward No: VDC / Municipality:

District: State / Zone: Country: Telephone:

Mobile: Fax: Email:

4. SCHOOL / COLLEGE DETAILS

Name of the School / College last attended:

CEO / Principal's Name: Telephone:

Mobile: Fax: Email:

Website:

5. EDUCATION, TRAINING AND EMPLOYMENT

Provide the information making specific points as clear as possible. You can include additional sheets of same size if required.

Academic Record (Please attach attested copies of all relevant documents)

S.N	School / College	Board / University	Degree	Year of Completion	Percent (%)	Country	Optional Subjects
I							
II							
III							

Training & Experience

S.N	School / College / Institute	From	To	Nature of Training / Job	Position
I					
II					
III					

Extra Curricular Activities

S.N	Sports / Literary / Culture / Arts / Others, if any	Level (School / National / International)	Awards
I			
II			
III			

6. YOUR PROFICIENCY IN ENGLISH (Self-Assessment) [Please use [✓] sign where applicable]

Reading Fair Good Excellent
 Writing Fair Good Excellent
 Conversation Fair Good Excellent

Please give your TOEFL, IELTS, or equivalent examination score (if any):.....

7. FINANCIAL DETAILS

Payment of Fees

Who will pay your installment/ semester fees? [Please use [✓] sign where applicable]

Yourself Parents/ Family Members Sponsor Seeking Bank Loan Your Employer
 Others

Annual Family Income (Approx.) NRs.In words:

Name of the sponsor (If any):Post Box No.:

Postal Code / Zip Code:Ward No:VDC / Municipality:

District: State / Zone: Country:

Telephone:Mobile: Fax: Email:

8. MISCELLANEOUS DETAILS [Please use [✓] sign where applicable]

1. Do you need transportation facilities? Yes No
If yes, please mention your Bus-Stop (Pick - Up Point):
2. Do you suffer from any illness? Yes No
(If yes, please provide details):
3. Do you have any allergies? Yes No
(If yes, please provide details):

How did you learn about College?

- Recommendation from Friends, Parents, Relatives etc. Teachers
- School / College Exhibition or Seminars
- Newspaper Advertisements Internet (Website or Social Network)
- TV / Radio Advertisements
- Others (Please state):.....

Please ensure that you have

- Signed and dated this form
- Enclosed attested copies of original academic documents:
1. Mark Sheet/s, Character Certificate/s, Pass Certificate/s, Migration Certificate and Equivalent Certificate/s etc.
 2. Citizenship Certificate / Passport

9. DECLARATION

1. I understand that I will comply with all policies, rules and regulation of Mid-Valley Int'l College.
2. I declare that the information given on this form is true and correct. I acknowledge that the provision of incorrect information or documentary evidence may result in cancellation of my application.
3. I understand that I am liable for payment of all fees and failure to pay any outstanding fees by the due date may lead to cancellation of my enrollment or liable to pay late fees as assigned by the college management.
4. I hereby permit Mid-Valley Int'l College to release details of my Examination results and progress at Mid-Valley Int'l College to my Parent/s, Guardian/s or Sponsor/s.
5. I hereby permit Mid-Valley Int'l College and HELP University to release my personal details if government or authorized body demands as a result of legal requirement.
6. I have thoroughly studied the Fee-structure and the modes of payment. I am ready to sign the Letter of Commitment at the time of Admission and promise to abide by it, if admission is granted.

Full Signature of Applicant: Date:

DECLARATION BY PARENT / GUARDIAN / SPONSOR / EMPLOYER

I, hereby undertake to guarantee the good conduct of the above applicant, (Student Name) while studying at Mid-Valley Int'l College. I also agree to pay the fees due to Mid-Valley Int'l College on his/her behalf in accordance with the policies of Mid-Valley Int'l College.

Full Name of Parents / Guardian:

Signature: Relationship: Date: