

**POST GRADUATE ENROLMENT FORM**Place for Passport  
size photographDate  Register No 

Please read the instructions before completing this form

<b>MR MS MRS</b>	
FIRST NAME	
MIDDLE NAME(S)	
FAMILY NAME	

Date of Birth	<input type="text"/>	Nationality	<input type="text"/>	Mother Tongue	<input type="text"/>
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PRESENT ADDRESS OF APPLICANT (IN UAE)		PERMANENT ADDRESS OF APPLICANT	
P.O. Box No.	<input type="text"/>		
Emirates	<input type="text"/>		

Mobile No	<input type="text"/>	Tel:(Res)	<input type="text"/>	Tel:(Off)	<input type="text"/>
E-mail	<input type="text"/>			Fax:	<input type="text"/>

NAME & ADDRESS OF PARENT		NAME & ADDRESS OF LOCAL GUARDIAN	
<input type="text"/>		<input type="text"/>	
Profession	<input type="text"/>	Profession	<input type="text"/>
Relationship	<input type="text"/>	Relationship	<input type="text"/>
Tel:(Res)	<input type="text"/>	Tel:(Res)	<input type="text"/>
Tel:(Off)	<input type="text"/>	Tel:(Off)	<input type="text"/>
Mob No	<input type="text"/>	Mob No	<input type="text"/>
E-mail	<input type="text"/>	E-mail	<input type="text"/>

PASSPORT DETAILS AND CURRENT VISA STATUS				
Passport No	<input type="text"/>		Expiry Date	<input type="text"/>
VISA Status	<input type="text"/>		Valid up to	<input type="text"/>
	Sponsor	<input type="text"/>	Visa No	<input type="text"/>
Requirement of VISA through Skyline University College			YES	NO

PROGRAM YOU WISH TO APPLY FOR		
DEGREE	TITLE	TOTAL FEES
<input type="text"/>	<input type="text"/>	<input type="text"/>

Preferred joining Term:	<input type="text"/>	Session:	<input type="text"/>
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REQUIREMENT OF TRANSPORTATION			
Transport Location	YES	NO	Exact Location

PREVIOUS ACADEMIC QUALIFICATIONS

Name of last two educational institutions attended:	Qualification	Year	Grade

<b>SCORE</b>	Entrance Exam Date:
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Specify if any other International English language Certificate & Score:
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Any Physical disability or medical condition which might necessitate special arrangements or facilities? No

WORK EXPERIENCE				
Job Title	Name of the Organization/Location	Job Status	From	To

HOW DID YOU HEAR ABOUT SKYLINE UNIVERSITY COLLEGE ?

ADMINISTRATION DEPARTMENT	
Placement test details (TOEFL / MATHS)	
Date of Test	
Result	
Remarks:	
Administration Staff Signature:	

ACCOUNTS DEPARTMENT	
Visa Fee	
Fee Paid	
Receipt No:	
Date:	
Total Fee	
Fee structure and payment schedule	
Accounts staff signature:	

**MARKETING & REGISTRATION DEPARTMENT**

**DEAN - ACADEMICS**

**DIRECTOR - ACADEMIC SUPPORT SERVICES**

**PRESIDENT'S OFFICE**

## INSTRUCTIONS

1. Enclose the followings with this form:
  - i) Six passport size photographs (Not Polaroid)
  - ii) Copy of valid passport with valid visa page
  - iii) 12th standard certificate attested by Ministry of Education (for outstation students should get the appropriate attestations)
  - iv) Copies of all other certificates
2. Please read carefully and understand the terms and conditions governing the course including those registration, student conduct, visa, refund policy, examination and fee schedule before signing.
3. All payments must be settled no later than the 10th day of the month as specified in the fee structure; any delay will lead to temporary suspension till last day of the month and cancellation of registration thereafter.
4. Once enrolled, students shall abide by the University College rules & regulations framed time to time.

## NOTE

1. Following must be paid before the enrollment along with the application form:
  - Registration Fee & 1<sup>st</sup> Installment of USD 4,805/- (**Non-refundable**)
  - Visa Fee – USD 1,370/- Non-refundable (**Applicable for a 3 year visa**)
  - Passport Guarantee – USD 685/- **Refundable at the time of visa cancellation**
  - TOEFL Exam Fee – USD 125/-
  - Caution Deposit – USD 275/- (**Refundable**)
  - 1<sup>st</sup> Semester of Hostel Fees – USD 1,050/- [3 months at the rate of USD 350/- per month (Inclusive of water & electricity charges)]The Total First Payment Fee is **USD 8,310/-**
2. Refund policies – as informed by the Marketing and Registration officer
3. Re-registration will be at the discretion of the management only and will involve a re-registration fee as application at the time of re-registration.
4. Fees subject to change.
5. I/We (Applicant/Guardian) have understood the documents provided by the Registration Department regarding registration checklist which I/We have duly signed.
6. Student will take a TOEFL and Mathematic entrance examination. If the student successfully passes the TOEFL entrance examination, s/he proceeds for the degree program and if the student is declared fail s/he attends applicable level of IELTS preparatory course or Maths crash course. Please refer to IELP Fee Structure and Maths Crash Course Structure

## DECLARATION

I confirm that, to the best of my knowledge, the information provided in the form is correct and complete. I have read and understood the general terms and conditions governing the program and fee structure. I hereby apply for enrolment and if accepted, I agree to comply with the rules and regulations of Skyline University College. I further undertake that the documents submitted are genuine. In case it is discovered that documents are fraudulent, the University College has the right to cancel my registration without any documents irrespective of my year/level of study and take legal measures against me.

Applicant's Signature

توقيع مقدم الطلب

Parent/guardian's Signature

توقيع ولي الأمر

Registration Department

قسم القبول والتسجيل