



**saint
martin's**
institute of
higher education

Application Form for the Diploma and Degree Programmes

S	M			
PHOTO				

Office use

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Accepting
Officer Initials

Registrar's
Initials

Surname/Family name

First/Given name(s)

Title Mr Mrs Ms Other

Programme for which you are applying

GUIDANCE NOTES FOR COMPLETION OF THIS APPLICATION FORM.

Please read the following instructions before completing this form.

- A. Please complete the details on the following pages in BLOCK LETTERS. Please refer to the respective information sheet and prospectus or contact one of our representatives should you encounter any difficulties. All sections in this form **MUST** be completed. Applicants are to write NA next to the questions not relevant to them.
- Personal Details-Point 5: students under 17/18 years old of age (as applicable) may still apply as an underage student. In such cases, the final decision rests with the University of London and not Saint Martin's Institute of Higher Education.
 - Qualifications-Point 13: the minimum entry requirements are listed on the respective information sheets and prospectus. Please note that even if you do not satisfy the minimum entry requirements, we may still *exceptionally* accept your application after taking into consideration the details provided in Point 13. Please note that we may suggest that you to select another programme of studies. In such cases, the final decision rests with the University of London and not Saint Martin's Institute of Higher Education.
- B. All students are required to settle a non-refundable €125.00 (one hundred and twenty five Euros) application fee (cheque should be payable to Saint Martin's Institute of Higher Education). This fee **MUST** be submitted together with the completed application form and relative documents.
- C. It is **your** responsibility to ensure that the application form, respective fee and necessary documents are submitted to the Institute before the closing date. We remind you that applications are treated on a first-come, first-served basis and applicants are **ONLY** accepted if vacancies are available.
- D. **Document Check List:**
- | | |
|---|--|
| <input type="checkbox"/> Original Certificates* & Photocopies | <input type="checkbox"/> National Identification Card or Passport |
| <input type="checkbox"/> Two Passport Sized Photos | <input type="checkbox"/> Valid VISA for non-EU applicants or completed non-EU Student VISA application |
| <input type="checkbox"/> Application Fee of €125.00 | <input type="checkbox"/> Application Fee Paid by Cash/Chq No |

** if the certificates being submitted are not in English, a translation is required.*

It is your responsibility to obtain/provide documentation in support of your application. The Institute cannot obtain information/evidence on your behalf.

- F. Personal information provided in this form will only be processed for the purpose of your application and shall be processed in accordance with the provisions of the Data Protection Act, Cap 440 of the Laws of Malta. Certain information may be forwarded by Saint Martin's Institute of Higher Education to the authorities in relation to funding and subsidy schemes.
- G. Following review of the applications, eligible students will be formally informed to register for the programme applied for. This application does not constitute automatic registration with Saint Martin's Institute of Higher Education and / or as an International student of the University of London.
- H. In terms of regulation 26 of Legal Notice no. 296 of 2012 a written agreement must be signed between the student and Saint Martin's Institute of Higher Education prior to the beginning of the programme.

Paid by cash /
cheque

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DEADLINE for submissions of APPLICATIONS is the 15th September 2017
Late Applications may be considered at the Institute's discretion

1-9 Personal Details (PLEASE COMPLETE IN BLOCK CAPITALS)

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1. Surname/Family name <input style="width: 95%;" type="text"/>			2. First/Given name(s) <input style="width: 95%;" type="text"/>		
3. Title Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>		4. Date of Birth <input type="text"/> / <input type="text"/> / <input type="text"/> <small>Day Month Year</small>		5. Age <input type="text"/>	6. Sex M/F <input type="checkbox"/>
7. Home address					
<input style="width: 98%; height: 40px;" type="text"/>					
<input style="width: 98%; height: 20px;" type="text"/>					
Town <input style="width: 80%;" type="text"/>		Post Code <input style="width: 80%;" type="text"/>		Mobile Phone <input style="width: 80%;" type="text"/>	
Fixed Phone <input style="width: 80%;" type="text"/>			E-Mail Address <input style="width: 80%;" type="text"/>		
8. Secondary School/s attended <input style="width: 95%;" type="text"/>			9. Sixth Form attended <input style="width: 95%;" type="text"/>		

EMFSS Dip 18y
31/12/99

EMFSS BSc 17y
31/12/00

CIS / CC Dip (2ys) &
BSc 17y 01/09/00

CIS / CC Dip (1yr)
18y 01/09/00

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10. Programme for which you are applying (PLEASE TICK APPROPRIATE BOX)

<p>MQF Level 5</p> <input type="checkbox"/> Diploma in Computing <input type="checkbox"/> Certificate in Computing and IS <input type="checkbox"/> Diploma in Computing with eBus <input type="checkbox"/> Diploma in Computing with IS <input type="checkbox"/> Certificate in Creative Computing <input type="checkbox"/> Diploma in Computing with GDD <input type="checkbox"/> Diploma in Entrepreneurship <input type="checkbox"/> Diploma in Finance <input type="checkbox"/> Diploma in Mgmt and Leadership	<p>MQF Level 6</p> <input type="checkbox"/> BSc Accounting & Finance <input type="checkbox"/> BSc Banking & Finance <input type="checkbox"/> BSc Business & Management <input type="checkbox"/> BSc Business Administration <input type="checkbox"/> BSc Economics and Management <input type="checkbox"/> BSc BA with HRM <input type="checkbox"/> BSc BA with Marketing <input type="checkbox"/> BSc BA with IB <input type="checkbox"/> BSc Computing and IS <input type="checkbox"/> BSc Creative Computing <input type="checkbox"/> BSc Computing & IS / Creative Computing (Access/Work Entry Route)	<p>Diploma for Graduates in:</p> <input style="width: 95%; height: 40px;" type="text"/> <p>Second Preference:</p> <input style="width: 95%; height: 40px;" type="text"/>
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11. Mode of Study (PLEASE TICK ACCORDINGLY)

<input type="checkbox"/> DAY STUDENT	<input type="checkbox"/> EVENING STUDENT
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12. Nationality (to be completed by International students)

Country <input style="width: 80%;" type="text"/>	Passport/ID <input style="width: 80%;" type="text"/>	VISA <input type="checkbox"/>	Expiry <input style="width: 80%;" type="text"/>	<small>Y/N dd/mm/yy</small>
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13. Qualifications

i. English Proficiency (to be completed by International students)

<p>Have you passed, at an appropriate level, a test of proficiency in English language in the last three years that is acceptable to Saint Martin's Institute of Higher Education and University of London? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>Please provide details _____</p>	

ii. Secondary and Post Secondary Qualifications

Please list your best qualifications. Ordinary level passes at Grades 1-5 if SEC and Grades A-C if GCE/GCSE are accepted. Advanced level passes at Grades 1-5 if SEC and Grades A-C if GCE/GCSE are accepted. An awarded Matriculation Certificate is an acceptable qualification to enter the degree programmes.

Year	Examining Body	Subject	Level	Grade
		Mathematics [compulsory]	O	
		English [compulsory]	O	
			O	
			O	
			A	
			A	
			I	
			I	

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Maths & English Grade 5 SEC. IELTS replaces English less 4. BSc CIS / CC Maths Grade 3 is required.

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CIS / CC: Maths A or I Required

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Original Certificates have been verified by SMI Officer

Tick if Matriculation Certificate has been AWARDED and the grade achieved _____

Copies of Certificates Attached

iii. Higher/Other Qualifications (PLEASE WRITE CLEARLY IN BLOCK LETTERS)

Year	Examining Body	Award Title	Duration	Grade

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14. Work Experience (if applicable)

Employer	Duration	Title

15. Specific Requirements

Saint Martin's Institute of Higher Education is committed to offering quality tertiary education to all students. We welcome application forms from prospective students with specific requirements and will make every reasonable effort to make sure that your experience of studying with us is rewarding. Do you have a condition which may require special lecture or examination arrangements? Yes No

Please provide details if you ticked 'yes' and submit the relevant supporting documentation:
