



MORGAN INTERNATIONAL COLLEGE

"Education with an outcome"

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ADMISSION APPLICATION FORM

PERSONAL DETAILS

First Name

Middle Name

Last Name

Date of Birth:

	Day	Month	Year
B.S.	<input type="text"/>	<input type="text"/>	<input type="text"/>
A.D.	<input type="text"/>	<input type="text"/>	<input type="text"/>

Sex:

Male

Female

Nationality:

Citizenship No.:

Permanent Address:

Telephone:

Fax:

Contact Address:

Telephone:

Fax:

(If different)

E-mail:

Presently living with

Parent

Relative

Local Guardian

Hostel

FAMILY DETAILS

Father's Name

Occupation

Living:

In Nepal

Abroad

Designation:

Nationality

Telephone:

Mother's Name

Occupation

Living:

In Nepal

Abroad

Designation:

Nationality

Telephone:

IF YOU ARE STAYING WITH A LOCAL GUARDIAN

Guardian's Name

Relation

Abroad

Designation:

Nationality

Telephone:

PROPOSED STUDY

Name of the Programs:

+ 2 Degree

Bachelor's Degree

Master's Degree

Stream:

Science
 Management
 Humanities
 Education

BA BBS
 BIM BHM
 BBA BCA
 BIT BPH

MBA
 EMBA
 MA
 MBS
 MSc

Registration No.:

Academic Year:

Shift: Morning

Day

Evening

PREVIOUS EDUCATIONAL QUALIFICATIONS & TRAINING DETAILS

Degree Title	Stream	Academic Institution	Board	Passed Year	% Obtained	Division
SLC or equivalent						
Intermediate or +2						
Bachelor (for transfer to GC)						
Any Other (Specify)						

ENGLISH LANGUAGE PROFICIENCY

Reading Excellent Good Fair Poor
 Writing Excellent Good Fair Poor
 Speaking Excellent Good Fair Poor

Other Languages Known (Please specify)

FINANCIAL DETAILS

Who will pay your tuition fee ? Yourself Parent Relative Guardian

Do you qualify for scholarship as per our Scholarship Scheme ? Yes No
 (Please see the Scholarship Scheme)

If yes, please specify the main category and its sub-category:
 (Please fill-up the Scholarship Application Form)

Main Category: Academic Talent Humanitarian Family & Alumnus

Sub-Category: _____

(Please attach separate sheet if necessary)

SPORTS DETAILS

Would you like? Football Volleyball Basketball Cricket Badminton T.T. Karate

If others _____

Do you have any experience ? National International If yes: _____

FUTURE DESIRE

Would you like to be ? Doctor Engineer Pilot Banker CA Business Nurse Lawyer
 Media/Journalist Professor Philosopher Writer Actor/Actress Manager Others _____

STATEMENT OF PURPOSE

Please give any other information which you wish to submit in support of your application form. You should include information on why you are applying for it and what are your career aspirations along with any other information that you would like to give (Continue on a separate sheet if necessary).

ACADEMIC REFEREES

Please give the under mentioned details of at least one referee who know you very well personally.

1. Referee

Name:

Office Name:

Position:

Telephone:

E-mail:

2. Referee

Name:

Office Name:

Position:

Telephone:

E-mail:

MISCELLANEOUS

Do you require Hostel ?

Yes

No

Do you require the college's transportation ?

Yes

No

If yes, please mention your pick up & drop station:

What was the source of information which led you to know about Morgan International College ?

Friends

Newspaper Advertisement

Family/Relatives

F.M. Radio Advertisement

Former Students of Morgan International College

Exhibition / Seminar / Stall

Teachers of previous School/College

Internet

Morgan International College's Prospectus

Other (Please Specify)

THE PRESCRIBED RULES & REGULATIONS

In order to maintain the academic environment of the college, the students are required to abide the following rules and regulations:

1. Students are required to be in the college premises at least five minutes before the commencement of classes everyday.
2. Dress-code must be maintained properly; each and every student must be in clean and pressed college uniform (prescribed by the college) along with simple black leather-shoes with lace. Students must wear prescribed coat, sweater during the winter.
3. No one is allowed to go outside the college premises during break/recess.
4. Students should bring all the books, note books & other necessary equipments everyday & punctuality must be maintained.
5. Students have to update homework everyday & parents will have to follow frequently.
6. **Students should not claim for refund of once paid fee at any circumstance likewise (form fee, admission fee, annual fee, registration fee, tuition fee, exam fee, etc.) if student discontinued from the college by any cause or student is withdrawn by the parents or himself/herself.**
7. Long hair, ear-rings, top/bangles, polo-neck/round-neck, necklaces, hand bands are completely prohibited.
8. Students are strictly prohibited to bring musical instruments, precious ornaments, intoxicants, video games, i-pods, radio, weapons and any sort of liquor to the college.
9. Students are not permitted to miss unit tests/internal assessments, terminal examinations and pre-board/university examinations. The students are not eligible to appear at the final board/university without maintaining necessary pass marks in all related subjects in the pre-board/university examination.
10. Students are forbidden to do any political activities in the college premises.
11. The fee should be paid within the stipulated date, otherwise 20% penalty will be charged.
12. Students are not allowed to create any agitating environment in the college premises, if they do so, will be expelled from the college, students and parents will accept & tolerate the above action without any discussion & complain.
13. The students have no authority to enter the unauthorized person in the college premises.
14. If any property is damaged by students, the compensations will be paid by their parents/guardians without any discussion, compulsorily.
15. The students have to take admission to every semester or per year by the norms of college but admission fee will not be charged more than once.
16. Parents/guardians are requested to be present on every result day to discuss the progress of students & attend the parents meeting or report card distribution day after the end of every terminal examination.
17. Parents are requested to visit the college frequently to collect live visual information of last 6 days on every Friday about their wards' progress.
18. Seating on tables, stairs, desks, library tables and hanging around along the corridor are regarded as irritating behavior.
19. In case of emergency, students are advised to inform their respective program directors in advance through written application.
20. Smoking cigarette/marijuana, using drugs/pan parag, chewing gum etc. inside or outside the college premises are forbidden. The students who get into one-to-one fight/gang fight inside or outside the college premises are regarded as violators of college norms. Such students are subjected to direct expulsion.
21. The students themselves being the firm linkage between the college management and their parents/guardians, it is their moral responsibility to pass in immediately all important notified information to their parents/guardians.
22. The students must attend all lectures regularly, minimum 80% attendance is must for the continuation of any scholarship that may have been awarded and to be considered for the final exam of HSEB & University.
23. Application letter for leave must be sent to the principal in the event of a student's absence from the college. Leave for three days or more will be granted to those who are seriously ill. In such cases a doctor's certificate must be produced along with a formal application for leave addressed to the principal.
24. Notice will be given to the parents who repeatedly do not send any letter of excuse for their ward's absence. If the parents fail to respond to the notice and their ward remains absent from the college for more than one month, his/her name will be struck off from the college roll.
25. Students are expected to respect the rights and dignity of others. They must obey their teachers and elders. If any students misbehaves with any lecturers, administrative staff or any other fellow student or behaves in a manner that will brings disgrace to the college's reputation, he/she will be expelled from the college immediately.

COMMITMENTS

I read, understood and agreed upon the aforementioned rules and regulations of the college. I with our full consent, declare that the college has full authority to amend and implement rules and regulations with or without prior notice for the academic enhancement. I, as a parent/guardian, further agree to come to college in need.

Hereby admits that the above mentioned commitments are done by me happily, In case of failure of any commitment, the college management is fully authorized to take any action.

Applicant's Signature
Date:

Witness
Date:

Parent's/Guardian's Signature
Date

Seal of College
Date: