

<i>Registrar's Initials</i>					



APPLICATION FORM

RECENT PHOTO

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SM number is provided by SMI

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 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.
- 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 will not process the application until ALL documents are submitted. 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 & Copies of Certificates*

<input type="checkbox"/> One Passport size photo in colour

<input type="checkbox"/> Application Fee of €125.00 | <input type="checkbox"/> National Identification Card or Passport

Application Fee Paid by _____

Cheque Details: _____ |
|--|---|

***if the certificates being submitted are not in English, an official translation is required. These need to be verified by SMI Administration.**

Account Name: Saint Martin's Education Services Limited
Bank of Valletta 40011233606
IBAN NO: MT04VALL22013000000040011233606
Swift Code: VALLMTMT

- E.** It is your responsibility to obtain/provide documentation in support of your application. The Institute cannot obtain information/evidence on your behalf and will not process the form application until all required documentation is submitted.
- 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,
- H.** You are then required to complete your registration by submitting the respective form and settling the one-time **non-refundable** registration fee (€950.00 for full-time and €480.00 for part-time), from which time rules and regulations established by SMI will apply. Access to course material will not be provided by the Institute until your registration process is complete.

Deadline for submissions of applications is the 31st of August.
Late applications may be considerate at the Institute's discretion, in which case a late application fee of €150.00 will apply.

Saint Martin's Institute of Higher Education
Application Form

1. Personal Information (PLEASE COMPLETE IN BLOCK CAPITALS)

Surname + First/Given Name:

(Please provide your full name as it appears on official documents)

Title:

Mr. Mrs. Ms. Other

Date of Birth (dd/mm/yyyy):

Gender:

Male Female Other Prefer not to say

Age:

Home Address:

Town:

Post Code:

Email Address:

Phone:

2. Nationality

Country:

Do you already hold a permit to reside in Malta? Yes No

Passport/ID (please select accordingly):

Visa:*

Expiry (dd/mm/yyyy):

***Only** applies to international students already residing in Malta.

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

MQF LEVEL 5*: it is imperative that you indicate the degree you would like to pursue following successful completion of the diploma.

Business, Entrepreneurship & Finance

- Diploma in Entrepreneurship:
Leading to MQF L6 BSc in Business Administration:
 - Marketing
 - International Business

- Diploma in Management & Leadership:
Leading to MQF L6 BSc in Business & Management

Computing

- Diploma in Computing
(conferred by SMI)

- Diploma in Computing with Games Design & Development
(conferred by SMI)

- Diploma in Computing with Information Systems
(conferred by SMI)
Leading to MQF L6:
 - BSc in Computing (conferred by SMI)
 - BSc in Computer Science (conferred by UOL)

Please note specialisation you would like to follow:

1st Preference

2nd Preference

4. Mode of Study (PLEASE TICK ACCORDINGLY)

Day Student

Evening Student

5. Schools Attended

Secondary School/s Attended:

Duration:

Sixth Form Attended:

Duration:

6. School Leaving 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) <input type="checkbox"/> Paper A <input type="checkbox"/> Paper B - Applies to MATSEC examinations: <small>select the paper you attempted</small>		
		English (compulsory)		

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

Maths & English minimum Grade 5 is	Minimum of 4 ordinary level subject for Diploma in Entrepreneurship	Minimum of 6 ordinary level subject for Diploma in Management & Leadership	Original Certificates have been verified by SMI Officer	Officer Initials
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7. Higher/Other Qualifications (PLEASE WRITE CLEARLY IN BLOCK LETTERS)

Year	Examining Body	Award Title	Duration	Grade

8. English Proficiency (TO BE COMPLETED BY INTERNATIONAL STUDENTS ONLY)

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. We normally accept IELTS with an overall grade of 5.0.

Yes No

Please provide details:

9. Employment (IF APPLICABLE)

Employer	Duration	Title

10. Support 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, when possible, 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:

Tick this box to **OPT IN** to receiving future communication related to the marketing of other educational programmes and events offered by Saint Martin's Institute of Higher Education (SMI) during and after your period as registered student at SMI. **Leaving this checkbox unticked does NOT stop you from receiving non-marketing communications by SMI administration and faculty members related to your studies here at SMI.**

Signature: _____ Date: _____

Declaration to be signed by the applicant

I declare that the statements made on this form are to the best of my knowledge and belief, true and correct. I agree to the Institute processing my personal data contained in this form and other data that may be obtained from third parties in connection with my studies. I agree with the retention and disclosure of such data for normal academic and administrative purposes in accordance with the principles set out in the Data Protection Act 2004. Whilst officers of Saint Martin's Institute of Higher Education have advised me with respect to my application, I am aware that I cannot keep the officers of the Institute responsible or take their advice as conclusive or use their advice against the Institute or its officers, or the University of London or its officers in connection with my eventual admission to the Certificate/Diploma and/or Degree programmes.

Application Form received by Registrar	<input type="checkbox"/>	Has student been accepted provisionally? <input type="checkbox"/>
Questionnaire sent to student	<input type="checkbox"/>	
Interview scheduled with Admission Panel	<input type="checkbox"/>	
Offer letter issued	<input type="checkbox"/>	

Office Use Only