



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

## Application Form

S	M			
PHOTO				

Office use



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 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"/> National Identification Card or Passport      |
| <input type="checkbox"/> Two Passport Size Photos           | <input type="checkbox"/> Application Fee Paid by Cash / Chq / Transfer |
| <input type="checkbox"/> Application Fee of €125.00         | Cheque Details: _____                                                  |

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

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

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 application form 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 and / or as an International student of the University of London.
- 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.
- I. A penalty fee of 25% of the EU tuition fee for a single academic year **will be charged** in the event that you resign following the start the academic year, which will be decreased by the value of payments effected up to the date of resignation.

**DEADLINE for submissions of APPLICATIONS is the 31st August**

**Late Applications may be considered at the Institute's discretion, in which case a late application fee of €150.00 will apply**

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

<b>1. Surname/Family name</b> <input style="width: 95%; height: 20px;" type="text"/>	<b>2. First/Given name(s)</b> <input style="width: 95%; height: 20px;" type="text"/>
<b>3. Title</b> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>	
<b>4. Date of Birth</b> <input type="text"/> / <input type="text"/> / <input type="text"/>	
<b>5. Age</b> <input type="text"/>	
<b>6. Sex M/F</b> <input type="checkbox"/>	
<b>7. Home address</b> <div style="border: 1px solid black; padding: 5px; min-height: 100px;"> <p>_____</p> <p>_____</p> <p>Town _____ Post Code _____ Mobile Phone _____</p> <p>Fixed Phone _____ E-Mail Address _____</p> </div>	
<b>8. Secondary School/s attended</b> <input style="width: 95%; height: 20px;" type="text"/>	<b>9. Sixth Form attended</b> <input style="width: 95%; height: 20px;" type="text"/>

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

<b>MQF Level 5 * :</b> <input type="checkbox"/> <b>Certificate or Higher Education</b> (conferred by UOL) CIS / CC (please circle accordingly) <input type="checkbox"/> <b>Diploma in Computing with</b> CF / GDD / IS / UE / eBDM / WB (conferred by SMI) (please circle accordingly) <input type="checkbox"/> <b>Diploma in Entrepreneurship</b> leading to MQF L6 BSc in Business Administration <input type="checkbox"/> <b>Diploma in Finance</b> leading to MQF L6 BSc in Accounting & Finance leading to MQF L6 BSc in Banking & Finance <input type="checkbox"/> <b>Diploma in Management and Leadership</b> leading to MQF L6 BSc in Business & Management	<b>MQF Level 6:</b> <input type="checkbox"/> <b>Degree in Computing and Information Systems</b> <input type="checkbox"/> <b>Degree in Creative Computing</b> Other: _____ <b>MQF Level 7:</b> <input type="checkbox"/> <b>Master of Science in Information Systems Engineering</b> <input type="checkbox"/> <b>PG Diploma in Information Systems Engineering</b> <input type="checkbox"/> <b>PG Certificate in Information Systems Engineering</b>
* MQF Level 5 programmes all lead to an MQF Level 6 qualification	

**11. Mode of Study (PLEASE TICK ACCORDINGLY)**

<input type="checkbox"/> <b>DAY STUDENT</b>	<input type="checkbox"/> <b>EVENING STUDENT</b>
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**12. Nationality**

<b>Country</b> <input style="width: 90%;" type="text"/>	<b>Passport/ID</b> <input style="width: 90%;" type="text"/>	<b>VISA *</b> <input type="checkbox"/>	<b>Expiry</b> <input style="width: 90%;" type="text"/>
* applies to those international students residing in Malta Y/N dd/mm/yy			

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

**13. Qualifications**

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  No

Please provide details \_\_\_\_\_

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	
			O	
			O	
			A	
			A	
			I	
			I	

Tick if Matriculation Certificate has been AWARDED and the grade achieved \_\_\_\_\_

Copies of Certificates Attached

Office Use ONLY

Maths & English Grade 5 SEC. BSc CIS / CC Maths Grade 3

Minimum of 4 ordinary level subject for Dip ENT

Minimum of 6 ordinary level subject for Dip FIN / M&L

Original Certificates have been verified by SMI Officer

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

Year	Examining Body	Award Title	Duration	Grade

Officer Initials

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:

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