



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

Application Form

S	M			
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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 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 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"/> 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 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 of €950.00, 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)

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1. Surname/Family name <input style="width: 95%; height: 20px;" type="text"/>			2. First/Given name(s) <input style="width: 95%; height: 20px;" 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: 95%; height: 20px;" type="text"/> <input style="width: 95%; height: 20px;" type="text"/> Town <input style="width: 150px;" type="text"/> Post Code <input style="width: 150px;" type="text"/> Mobile Phone <input style="width: 150px;" type="text"/> Fixed Phone <input style="width: 150px;" type="text"/> E-Mail Address <input style="width: 150px;" type="text"/>					
8. Secondary School/s attended <input style="width: 95%; height: 20px;" type="text"/>			9. Sixth Form attended <input style="width: 95%; height: 20px;" type="text"/>		

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

MQF Level 5 * : <input type="checkbox"/> Certificate or Higher Education CIS / CC (please circle accordingly) <input type="checkbox"/> Diploma in Computing with CF / GDD / IS / UE / eBDM / WB (please circle accordingly) <input type="checkbox"/> Diploma in Entrepreneurship <input type="checkbox"/> Diploma in Finance <input type="checkbox"/> Diploma in Mgmt and Leadership	MQF Level 6: <input type="checkbox"/> Degree in Computing and Information Systems <input type="checkbox"/> Degree in Creative Computing MQF Level 7: <input type="checkbox"/> Master of Science in Information Systems Engineering <input type="checkbox"/> PG Diploma in Information Systems Engineering <input type="checkbox"/> PG Certificate in Information Systems Engineering
* MQF Level 5 programmes all lead to an MQF Level 6 qualification	

11. Mode of Study (PLEASE TICK ACCORDINGLY)

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

Country	<input style="width: 95%;" type="text"/>	Passport/ID	<input style="width: 95%;" type="text"/>	VISA * <input type="checkbox"/>	Expiry	<input style="width: 95%;" type="text"/>
<small>* applies to those international students residing in Malta</small>				Y/N	dd/mm/yy	

13. Qualifications

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

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"/>
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.

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

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

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

Copies of Certificates Attached

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:

16. In your own handwriting, please provide your reasons for wanting to join this programme

17. Information Sources

How did you hear about Saint Martin's Institute of Higher Education (please tick as applicable)

<input type="checkbox"/> Adverts published in local newspapers	<input type="checkbox"/> Information Seminars
<input type="checkbox"/> School Visits	<input type="checkbox"/> Web search (ex: via Google or Yahoo)
<input type="checkbox"/> University of London International Programmes website	
<input type="checkbox"/> Social Media (please underline according): Facebook, YouTube, Twitter, Linkedin, Flickr, Google Plus	
<input type="checkbox"/> Word of mouth (relatives or friends) (please provide details) _____	
<input type="checkbox"/> Other (please provide details): _____	

Throughout the academic year, photos and / or video recordings may be taken on Saint Martin's Institute premises or during scheduled events held elsewhere. These photos and / or video recordings are normally used for promotional purposes. If you do not wish that photos and / or video clips in which you feature to be used in our promotional material, please tick the box.

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. I acknowledge that reading for a Diploma and/or Degree of the University of London depends on acceptance by the University of London Admissions and that this decision is final. 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 Diploma and/or Degree programmes.

Signature

Date

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<p>Computing Provisional Admission</p>	<input type="checkbox"/>		<p>Application form received by Registrar</p>	
	Y/N	Registrar	<p>Diploma—Questionnaire sent to student</p>	
<p>Mathematics II</p>	NOT ADMITTED		<p>Diploma—Interview scheduled with SAAB</p>	
			<p>Degree—Email sent to student to apply</p>	
			<p>Degree—Acceptance received from UOL</p>	