



## ADMISSION APPLICATION FORM



Form No:

### APPLICATION CHECKLIST

Please use the checklist below to ensure that your application is complete with all documents before it is submitted.  
Check list students enrolment

- Complete Application Form
- Two Passport sized Photos
- Copies of all Academic Certificates

TU Entrance Score

College Entrance Score

### FOR OFFICE USE ONLY

Course Applied For:

Student ID:

Date of Admission:

Shift:

TU Regd. Date:

TU Regd. Number:

Admission Officer:

## ADMISSION APPLICATION FORM

### PLEASE COMPLETE THE FORM IN BLOCK/CAPITAL LETTERS AND IN BLACK INK.

Our aim is to receive a complete profile of the student. Please provide the college details about you. Where the options are provided, tick appropriate options. Make sure that the application form is completed and signed by as a student, and not by anybody else on your behalf.

### PROGRAMME

- B.Sc. Computer Science & Information Technology ( B.Sc.CSIT)  
 Bachelor's in Computer Application (BCA )

### INTAKE FOR

### PERSONAL DETAILS

Title: Mr./ Ms/ Mrs/ Other :

First Name: \_\_\_\_\_

Citizenship Number: (optional) \_\_\_\_\_

Date of Birth: DD   MM   YY   (A.D.)

Date of Birth: DD   MM   YY   (B.S.)

Country of Birth: \_\_\_\_\_

Home Address: \_\_\_\_\_

Landline Telephone: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Email: \_\_\_\_\_

#### Address for Correspondence (if different from Home Address)

Present Address: \_\_\_\_\_

Country: \_\_\_\_\_ Area/Postcode: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Email: \_\_\_\_\_

### PARENT/GUARDIAN DETAILS

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Relationship to you: \_\_\_\_\_ Occupation: \_\_\_\_\_

### HOW DID YOU HEAR ABOUT US

Friend: \_\_\_\_\_  Website: \_\_\_\_\_

Education Fair: \_\_\_\_\_  Advertisement: \_\_\_\_\_

Other: \_\_\_\_\_

## ACADEMIC QUALIFICATION

Date		Qualification SLC / PCL / +2	Name and Address of School/ College/University	Grade/ Percentage/ Result Achieved
From (year)	To (year)			

## REFERENCES

These should not be from Friend or Family.

1st Referee	2nd Referee (optional)
Name and Title:	Name and Title:
Position Held:	Position Held:
Organization:	Organization:
Address:	Address:
Telephone No :	Telephone No :
Email:	Email:

The 'Kathmandu College of Technology' has developed the following policies, rules and regulation. Each applicant is asked to read and sign below.  
At the time of admission Student must

- ▶ Provide authentic information about them. Any false declaration is unacceptable.
- ▶ Provide attested photocopies of the certificates received
- ▶ Agree to pay the tuition and other fee on time as proposed by the college
- ▶ Agree to inform the management team if address and contact number changes
- ▶ Agree to inform the college if he/she fails to enroll the college in given deadlines

### Attendance and Punctuality- we highly value the attendance and punctuality

- ▶ Each Student is required to maintain at least 85% of their classes and official college activities, unless they provide a genuine reason for not being able to attend their scheduled class.
- ▶ Attendance will be taken every day and in every lesson

## APPLICATION QUESTIONNAIRE

1. Why did you choose to study B.Sc.CSIT/ BCA programme?

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2. Why did you choose Kathmandu College of Technology?

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## RULES AND REGULATIONS

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### Attendance & Punctuality- we highly value the attendance and punctuality

- ▶ Each student is required to maintain at least 85% of their classes & official college activities, unless they provide a genuine reason for not being able to attend their scheduled class
- ▶ Attendance will be taken every day and in every lesson
- ▶ If a student misses 10 classes in each subject per semester, they are not allowed to appear for the semester examination.
- ▶ Student must submit written application to the management if they require a leave.
- ▶ If a student needs a leave, they have to fill a leave application form stating the reasons for leave and period covered and also assure how they plan to recover what they have missed

### Assessment, examination and assignments

- ▶ Assessment, examination and assignments will be guided by the academic calendar
- ▶ Assessment and evaluation will be done through different ways- written examinations, written assignments, project works, case studies, and presentation
- ▶ Acting dishonestly or unfairly in connection with any examination, assessment or assignments conducted by course lecturers /staff will be considered as a serious offence

### Discipline

The Management of the College expects students:

- ▶ To be polite and civil and to respect the Principal, the tutors/lecturers and the personnel of the college in general.
- ▶ To show self-respect, responsibility and respect for the personality of other students irrespective of gender.
- ▶ To respect and appreciate the premises and the property of the College.
- ▶ Not to provoke or harass in any way their fellow students and in general not to endanger the lives or the bodily integrity of the lecturers or their fellow students with their actions.
- ▶ To take reasonable care to protect their own health and take safety measures in college activities.

### Rights and obligation

- ▶ Every student of the College has the right to be instructed in the course to which he/she has been accepted, and the College is obliged to provide them with learning in the best possible way, by employing qualified and fully trained staff, suitably equipped laboratories, a library and other general means that are considered necessary for their education
- ▶ Every College student has certain rights and obligations that are directly connected to their capacity as students and remain in force throughout their studying at the College.
- ▶ Every student has the right to think and act freely within the College, provided they do not break the Regulations and complies with the recommendations of the competent College authorities. The students should not obstruct the normal functioning of College services, nor take actions that are likely to harm property assets of the College or endanger the bodily integrity of persons, within the College premises.
- ▶ Students are obliged to respect academic propriety and not appropriate part or the entire intellectual work of others. Such actions as cheating at exams, falsifying and forging information or documents, are considered punishable acts and are referred to the Disciplinary Committee of the College.

### Offences

- ▶ If a student is found guilty of misbehavior or misconduct, the college administration has the right to take appropriate action against the student
- ▶ Behavior (Violence, intimidation and harassment), which may hinder the academic progress or work performance, is not tolerated and strict action is taken against the students who are involved in such misbehaviors
- ▶ Chewing of gums and use of tobacco is strictly prohibited in college premises
- ▶ Use of mobile phone inside class-room is strictly prohibited.
- ▶ Except unavoidable circumstances, students are not allowed to leave the college during the college period

### Fees, charges and refund Policy

- ▶ The college makes every effort to ensure that our potential and enrolled students are made aware of its fees, charges and refund policy.
- ▶ Students who admit for classes have a legal obligation to pay all the tuition and semester fees.
- ▶ Unpaid tuition and fees are subject to the collection procedures of the college, which may include placing holds on future progress, and withholding transcripts & certificates,
- ▶ The college may charge for extra services and resources provided such as, text books, photocopying, additional copies or re-issue of qualification and academic transcripts, follow up charges associated with late or non-payment, overdue fees, dishonor cheque fees, late marking or assessment re-sit fees.
- ▶ Payment can generally be made by cash, direct bank deposit or bank cheque.
- ▶ Fees incorporate an admission fee, semester fee tuition fee & University registration fee, library fee, sports fee and edexcel registration fee and are publicly available on the college website and promotional materials.
- ▶ All forms of fees are non-transferable to other student.
- ▶ All paid fees are non-refundable unless mentioned refundable & no part of are refunded if student drops out without completing the academic program.

## STUDENT DECLARATION

I declare that the information given on this form is correct and the documents that I have supplied with this application are genuine to the best of my knowledge and belief and I also consent to the processing of information provided by me to Kathmandu College of Technology.  
I understand that Kathmandu College of Technology may make reasonable checks to confirm the accuracy and authenticity of documents I have submitted with this application.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_