



COLOMBO INTERNATIONAL INSTITUTE OF HIGHER EDUCATION

CIHE

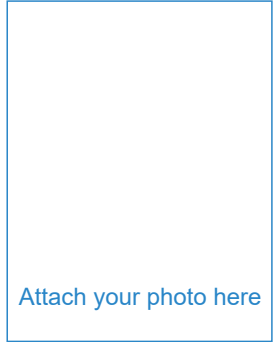
COLOMBO INTERNATIONAL INSTITUTE OF HIGHER EDUCATION

# Application Form



COLOMBO INTERNATIONAL INSTITUTE OF HIGHER EDUCATION

Attach your photo here



Campus

Reg #

Student Counselor

Student Code

## Section A : Your Application (PLEASE FILL IN BLOCK LETTERS)

You must submit a copy of the personal details page of your passport / NIC

Nationality

Country of Residence

NIC / Passport No

Date of Expiry

For Non Sri Lankan Passport Holders :

Current Visa Status

## Section B : Personal Details

We will contact you by email, post or telephone. To avoid delays in your application, it is important to legibly complete all of your details, including your email address.

Title  Mr.  Miss.  Mrs.  Dr.  Rev.

Surname with initials

First Name (s)

Name to be used for Correspondence   
(One first name & surname)

Date of Birth  Male  Female

Residential Address

Land Phone No.   
(country code)

Mobile Phone No.   
(country code)

E - mail   
(you must give a current & valid email address)

# Application Form



## Section C : Medical and Personal History

Do you have a disability, impairment or long-term medical condition that may affect your studies?

Yes  No

if yes, please specify

Do you need support due to a special needs requirement, physical or medical ?

Yes  No

if yes, please specify

### Significant Medical Information

Please mention any significant illness, ongoing medical treatment or allergy that would be of importance in a medical or surgical emergency.

Blood Group

Do you have any criminal convictions?

Yes  No

if yes, please specify

## Section D : In Case of an Emergency

Contact Person

Land Phone No.

 -   
(country code)

Mobile Phone No.

 -   
(country code)

Relationship

## Section E : Secondary School Education

GCE (SL)  CIE  EDEXCEL  OTHER

Year	Examination body	School	Subjects	Result

# Application Form



## Section F : Academic Qualifications

Please refer to the details in the Undergraduate Prospectus for any additional requirements and prerequisites.

Include details of your previous academic qualifications & dates of commencement and completion; if you are yet to finish studies please indicate your intended completion date. Certified copies of academic qualifications must be attached to this application. If the qualifications are in a language other than English, please also supply certified translated copies.

Please list your MOST RECENT qualification first :

Name of Qualification	<input type="text"/>
Institution	<input type="text"/>
Awarding Body	<input type="text"/>
Country	<input type="text"/>

Date Commenced  -  -

Date Completed  -  -

Name of Qualification	<input type="text"/>
Institution	<input type="text"/>
Country	<input type="text"/>

Date Commenced  -  -

Date Completed  -  -

## Other Qualifications

If yes, please specify

If yes, please specify

If yes, please specify

## Section G : English Language Proficiency

Please tick the appropriate box, if you have sat for any of the following exams which have been conducted in the English medium.

GCSE / GCE Edexcel  IELTS  Other

CIE (Cambridge)  TOEFL

You must provide proof of your English Proficiency to the required standard of your chosen course by providing the necessary certified document. If you do not meet the course English requirements, you may be required to complete an English Language Proficiency Test

# Application Form



## Section H : Work Experience and Employment Details

Please give details of any work experience, training and for employment. You may continue on a separate sheet of paper if necessary.

Name of Organization

Job Title and Nature of Work / Training

Full time  Part time

From  -  -  To  -  -

Name of Organization

Job Title and Nature of Work / Training

Full time  Part time

From  -  -  To  -  -

## Section I : Course Preferences

Refer to the Undergraduate Prospectus for details of the course code, titles and start dates. You may check the entry requirements and prerequisites for each course to see if you qualify

Course Title

Full time  Part time

Course Code

Weekdays  Weekends

Commencement Year  Intake : February  September

Batch Code

# Application Form



## Section J : Application Fee Payment

Registration Fee

Invoice No

### Preferred Payment Plan

Full Payment

Bank Loan

Other

Installment Scheme

Other Payments

## Section K : Further Information

How did you hear about this program?

Information you provide here helps us to improve our marketing strategies. Please provide accurate information.

News Paper Advertisement :

Sunday Times

Hit Ad

Sunday Observer

Television

Internet Search

E- Mail

Facebook

Instagram

Through a Friend

Other

If other or through a friend  
please specify

## Section L : Privacy and Student Declaration

### IMPORTANT NOTE

Colombo International Institute of Higher Education (CIIHE) aims to ensure that quality of educational services is upheld, as stated in the Academic Policy, to the maximum possible degree. If external, unforeseen circumstances interfere with the educational process, CIIHE will take all reasonable steps to minimize any disruption to academics. In addition, CIIHE will not take responsibility for any actions or circumstances which may be directly or indirectly outside the control of CIIHE.

### GENERAL PRIVACY STATEMENT

The information collected on this form is solely used for academic purposes. It is used to assess your application for entry to the courses at CIIHE. It will also be used to create an enrolment record on the student database, for statistical analysis and to inform you about your course and other related events. Personal information may be collected from, or disclosed to, relevant bodies for the verification of previous qualifications, and it may be disclosed to the relevant government agencies, as required by law.

### STUDENT DECLARATION

I warrant that the information on this form is current and complete. I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application, including academic transcript/s, might invalidate my application and that CIIHE may withdraw an offer of a place or cancel my enrolment in consequence.

I have read and understood CIIHE's refund policy and the above conditions and accept them fully.

Signature

Date

 -  - 

Please complete the following checklist before submitting

Application fee (non-refundable)

Signed declaration

Certified copies of academic transcripts / records

Copy of passport/ NIC/ birth certificate

Proof of English proficiency

Passport sized photograph (hard copy 01 Nos.)

Additional information

Passport sized photograph (soft copy - to be emailed)

# Application Form



## Section M : Official Use - Student Affairs Department

Registration Code

Student Code

Batch Code

Necessary Documents Provided Yes  No

if no, please specify

Date of Interview  -  -

Payment Options  Full  Installment  Special

if Special, please specify

Outcome of Interview  Approved  Not Approved

if no, please specify

Student is enrolled, entered to the system & payment plan has been issued

Signature of Student Affairs Manager

Date  -  -

## Section N : Official Use - Accounts Department

Registration fee amount

Invoice No

Down payment amount

Invoice No

Outstanding amount

Installment amount

Due date

No. of Installments

Entered to the system & verified

Signature of the Accountant

Date  -  -

# Application Form



## Section O : Official Use - IT Department

Login

Password

Accessible Programs

### IT Check list

Login created  Welcome mail sent

Electives added  Login confirmed

Login created, informed and confirmed

Signature of Manager IT

Date  -  -

## Section P : Official Use - Quality Assurance Department

Registered & enrollment process completed

Comments

Signature of Manager Quality Assurance

Date  -  -

## Section Q : Official Use - Director's Office

Signature of Director - Academic Affairs

Date  -  -

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## Interview Notes

A large rectangular area with a blue border, containing numerous horizontal blue lines for writing interview notes.