

## Academic Proficiency Program

### REGISTRATION FORM

<b>Date of the Program:</b>	
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*Please note:*

- The application will be reviewed once it is fully completed.

**Please Attach  
Two Recent  
(1x1) Photographs**

#### Personal Application Form

*Please fill all sections. Please make sure correct name spellings for certificates.*

Participant Details	
<b>Title: (Mr., Ms., Dr., etc.)</b>	
<b>Name (BLOCK CAPITAL)</b>	
<b>CNIC #/Guardian CNIC</b>	
<b>Date of Birth</b>	
<b>Currently Pursuing</b>	<input type="checkbox"/> O' Levels <input type="checkbox"/> A Level <input type="checkbox"/> HSC I <input type="checkbox"/> HSC II <input type="checkbox"/>
	<input type="checkbox"/> B. Comm <input type="checkbox"/> BA <input type="checkbox"/> Others. _____ (Please Specify)
<b>Current School/College</b>	
<b>Preferred Email</b>	
<b>Mobile Number</b>	
<b>Postal Address</b>	
<b>Vehicle #</b>	

**Entry Test Details:**

Program that you have applied for: (E.g BBA, MBA, BS Computer Science, etc	Date of Entry Test	Institutes that you would be applying for

**How did you hear about the program?**

- Senior Official
- Colleague
- Human Resources Department
- Through Mail
- Word of mouth
- Social Networks
- IBA’s website
- Advertisement (Please specify the publication) \_\_\_\_\_

Other (Please specify) \_\_\_\_\_

**Checklist for Documents:**

- Documents Attached
- Copy of CNIC / Guardian CNIC
- Two 1 X 1 Photographs
- Copy of Intermediate/A levels Marks Sheet

*Note:*

*Participants with less than 80% of attendance or score less than 60% at the end of the course will not be awarded Certificate*

**Applicant’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The completed Application Form can be either attached to an email and sent to [BE&SDP@iba.edu.pk](mailto:BE&SDP@iba.edu.pk) or printed and posted to our mailing address:

**Skill Development Program, Center for Executive Education,  
Institute of Business Administration, City Campus, Garden/Kayani Shaheed Road, Karachi, Pakistan**

**Payment Method:**

**Step 1:** Click on the link (or copy the link in your browser)[http://140.174.69.133/fee\\_vouchers/](http://140.174.69.133/fee_vouchers/)

**Step 2:** Fill in the complete form

Select "Faysal Bank" for payment. Fee can be deposited in any branch of Faysal Bank

BANK	Faysal Bank
ERP ID	123
PROGRAM	
NAME	
EMAIL	
AMOUNT	
Semester	Fall 2013
FEE Type	Skill Development Program Fee
DATE	
Branch Name	
Cheque/PO #	

Insert "123" as default ERP ID

Specify the Course/workshop you are applying for e.g. Business Communication, Excel 2010

**Step 3:** Click "Submit", print the fee voucher and submit the voucher in Faysal Bank

**Step 4:** Submit the Program Office & Finance Department copy of the fee voucher along with the registration form at the Skill Development Program, IBA City Campus

**Note:** Fee is not acceptable in cash or cheque at our office  
IBA reserves the right for cancellation of any workshop in case of contingency. Please note that the registration is limited on first come first serve basis, therefore, confirm your registration **5 days before the workshop.**

*IBA being an educational institution is exempt from tax under Clause 92, Part 1 Second Schedule, of Income Tax Ordinance 2001. Tax exemption certificate and NTN # is available at <http://www.iba.edu.pk/finance.phpl>*

**Cancellation Policy:**

Cancellation charges are as follows

<b>5 days before start of workshop</b>	No Cancellation Charges
<b>Within 4 days prior to workshop</b>	50% of the program charges
<b>1 day prior to workshop</b>	100% of the program charges

For more information, please visit our website: [www.iba.edu.pk](http://www.iba.edu.pk) or contact us

**Contact:** Center for Executive Education, Institute of Business Administration, City Campus, Garden/Kayani Shaheed Road, Karachi, Pakistan.

**Tel:** (021) 38104700 (Ext: 1801, 1541)

**Fax:** (021) 38103008, (021) 38103011

**Email:** [BE&SDP@iba.edu.pk](mailto:BE&SDP@iba.edu.pk)

**Website:** <http://cee.iba.edu.pk/BEnSDP.shtml>

**Facebook:** <https://www.facebook.com/IbaBusinessenglish>

**LinkedIn:** <http://www.linkedin.com/pub/besdp-iba/77/704/259>

*Adding Skills to Experience*