



Student Registration Form

IPMS Students ID: IPMS-BHT..../MAY/2022

DOCUMENT CHECKLIST:

- Completed Application Form
- Certified True copy of International Passport
- Passport Size photograph (Please attach with this registration form)
- Highest Qualification Documents (Transcript and Certificate)
- Letters of Recommendation (2)
- Objective Statement
- Proof of English Language Proficiency

APPLICANT DETAILS (all fields **MUST** be completed in full and in **BLOCK** Letters)

Title	<input type="checkbox"/> Miss						
	<input type="checkbox"/> Mrs						
	<input type="checkbox"/> Mr						
Full Name as in Passport							
Date of Birth	Day:	Month:	Year:	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female		
Nationality				Passport No.			
Highest Qualification							
Completion	Day:	Month:	Year:				
Programme / Intake Enrolled for							
Permanent Address							
Permanent Address	Country						



	State	
	Place of residences	
	Postal Code:	
IN CASE OF EMERGENCY,	Name: -	
	Relation with student: -	
	Address: -	
Please contact	Name: -	
	Relation with student: -	
	Address: -	
	Email: -	
	Phone number (With country code and area code): -	
Telephone (with country code and area code)	(Home):	(Mobile):
E-mail :		



CONFIDENTIAL

Academic History: (List last 3 Educational establishments attended with the most recent first)

Name of the Institution	Year Started	Year Completed	Qualification Attained

Professional Experience: (List last 3 organizations with the most recent first), if applicable

Name of the Employer	From	To	Designation

How did you hear about IPMS in Bhutan?

Tick any one of them.

- Tutors
- Friends
- Internet Ads
- Face book
- Existing students
- Others: Please specify_____

IPMS reserve the right to vary, amend the fee scale or discontinue any or all of the discounts as it deems appropriate. We reserve the right to cancel or reschedule classes due to low enrollment. Such decisions are made three business days prior to the class begin date. If a course is rescheduled for any reason, those registered will be contacted to verify availability for the rescheduled date. If those registered are not available

Contact No: (+975)02351666/17864450/17843640/77656117 or email
info@ipms.edu.bt/ipmsbt@gmail.com or visit www.ipms.edu.bt



for the rescheduled class date, tuition fee will be refunded in full. If the class is cancelled, tuition fee will be refunded in full.

Before signing this Enrolment Form, students are reminded to ensure that they have clearly understood all the terms of their enrolment with Institute of Professional Management Studies, in particular clauses concerning refunds, deferments, waivers, course transfers and all other policies and procedure explained during pre-course counseling. Be aware that incomplete information in the 'Application Form' will result in processing delays.

The Honor Pledge

As a student of IPMS (Institute of Professional Management Studies) Bhutan campus and LSBF (London School of Business and Finance) Singapore campus and also a member of the larger society, I pledge to uphold an academic honor code that supports serving and leading with strong personal integrity. Specifically this includes not cheating or using inappropriate or dishonest means in the completion of academic requirements. This also includes not giving unauthorized assistance to others. I understand that it is my responsibility to comply with this honor system.

I verify that the information provided on this application is true and correct. I understand that the falsification or withholding of any information in regard to this application may result in a loss of credit and dismissal from the institution.

Declaration by Applicant:

I hereby agree that IPMS may disclose my personal data to academic and administration staff and where necessary to external institutions or partners for administration of applications and for any purpose within the legitimate interest of IPMS relating to the administration or conduct of the programme (including processing, compilation of statistics and assessment of applications)

I hereby consent to allow IPMS and its representatives to contact me for providing marketing and promotional information relating to programmes offered by IPMS which IPMS believes may be of interest or benefit to me whether such programme and / or services exist now or are created in future via

- SMS / MMS / Text
- Phone call
- Email

Date:.....

Students Signature



FOR OFFICIAL USE ONLY

Application Received by:

Date

**Admission Officer (Documents
in Order):**

Date

**Offer Letter Issued (Conditional
/ Unconditional)**

Date

**Application forwarded to Admission
Department:**

Date

**Rejected / Approved by HEAD OF
DEPARTMENT**

Date

**Application submitted for Student
visa**

Date

Institute of Professional Management Studies (IPMS) is the registered training institute under Ministry of Labour and Human Resource, Kingdom of Bhutan.

All information contained in this course application is accurate at time of print, Institute of Professional Management Studies reserves the right to vary this information should the circumstances so require.