

Application Form

DOCUMENTS TO BE SUBMITTED

- Certified copies of official academic transcripts and certificates
- Transcripts must show results of all courses and proof that the programme requirements have been completed
- A photocopy of the personal details page of your national identity card or passport
- One passport-size photograph. Please attach a photo as a separate attachment when you submit the form
- If you have any questions regarding this application form, please email admission@springboard-u.com
- Please note that all certified documents submitted will not be returned except original documents.

1. PERSONAL DETAILS

Title:	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	<input type="checkbox"/> Other
Given Name		Family Name			
Date of Birth		Gender			
ID / Passport Number					
Country of Birth		Nationality			
Home Address					
Mailing Address					
Home Telephone		Mobile Phone			
Email Address					

2. EMERGENCY CONTACT DETAILS

Person to Contact		Relationship	
Contact Number		E-mail Address	
Mailing Address			

3. PROGRAMME APPLICATION (PLEASE TICK YOUR PREFERENCES)

Undergraduate Programme

Intake Date:

- ☐ 3 January 2023
- ☐ 1 March 2023
- ☐ 2 May 2023
- ☐ 3 July 2023
- ☐ 1 September 2023
- ☐ 1 November 2023

Postgraduate Programme

Intake Date:

- ☐ 6 January 2023
- ☐ 24 February 2023
- ☐ 07 April 2023
- ☐ 10 June 2023
- ☐ 21 July 2023

Bachelor Degree Programme in Business

- ☐ Finance Management
- ☐ Management
- ☐ Entrepreneurship
- ☐ Marketing
- ☐ Procurement and Supply Management
- ☐ Human Resource Management

Master Degree Programme in Business

- ☐ Accounting and Finance
- ☐ Management
- ☐ Entrepreneurship
- ☐ Marketing
- ☐ Procurement and Supply Management
- ☐ Human Resource Management

4. QUALIFICATIONS

List the names of completed and pending secondary and/or tertiary qualifications.

Qualification(s)	Name of College/ University	Date Complete / Date of Result	Country	Duration	Complete (Y/N)

5. WORK HISTORY

Give details of your work experience, training and employment.

Name of Company	Nature of Business	Position	From (Month/ Year)	To (Month/Year)

6. ENGLISH LANGUAGE PROFICIENCY

This is a compulsory requirement for applicants whose 1st language in school is not in English

- Applicants should either possess a diploma from a recognised institution where English is the sole medium of instruction; or
- IELTS of 5.0 in overall or Cambridge Assessment English Qualification B2 (Grade C and above) for entry to International Foundation Year
- IELTS of 5.5 in overall or Cambridge Assessment English Qualification B2 (Grade B and above) for entry to Bachelor of Science in Business

IELTS	Year _____	Overall Score _____	Reading _____	Writing _____	Listening _____	Speaking _____
Cambridge English	Year _____	Overall Score _____	Reading _____	Writing _____	Listening _____	Speaking _____
Other (_____)	Year _____	Overall Score _____	Reading _____	Writing _____	Listening _____	Speaking _____

7. HOW DID YOU LEARN ABOUT SPRINGBOARD INTERNATIONAL INSTITUTE?

- ☐ Advertisements on social media ☐ Website ☐ Friends/Relatives
- ☐ Others (Please specify): _____

8. OTHER INFORMATION

Do you have a disability or any long term medical condition which may affect your studies?

- ☐ Yes ☐ No

If yes please indicate the area of impairment to enable the University to provide assistance:

- ☐ Hearing ☐ Learning ☐ Mobility ☐ Vision ☐ Medical
- ☐ Other: please indicate _____

9. DECLARATION

☐ By providing the information in this form, I have given consent that the information be used for the processing and evaluation of my application by SpringBoard International Institute and/or University Partners. For confirmed students, the information provided here will be used for the provision of student support and administrative services to you. In addition, this information will be stored by us and used for the dissemination of information including services, events and products offered by SpringBoard International Institute that may be of interest to you. For more information on our data protection policy, please refer to **admission@springboard-u.com**

☐ I declare that the information on this form is correct. I understand that any offer of a place is subject to my acceptance of the institute's term and conditions. I accept that if I do not fully comply with these requirements, SpringBoard International Institute reserves the right to cancel my application. I agree that SpringBoard International Institute may record and process the information contained in this form for statistical and administrative reasons.

If you have concerns about any of the above items please contact SpringBoard International Institute via email at admission@springboard-u.com

Signature of Applicant

Date