



Skills Development Program

CAMBRIDGE ENGLISH Certificate in EMI Skills

Please note:

- **This application is composed of two parts.** The application will be reviewed once it is fully completed.
- **Part 1** is to be completed by a sponsoring official and **Part 2** by the applicant(s).
- Copy **Part 2** (Page 2&3) for more applicants.

Date of the Program:	
Number of Participants Nominated:	

PART 1-To be completed by Sponsoring Officer (E.g. Dean, Registrar, Director, HR Head, etc.)

Sponsoring Officer Details	
Name of sponsoring person	
Designation	
Department	
Organization	
Business Address	
Telephone	
Fax	
Mobile	
E-mail	

Signature & Stamp of Sponsoring Official: _____ **Date:** _____



Center for Executive Education
Institute of Business Administration

Please Attach
Two Recent
(1x1)
Photographs

PART 2- Personal Application Form

Please fill all sections. Make sure correct name spellings for certificates.

Participant Details								
Title: (Mr., Ms., Dr., etc.)								
First Name (BLOCK CAPITAL)								
Last Name (BLOCK CAPITAL)								
CNIC #								
Date of Birth (DD/MM/YEAR)								
Last Degree/Qualification								
Present Designation								
Present Department								
Present Organization								
Preferred Email								
Mobile Number								
Postal Address								
Vehicle #								
IBA Alumni	No		Yes		If Yes, Batch		Program	

How did you hear about the program?

<input type="checkbox"/>	Senior Official
<input type="checkbox"/>	Colleague
<input type="checkbox"/>	Human Resources Department
<input type="checkbox"/>	Through Email
<input type="checkbox"/>	Word of mouth
<input type="checkbox"/>	Social Networks
<input type="checkbox"/>	IBA's website
<input type="checkbox"/>	Advertisement (Please specify the publication)

Other (Please specify) _____

Fee Details:

Fee per person (PKR)	
Number of Participants	
Total Fee (PKR)	

Payment Method (Tick the relevant option & provide details):

<u>√</u>	<u>Payment Options</u>	<u>Voucher #/PO#/Chq#</u>	<u>Stamp Date</u>
	Invoice		
	Pay Order		
	Fee Voucher*		

*"How to fill fee voucher" on page 4

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://iba.edu.pk/finance.php>

Cancellation Policy:

Cancellation charges are as follows

5 days before start of workshop	No Cancellation Charges
Within 4 days prior to workshop	50% of the program charges
1 day prior to workshop	100% of the program charges
During the workshop	No refund

Checklist for Documents:

- ☐ Two copies of CNIC
- ☐ Four 1 X 1 colored photographs for registration form & vehicle entry
- ☐ Copy of the last degree/transcript for all other courses
- ☐ Vehicle Entry Form (Page 5)
- ☐ Copy of vehicle registration paper (1st three pages)
- ☐ Copy of driver's license

Note:

It is compulsory to attend all face-to-face elements sessions in order to avail certificate.

Applicant's Signature: _____ **Date:** _____

The completed Application Form can be either attached to an email and sent to emicambridge@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**

For more information, please visit our website: <http://sdp.iba.edu.pk> or contact us

Contact: SKILLS DEVELOPMENT PROGRAM

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

Email: emicambridge@iba.edu.pk; besdp@iba.edu.pk

Website: http://sdp.iba.edu.pk/cambridge_english_certificate.php

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

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

How to fill fee voucher:

Step 1: Click on the link (or copy the link in your browser)

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	Spring 2017
FEE Type	Skill Development Program Fee
DATE	
Branch Name	
Cheque/PO #	

Insert "123" as default ERP ID

Specify "Cambridge English EMI"

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

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

Serial No:

(To be filled by Security Office)

Temporary Entry Pass Requisition Form
(Recommender copy to be retained by Security Office)

PHOTO

Mr / Ms: _____ CNIC No: _____ Temporarily Engaged / Working in

IBA Karachi Main / City Campus As: _____ Department: _____

He / She is authorized to enter in IBA Karachi Main / City Campus From: _____ To: _____

He / She is maintaining Vehicle Reg No: _____ Make: _____ Model: _____ Color: _____

Recommended by:

Signature: _____

Name & Stamp: _____

Designation: _____

Department: _____

Date: _____

Instructions:

- Temporary Entry Pass Requisition Form needs to be recommended by respective Departmental Head.
- Attach 01 attested photocopy of CNIC & 02 – photograph (3x3 cm size).
- Attach 01 set of photocopy of first 03 pages of vehicle Registration book & valid Driving License.
- Duration of Temporary Entry pass shall not extend more than three (03) months.

Serial No:

TEMPORARY ENTRY PASS

PHOTO

Mr / Ms: _____ CNIC No: _____ Temporarily Engaged / Working in

IBA Karachi Main / City Campus As: _____ Department: _____

He / She is authorized to enter in IBA Karachi Main / City Campus From: _____ To: _____

Veh Reg No: _____ Make: _____ Model: _____ Color: _____

YOU ARE REQUESTED TO COOPERATE WITH SECURITY STAFF ON DUTY AVOID ANY CONFRONTATION & DISCUSSION WITH THEM INCASE OF COMPLAIN INFORM SECURITY OFFICE IMMEDIATELY. ON THE RECEIPT OF ANY COMPLAIN BY IBA / KARACHI UNIVERSITY SECURITY OR LAW ENFORCEMENT AGENCY ABOUT MISUSE OF ENTRY PASS IT WOULD BE CANCELLED WITH ASSIGNING ANY REASON OR NOTICE.

Issuing Authority: Sign, Name & Stamp.
Issued by Security Office,
IBA Main / City Campus Karachi.

Date: _____