



## **Skills Development Program**

# CAMBRIDGE ENGLISH Certificate in EMI Skills

#### Please note:

Date of the Program:

- 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.

Number of Participants Nomin	
PART 1-To be completed by S	ponsoring Officer (E.g. Dean, Registrar, Director, HR Head, etc.)
	Sponsoring Officer Details
Name of sponsoring person	
Designation	
Department	
Organization	
Business Address	
Dusiness Address	
Telephone	
Fax	
Mobile	
E-mail	

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.

#### **Fee Details:**

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

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

_√	Payment Options	Voucher #/PO#/Chq#	Stamp Date
	Invoice		
	Pay Order		
	Fee Voucher*		

<sup>\*&</sup>quot;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

Chec	kliet	for	Documents:	
CHEC	KIISL	101	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 (1 <sup>st</sup> three pages)
Copy of driver's license

#### Note:

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

A -		Data
Αľ	plicant's Signature:	Date:
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The completed Application Form can be either attached to an email and sent to <a href="mailto:emicambridge@iba.edu.pk">emicambridge@iba.edu.pk</a> 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

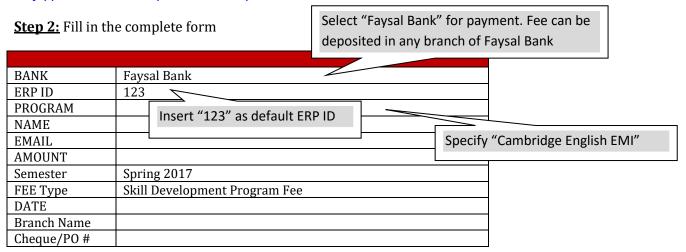
Website: <a href="http://sdp.iba.edu.pk/cambridge\_english\_certificate.php">http://sdp.iba.edu.pk/cambridge\_english\_certificate.php</a>

**Facebook:** <a href="https://www.facebook.com/IbaBusinessenglish">https://www.facebook.com/IbaBusinessenglish</a> <a href="http://www.linkedin.com/pub/besdp-iba/77/704/259">http://www.linkedin.com/pub/besdp-iba/77/704/259</a>

#### 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 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



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To be filled by Scourny Critici

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

PHOTO

Mr / Ms:	CNIC	C No:				_Temporari	ly Engaged	/ Working in
IBA Karachi Main	/ City Campus	As:	1.			Departmen	t:	
		-						
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He/ She is maintai	ning Vehicle Re	g No:	4	_ Make	1	Model _	C	olor
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Department:								
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