



Name

Date

FOR COLLEGE USE ONLY

Student Application Number

Decision Interview Reject

Offer Conditions of offer

Signed: Head of Admissions/Director

Please Attach Recent
Passport Size Photograph

INSTRUCTIONS FOR APPLICANT

Thank you for your interest in University Foundation College and we look forward to welcoming you onto our programmes. Please ensure you read through the following information carefully. It contains a step-by-step guide in completing the application form and will help make the process as straightforward as possible. Please contact us if you have any further queries regarding the application process.

STEP 1

Complete the application form

You will need to include the following in your application:

- Copies of your qualifications, certificates and transcripts
- Copy of Passport and Residency Permit
- Proof of English proficiency if required: IELTS or TOEFL
- Two passport size photos

STEP 2

Once you have completed the form, please send it to the following email: admissions@universityfoundationcollege.com

Phone: +974 4444 1291/ 4444 1292 Mobile: +974 5049 6882

PROPOSED COURSE (Please tick which course you are interested to do)

PRE FOUNDATION (6 months)

Sep 2018 - Apr 2019

NCUK INTERNATIONAL FOUNDATION YEAR (9 months) Business Humanities Engineering Science

Sep 2018 - June 2019

EVENING NCUK INTERNATIONAL FOUNDATION YEAR (18 months) Business Humanities Engineering Science

Feb 2018 - Dec 2019 Sep 2018 - June 2020

GENERAL ENGLISH FOR BEGINNERS

Feb 2018 - May 2018 Sep 2018 - Dec 2018

EVENING GENERAL ENGLISH FOR BEGINNERS

Feb 2018 - May 2018 Sep 2018 - Dec 2018

IELTS PREPARATION 2 days 1 week 2 weeks 4 weeks 6 weeks 8 weeks 12 weeks

1. PERSONAL DETAILS

TITLE Mr. Mrs. Miss. Dr. Other GENDER Male Female

FAMILY NAME (Surname) FIRST OR GIVEN NAME

MIDDLE OR OTHER NAMES DATE OF BIRTH (dd/mm/yyyy)

COUNTRY OF BIRTH NATIONALITY

PASSPORT NUMBER QID NUMBER

COUNTRY OF PERMANENT RESIDENCE

HOME ADDRESS

CORRESPONDENCE ADDRESS

TELEPHONE NUMBER MOBILE NUMBER

EMAIL ID

2. QUALIFICATIONS

HIGH SCHOOL OR COLLEGE / UNIVERSITY ATTENDED

DATE STARTED DATE COMPLETED OR EXPECTED TO BE COMPLETED

SUBJECT	GRADE	SUBJECT	GRADE
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

QUALIFICATION OBTAINED (In case of degree or diploma give class/grade)

3. ENGLISH LANGUAGE QUALIFICATIONS

If your first language is not English provide details of your proficiency in English (Please add any qualifications of English) (IELTS, TOEFL ETC)

EXAM TITLE EXAMINING BODY

RESULT DATE OF EXAM TAKEN AND WHERE

4. FUNDING

How will your studies and maintenance be financed?

PERSONAL/FAMILY RESOURCES SCHOLARSHIP COMPANY SPONSORSHIP OTHERS

5. EMPLOYMENT

Please state your current and past employers

DATE FROM DATE TO EMPLOYER NAME

DESCRIPTION OF YOUR DUTIES

6. VISA/ACCOMMODATION

Complete this section only if you are required to obtain a visa to study in Qatar or require accommodation.

VISA YES NO ACCOMMODATION YES NO

7. FURTHER INFORMATION

Applicants are invited to provide further information for which no provision is made elsewhere on this form

8. STATEMENT OF PURPOSE

Please give any brief information relating to your chosen course (s) which you believe will support your application. For example, why you are applying for your chosen course, what are your career aspirations and why you feel you are best suited to your chosen course.

9. PARENT CONTACT DETAILS

PARENT NAME RELATION
ADDRESS
TELEPHONE NUMBER EMAIL

10. HOW DID YOU HEAR ABOUT UNIVERSITY FOUNDATION COLLEGE?

MINISTRY OF EDUCATION BRITISH COUNCIL TWITTER
 YOUR SCHOOL/COLLEGE FAMILY/FRIEND INSTAGAM
 NCUK WEBSITE INTERNET FACEBOOK
 POSTER NEWSPAPER ADVERT BLOG
 UFC WEBSITE OTHER (Please state)

11. DISCLAIMER

I declare that the statements made by me are correct to the best of my knowledge and belief and I agree to be bound by the terms and conditions stated, which I have read.

I confirm that I have completed all the necessary sections of this form

SIGNATURE

DATE

APPLICATION CHECKLIST

Before you submit your application form, please make sure you have attached all the necessary information. Note that applications cannot be processed without the specified documents.

Application checklist – have you included the following?

- Completed application form
- Copies of your qualifications, certificates and transcripts
- Copy of Passport and Residency Permit
- Proof of English proficiency if required: IELTS or TOEFL
- Two passport size photos
- Valid email address

TERMS AND CONDITIONS

- Enrolling for a course at University Foundation College constitutes a binding agreement on the student to follow the course schedule and to pay the full fee.
- Student unable to join their course by the scheduled date must inform the college in writing at least 30 days prior to the commencement date of their course. Any applications for deferment of the commencement date, which are not received within the specified time, will only be accepted at the colleges' discretion.
- Unless otherwise stated, fees for the course(s) as quoted are for tuition only.
- The tuition fees are payable in full for each semester before students start their studies (request more information from student services)
- If you withdraw within four week of the course's advertised enrolment date, you will not be liable to payable any fees. If you decide to withdraw within two to four weeks, you will be liable for 50% of the total tuition fees for the academic course. Any fees paid in excess of this amount will be refunded. Once you have completed semester one of the course no refund will be made.
- Tuition fees or deposit paid are only refundable 30 days before start of the course (please ask for more information)
- All details in the prospectus and accompanying documents are correct at the time of printing. University Foundation College reserves the right to make changes to the structure and content of course/s, including cancellation if deemed necessary.
- If these application forms are signed on behalf of the student by his/her guardian, sponsor or representative, these conditions still apply.
- The Principal reserve the right to require a student to leave the college at any stage if a student does not fulfil the above requirements, If a student's continual presence would, in the opinion of the Principal, be detrimental to the well-being of college staff, other students generally or if a student does not meet his/her financial obligations.