



(Please complete in BLOCK CAPITAL)

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
- One passport size photo
- Reference letter from Head of School / Employer

### STEP 2

Once you have completed the form, please send it to the following email: [enquiries@universityfoundationcollege.com](mailto:enquiries@universityfoundationcollege.com)

Phone: +974 4429 4903 / 4429 4904 Mobile: +974 5076 0041

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

### PRE FOUNDATION (24 weeks)

01 Oct 2017 - 29 Mar 2018  12 Nov 2017 - 19 Jun 2018  07 Jan 2018 - 19 Jul 2018  01 Oct 2018 - 30 Mar 2019

### NCUK INTERNATIONAL FOUNDATION (36 weeks)

Business  Humanities  Engineering  Science

10 Sep 2017 - 31 May 2018  09 Sep 2018 - 02 Jun 2019

### GENERAL ENGLISH (12 weeks) Level 1 Level 2 Level 3

24 Sept 2017 - 21 Dec 2018  05 Nov 2017 - 01 Mar 2018  28 Jan 2018 - 03 May 2018  23 Sep 2018 - 03 May 2018

### ENGLISH FOR ACADEMIC PURPOSES (EAP) (12 weeks) Level 1 Level 2

24 Sept 2017 - 21 Dec 2018  05 Nov 2017 - 01 Mar 2018  28 Jan 2018 - 03 May 2018  23 Sep 2018 - 03 May 2018

### BUSINESS ENGLISH (12 weeks) Level 1 Level 2

24 Sept 2017 - 21 Dec 2018  05 Nov 2017 - 01 Mar 2018  28 Jan 2018 - 03 May 2018  23 Sep 2018 - 03 May 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. REFERENCE (Your School/University/Employer)

REFEREE NAME  DESIGNATION   
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
- One passport size photo
- Reference letter from Head of School / Employer
- 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)
- 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.