

An ISO 9001:2015 Certified College



Photo

— a CGIHOLDINGS initiative —  
(Affiliated to Pokhara University)

Lakhechaur Marg, New Baneshwor, Kathmandu, Nepal | Tel: 4485109, 4462170  
Email: info@excelcollege.edu.np | Website: www.excelcollege.edu.np

## MBA APPLICATION FORM

PLEASE COMPLETE THIS FORM USING BLOCK LETTERS ONLY.

### PERSONAL INFORMATION

Full Name	In English [in BLOCK Letters]		
	In Nepali		
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Nationality:	
Date of Birth	In BS <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	In AD <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Address	Temporary:		
	Permanent:		
Contact	Telephone:	Mobile:	
Email			
Local Address			

### FAMILY INFORMATION

Father's Name		Contact	
Profession		Organization	
Designation		Email	
Mother's Name		Contact	
Profession		Organization	
Designation		Email	
Guardian's Name		Relation	
Phone No		Mobile No	
Current Address		Permanent Address	
Emergency Contact Name		Mobile No.	
		Telephone No.	

## ACADEMIC BACKGROUND

List all Schools, Colleges or Universities attended. Certified Copies of official mark sheets or transcripts of each level of examination are to be submitted.

Certificate/ Degree	School/College/ Institute	Registration No.	Board/ University	Passed Year	Grade/ GPA/ Division	Marks	
						Obtained	%
SEE or Equivalent							
10+2 / PCL							
Bachelor							

Note: 45% or 2.0 GPA out of 4 is minimum requirement for MBA. Any student not meeting the criteria should not apply.

## PROFESSIONAL EXPERIENCE

Starting from your present or most recent job, please list all full – time positions held by you. Use additional sheet if required.

Name of Organization	Employment Period		Job Title	Major Responsibilities
	From	To		

## EXTRA-CURRICULAR ACTIVITIES

Social, professional, and extracurricular activities involved in school, high school and bachelors' level.

<p>.....</p> <p>.....</p> <p>.....</p>
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## REFERENCES

Applicants are required to get two letters of reference, the forms for which are provided along with the application form, preferably one from an academician and the other from a previous employer. If you have not been previously employed, two letters from your teachers/professors will be accepted.

S.N.	Name	Institution	Position Held	Telephone Number

I hereby certify that the information provided in this application form is true and correct to the best of my knowledge. I accept that any wrong representation of information will automatically result in disqualification and cancellation of my admission into the program.

Date: .....

.....  
Signature of Applicant

## DECLARATION

I, hereby, certify that the information provided by me in this application is correct and true. I take full responsibility if there is any misstatement and incorrect information over me. I clearly understand that accepting my application, appearance in admission test and selection interview do not mean approval of my admission.

I, hereby, declare to forgo the right of reclaiming all forms of payment including the caution money in the case of leaving the college before completing the degree of which I have sought admission.

I, hereby, agree to abide by all the rules and regulations of the Excel Business College, Pokhara University and Government of Nepal as applicable currently and revised, updated or enforced in the Future.

Date:.....

Applicant's Signature.....

I wish my son/daughter/relative to be educated in accordance with ideals and aims of Excel Business College. I understand and agree that she/he is liable to immediate dismissal for inadequacy in his/her studies for misconduct of behavior, non-payment of fees when due or any other reason which the college administration considers his/her continuation in the college undesirable.

Name of Guardian/Parents: Mr./Ms. .... Relation: .....

Date:.....

Signature of Guardian/Parent: .....

## DOCUMENTS ATTACHED (PLEASE TICK)

- Attested Copies of all Academic Transcript (SEE/SLC onward)
- Attested Copies of all Character Certificate (SEE/SLC onward)
- Original Migration Certificate of Last Degree
- The Copy of Equivalent Certificate (If any academic degree from a Foreign University)
- Attested Copy of Citizenship
- Two Copies of Recent Passport Size Photographs
- Letter of Reference from Two Referees

### NOTE:

- Application processing fee of Rs. 500.
- Application and tuition fee paid will not be refunded under any circumstances.
- The Enrollment team reserves right to cancel the admissions of candidate if the information furnished is not satisfactory, authentic and accurate.

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## MBA PROGRAM ADMIT CARD

Full Name	
Phone No.	
Address	

.....  
Signature of Applicant

.....  
Authorized Signature