

Application No:.....

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Please tick if you are  
applying on a provisional basis

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*SAIM College*

*(Affiliated to Pokhara University)*

MASTER OF BUSINESS ADMINISTRATION (GLOBAL BUSINESS)

MBA (GLOBAL BUSINESS)

**APPLICATION FOR ADMISSION**

**SPRING 2019**



## SAIM College

Old Baneshore, Kathmandu  
Post Box No: 23955, Kathmandu, NEPAL.  
Phone.No: 4474747, 4484832

url: <http://www.saim.edu.np>

email:-info@saim.edu.np

Your recent  
passport  
size photo

### APPLICATION FORM FOR ADMISSION

I hereby apply for admission to the MBA (Global Business). IF ADMITTED, I AGREE TO ABIDE BY THE RULES AND REGULATIONS OF THE INSTITUTE.

#### I. PERSONAL DETAILS

1. Name: \_\_\_\_\_  
*First* *Middle* *Family*

2. Date of Birth: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

3. Gender: Male \_\_\_\_\_ Female \_\_\_\_\_

4. Nationality \_\_\_\_\_

5. Marital Status: Single \_\_\_\_\_ Married \_\_\_\_\_ Separated \_\_\_\_\_ Widowed \_\_\_\_\_

6. Father's Name \_\_\_\_\_ Occupation \_\_\_\_\_

7. Mother's Name \_\_\_\_\_ Occupation \_\_\_\_\_

8. Mailing Address

\_\_\_\_\_  
\_\_\_\_\_

9. Permanent Address (if different from mailing address):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Phone: Home: \_\_\_\_\_ Office: \_\_\_\_\_ Mobile: \_\_\_\_\_

12. E-mail: \_\_\_\_\_

**II. EDUCATION**

Please list from SLC onwards, by placing the most recent ones on top. Please enclose transcripts (attested copies) of all academic programs that you have completed.

Name of Institution	Location (City/Country)	Degree Awarded	Year Completed	Aggregate Percentage / Grades Obtained	Division

**III. PROFESSIONAL EXPERIENCE: (If any)**

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		

**IV. AWARDS AND RECOGNITIONS:**

Significant awards and academic prizes won:

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V. ABOUT THE APPLICANT:

- a. Please describe yourself by listing your interests and hobbies, your strengths and weaknesses and your goals in life.  
(Please, attach separate sheet if necessary)

- b. Please describe briefly your motivation for applying to the Master of Business Administration (Global Business) program and also state your career goal. Please describe how your participation in the MBA (Global Business) program will assist you in achieving your stated career goal.  
(Please attach separate sheet if necessary)

## VI. LETTER OF RECOMMENDATION

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

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 the Applicant)

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*Note: Applicants are required to fill and submit the following documents while applying for admissions.*

- Two Recommendation Letters
- Attested copies of all academic transcripts (SLC onwards).
- Attested copies of all character certificates (SLC onwards).
- Attested copy of citizenship
- Three copies of passport size photos.
- Application Fees Nrs.1000

### Admission Enquiries:

The Admission Office  
SAIM College  
Devkota Sadak, Old Baneshore,  
Post Box No. 23955, Kathmandu; Nepal.  
Ph: 4 474747, 4 484832  
Email: info@saim.edu.np



# *SAIM College*

MBA (GLOBAL BUSINESS)

ADMISSION TEST – SPRING 2019 BATCH

## Admit Card

Symbol No.: .....

Name: .....

Address: .....

.....

Your recent  
passport size  
photo

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Authorized Signature (SAIM)



# *SAIM College*

MBA (GLOBAL BUSINESS)

ADMISSION TEST – SPRING 2019 BATCH

## Admit Card

Symbol No.: .....

Name: .....

Address: .....

.....

Your recent  
passport size  
photo

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Authorized Signature (SAIM)



# SAIM College

## Letter of Recommendation

*For applicants applying to SAIM College's MBA (Global Business) Program.*

Name of Applicant: \_\_\_\_\_  
  First  Middle  Family

### **Your Assessment of the Applicant**

As an assessment of the applicants to the MBA (Global Business) Program, we would like to ask you to fill out this form. This completed assessment form serves as your recommendation letter for the applicant. The applicant should include your completed assessment form in a sealed envelope with his/her application. Please note that your assessment is an essential component of the application process of the applicant. Lack of referee comments will result in disqualification of the application.

Name of Evaluator: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_ Years \_\_\_\_\_ Months

What is your relationship with the applicant?

- Immediate supervisor at work
- Head of department/division/school
- Teacher
- Research supervisor
- Employer
- Other capacity \_\_\_\_\_ (please specify)

Please evaluate the applicant in terms of the following criteria.

Criteria	Excellent	Very Good	Good	Average	Cannot make a sound judgement
Academic Performance					
Commitment					
Communication Skills					
Maturity					
Intellectual ability					
Self-discipline					
Aptitude for Management Study					



General comment about the applicant: (please highlight the strongest and weakest points of the applicant)

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Do you recommend the applicant for admission to pursue the MBA (Global Business) program?

- Strongly recommend
- Recommend
- Recommend with reservation
- Do not recommend

Evaluator's Signature \_\_\_\_\_

Date \_\_\_\_\_



# SAIM College

## Letter of Recommendation

For applicants applying to SAIM College's MBA (Global Business) Program.

Name of Applicant: \_\_\_\_\_  
First Middle Family

### Your Assessment of the Applicant

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Address: \_\_\_\_\_

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Do you recommend the applicant for admission to pursue the MBA (Global Business) program?

- Strongly recommend
- Recommend
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- Do not recommend

Evaluator's Signature \_\_\_\_\_

Date \_\_\_\_\_



South Asian Institute of Management  
**SAIM COLLEGE**  
Affiliated to Pokhara University  
Established in 2005 A.D.

**Documents Submission -Checklist**

(To be completed by applicant and submitted along -with other documents)  
Spring 2019 Batch

Name of Applicant:.....

Symbol No:.....

Application (Tick the appropriate option):

General

Provisional

SN	Documents	Tick	Remarks
<b>General Documents</b>			
1	Application Form		
2	Passport size photo -5 copies		
3	Attested copy of citizenship -2 copies		
4	Admission form fee(Rs.1000 for MBA)		
<b>SLC or Equivalent Certificate</b>			
5	Attested copy of Mark sheet -2 copies		
6	Attested Copy of Character certificate/Transfer Certificate -2 copies		
7	Attested copies of Character Certificate -2 copies		
<b>(+2) Intermediate Level Certificate</b>			
8	Attested Copy of Transcript/Grade sheet -2 copies		
9	Attested Copy of Character certificate/Transfer Certificate -2 copies		
<b>Bachelors Level Certificate</b>			
10	Attested Copy of Transcript/Grade sheet -2 copies		
12	Attested Copy of Character certificate/Transfer Certificate -2 copies		
13	Attested copy of Grade Sheet /Mark sheet of all Years/Semester (for provisional application)		
14	Original Migration		

\_\_\_\_\_  
Applicant's Signature