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Web: [www.ace.edu.np](http://www.ace.edu.np)

# A-Level

Application Form

## Application Guideline

Please read the following information and instructions carefully before completing the application. Your written application and supporting materials are of primary importance in the selection process. They offer you an opportunity to describe your background, academic ability, accomplishments and plans for the future. We ask that you give as complete a picture of yourself as possible.

Your application is thoroughly evaluated and an admission decision is made only after thoughtful consideration of all the information provided.

## Prerequisites

To be considered for admission into the A Level programme, all prospective candidates must meet the following prerequisites:

- SLC or equivalent in any discipline from a recognized Board/University.
- Ability to speak, read, write and comprehend English fluently.

## Admission Procedure

Prospective participants in our A Level programme are required to appear in a computer based entrance examination and interview. Participants will be offered admission based on the Admissions Committee's assessment of the prospective participant's past academic performance, entrance examination, performance in the interview and ability to contribute to the programme. The entrance examination will consist of computer based English language aptitude test and quantitative aptitude test. The applicants will have to produce original mark-sheets and certificates at the time of admission. Copies of official transfer/character certificates from the school/institute last attended and migration certificate in original need to be submitted at the time of admission.

## Admission Policies

The Admissions Committee will not consider any additional materials or changes once an application has been submitted. The completed application becomes confidential property of Ace Institute of Management and is not returnable. Applicants are responsible for ensuring that all the information and accompanying material provided in connection with their application is authentic and accurate.

Ace Institute of Management may at any time require applicants to provide satisfactory verification of the information and documents submitted as part of their application. If an applicant is unable to do so, the Institute reserves the right to cease consideration of the applications, to withdraw any offer of admission already made and/or to terminate one's status as a student.

The applicant will assume all costs for authenticating and verifying documents and information associated with his/her application.

## Submission Instructions

It is your responsibility to ensure that your application is complete. Incomplete applications will not be evaluated. The Admissions Committee will not consider any additional materials or changes once an application has been submitted. The following application materials must be submitted to Ace in a sealed envelope:

- Duly completed application form together with 2 colour passport-size photographs.
- Certified copies of all relevant academic qualifications and transcripts/marks sheets of the final examination of class eight, nine and ten.
- Application processing fee of NRs. 500/-

Your application materials should be addressed to:

**The A Level Admissions Committee**  
**Ace Institute of Management**  
**GPO Box 10001, Sinamangal,**  
**Kathmandu, Nepal**  
**Tel: 977 1 4110795, 4110743**  
**Fax: 977 1 4110702**  
**Email: [ace@ace.edu.np](mailto:ace@ace.edu.np)**  
**Web: [www.ace.edu.np](http://www.ace.edu.np)**

# A level Application Form

Registration No

(To be filled by college)

Passport  
size  
photo

## Part A

(To be filled by the student)

### Personal Information

Full name

Sex      Male       Female

Date of birth    Year       Month      Day      Age (Years)

Place of birth \_\_\_\_\_

Nationality \_\_\_\_\_

## Elective of choice (please tick one from each group)

Group 1 - Accounting/Psychology

Group 2 - Mathematics/Sociology

## Contact Information

Telephone (land line)

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Mobile

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Email

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Permanent Address

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Mailing Address

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## Family Information

Father's Name \_\_\_\_\_

Occupation/Title \_\_\_\_\_

Organisation \_\_\_\_\_

Nationality \_\_\_\_\_

Telephone Off. \_\_\_\_\_ Res. \_\_\_\_\_

Mobile \_\_\_\_\_

email \_\_\_\_\_

Mother's Name \_\_\_\_\_

Occupation/Title \_\_\_\_\_

Organisation \_\_\_\_\_

Nationality \_\_\_\_\_

Telephone Off. \_\_\_\_\_ Res. \_\_\_\_\_

Mobile \_\_\_\_\_

email \_\_\_\_\_

## Local Guardian

Local Guardian's Name \_\_\_\_\_

Occupation/Title \_\_\_\_\_

Organisation \_\_\_\_\_

Nationality \_\_\_\_\_

Telephone Off. \_\_\_\_\_ Res. \_\_\_\_\_

Mobile \_\_\_\_\_

email \_\_\_\_\_

If a sibling is an Ace student, please provide the following information:

Name \_\_\_\_\_

Program \_\_\_\_\_

Year \_\_\_\_\_

Name \_\_\_\_\_

Program \_\_\_\_\_

Year \_\_\_\_\_

List the name of school/college from which you appeared for your final examination of class VIII, IX and X.

| Education  | Name of Institution | Year  | % Marks |
|------------|---------------------|-------|---------|
| Class X    | _____               | _____ | _____   |
| Class IX   | _____               | _____ | _____   |
| Class VIII | _____               | _____ | _____   |
| Other      | _____               | _____ | _____   |

Have you ever been suspended, expelled, or placed on probation at any school for academic or disciplinary reasons?

Yes

No (If yes, please explain the circumstances. Use the space provided below or a separate sheet of paper if necessary.)

## **Extracurricular Activities**

Activities you were involved in or leadership positions you held

## **Awards and Recognition**

Awards or recognition you earned in the last couple of years at school

**Please write a paragraph on why you wish to pursue A Level (use an extra sheet if necessary)**

I certify that the information presented in my application is accurate, complete and honestly presented and has been written by me. I understand and agree that any inaccurate information, misleading information or omission will be cause for revoking any offer of admission, or for discipline, dismissal or revocal of degree if discovered at a later date. The Admissions Committee may verify any and all parts of my application materials.

Applicant's signature

Date

## Part B

(To be filled by parent)

Please use a separate sheet of paper if necessary.

1. Why did you choose the A Level programme for your son/daughter? Please give reasons.

2. What are your key expectations from the programme?

3. How do you see your role in achieving the expectations from the programme?

4. In your view, what are the responsibilities of the school in the overall development of the student?

5. We consider that communication between parents and the school is highly important. In your opinion,
- a. In what kind of matters would you like the school to communicate with you?

- b. What should be the frequency of such communication?

Name \_\_\_\_\_

Relationship with the student \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_