INTERNATIONAL BUSINESS SCHOOL OF FINANCE (IBSF)

ACADEMIC PROGRAMME APPLICATION FORM

Instructions: Complete all relevant fields and forward the application to admissions@international-bsf.org . If a section does not apply to your programme or circumstances, write "N/A". Attach certified supporting documents where required. Please write clearly in BLOCK CAPITALS.

1. APPLICATION AND PROGRAMME DETAILS

Qualification level (select one)	☐ Certificate ☐ Diploma ☐ Undergraduate ☐ Postgraduate
Programme / qualification title	
Specialisation / major / concentration (if applicable)	
Study mode	☐ Full-time ☐ Part-time ☐ Online ☐ Blended ☐ Other: _____
Preferred IBSF recognised centre	☐ Nairobi, Kenya ☐ Kuala Lumpur, Malaysia ☐ Johannesburg, South Africa ☐ Juba, South Sudan ☐ USA ☐ Other: _____
Intake / commencement date	_____ Academic year: _____
Application type	☐ New admission ☐ Transfer ☐ Credit / advanced standing ☐ Re-admission
How did you learn about IBSF?	☐ Website ☐ Referral ☐ Social media ☐ Employer ☐ Agent ☐ Other: _____

2. APPLICANT'S PERSONAL INFORMATION

Surname / family name	
First / given name(s)	
Other names / former name(s)	
Date of birth (DD/MM/YYYY)	Gender (optional):
Nationality / citizenship	Country of birth:
National ID / passport number	Expiry date:
Preferred title (optional)	☐ Mr ☐ Ms ☐ Mrs ☐ Dr ☐ Other: _____
Residential address	
City / town	Country:
Postal / ZIP code	Mobile / WhatsApp:
Email address	
Emergency contact — full name / relationship	
Emergency contact — phone / email	

3. ACADEMIC BACKGROUND AND QUALIFICATIONS

Highest qualification completed	
Institution / school attended	
Country	Year completed:
Award / certificate / examination	
Grade / classification / GPA / results	
Other qualifications (list most recent first)	Institution, qualification, year and result: _____ _____ _____
English language proficiency (if applicable)	Test / qualification: Score / grade: Date taken: _____

4. EMPLOYMENT AND PROFESSIONAL EXPERIENCE (IF APPLICABLE)

Current employer / organisation	
Current position / job title	
Country / location	Years of experience:
Previous employment / relevant experience	Employer, position and dates: _____ _____
Professional registration / membership (if applicable)	Professional body: _____ Membership no.: _____

5. PROGRAMME-SPECIFIC INFORMATION

Purpose of application / statement of motivation	Why have you chosen this programme and IBSF? What are your academic or career goals? _____ _____ _____
Research / thesis experience (postgraduate, if applicable)	Title / topic, institution, supervisor and year:
Proposed research topic (research programmes, if applicable)	_____ _____
Research proposal summary (if required)	Problem / rationale, objectives and proposed methodology: _____ _____
Learning support / accessibility requirements (optional)	☐ None ☐ Yes (please contact me confidentially): _____

6. REFEREES (WHERE REQUIRED BY THE PROGRAMME)

Referee 1 — name / title	
Institution / organisation / relationship to applicant	
Email / telephone	
Referee 2 — name / title (if required)	
Institution / organisation / relationship to applicant	
Email / telephone	

7. PARENT / GUARDIAN DETAILS AND CONSENT (ONLY WHERE APPLICABLE)

Parent / guardian full name	
Relationship to applicant	_____ Phone: _____
Email / address	
Consent (if applicant is under 18 or required)	I consent to this application and, where applicable, enrolment. Signature: _____ Date: _____

8. SUPPORTING DOCUMENTS CHECKLIST

☐ Completed and signed application form	☐ Certified national ID / passport copy
☐ Recent passport-size photograph (if required)	☐ Academic certificates and transcripts
☐ Secondary school results (where applicable)	☐ CV / résumé (where required)
☐ Proof of English proficiency (if applicable)	☐ Research proposal (where required)
☐ Professional certificates / registration (if applicable)	☐ Referee reports / recommendation letters (if required)
☐ Application fee payment evidence (if applicable)	☐ Other programme-specific document(s): _____

9. APPLICANT'S DECLARATION AND CONSENT

I certify that the information provided in this application and in all supporting documents is true, complete and accurate. I understand that omission, falsification or misrepresentation may result in refusal of admission, withdrawal of an offer, cancellation of registration or other action in accordance with IBSF policies. I agree to abide by the academic regulations, student policies, code of conduct, fee terms and other applicable requirements of IBSF. I consent to IBSF collecting and processing my personal information for admissions, registration, academic administration, student support, communication and other lawful institutional purposes.

Applicant's full name	
Applicant's signature	Date:

10. ADMISSIONS OFFICE USE ONLY

Date received	Application / reference no.:
Application fee status (if applicable)	☐ Paid ☐ Pending ☐ Waived Receipt / reference: _____
Documents verified by	Date:
Entry requirements assessment	☐ Met ☐ Pending ☐ Further information required
Admission decision	☐ Offer ☐ Conditional offer ☐ Waitlisted ☐ Declined
Approved programme / level / intake	
Conditions / comments	
Admissions officer name / signature	Date:
Authorised approver / signature (if required)	Date: