



Institute for Security and Law Enforcement Studies,
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Course Application Form

SECTION 01: PERSONAL INFORMATION

Applicant's Full Name <small>(in BLOCK CAPITAL letters)</small>			Please affix 01 passport size recent photo here
Surname/Family name <small>(in BLOCK CAPITAL letters)</small>			
Date of birth <small>(dd/mm/yyyy)</small>	Place of Birth	Nationality	Gender <small>(tick where appropriate)</small>	
.....	<input type="checkbox"/> M	<input type="checkbox"/> F
Identity Document <small>(tick where appropriate)</small>				
National Identity Card Number:		Passport Number:		
Permanent Address			Correspondence Address <small>(if different from Permanent Address)</small>	
House/apartment:			House/apartment:	
Ward/district:			Ward/district:	
Street:			Street:	
Post code:			Post code:	
City/Island:			City/Island:	
Country:			Country:	
<input type="checkbox"/> Contact Telephone +.....	<input type="checkbox"/> Mobile Phone +.....	<input type="checkbox"/> Fax	<input type="checkbox"/> E-mail	
Guardian Name:		Relationship:	Contact No.:	

SECTION 02: COURSE/PROGRAMME SELECTION

Name of the Course/Programme	Admission Intake (mm/yyyy)
Option 1:.....
Option 2:.....
Mode of Study:	Option 1; <input type="checkbox"/> Full time, <input type="checkbox"/> Part time
	Option 2; <input type="checkbox"/> Full time, <input type="checkbox"/> Part time

SECTION 03: ACADEMIC INFORMATION

CERTIFICATE/DIPLOMA/DEGREE/MASTER QUALIFICATION/TRAINING COURSES*		
Title of qualification obtained with level	University/College/Institution	Year

*A copy and an official English translation of your academic certificate and transcript must be attached to the application for full consideration. If you expect to obtain a certificate after the application date for this programme, please indicate the expected date of graduation and enclose an official certificate issued by your certificate awarding body stating explicitly the expected date of graduation.

ACADEMIC QUALIFICATIONS / SECONDARY SCHOOL			
(Secondary School Education / Higher Secondary School / Post-Secondary School Education, GCE (AL), GCE(OL), IGCSE, HSC, SSC)			
Title of qualification obtained	Institution	Grade	Year

LANGUAGES <i>(indicate your level of competence)</i>		
ENGLISH <input type="checkbox"/>	DHIVEHI <input type="checkbox"/>	OTHER(S): please specify
1=Excellent 2=Good 3=Fair/Average 4=Weak or none		
ENGLISH CERTIFICATE* (tick where appropriate): <input type="checkbox"/> TOEFL <input type="checkbox"/> ESOL IELTS <input type="checkbox"/> ESOL FCE <input type="checkbox"/> London GCE <input type="checkbox"/> Cambridge CPE <input type="checkbox"/> Cambridge CAE <input type="checkbox"/> Cambridge IGCSE <input type="checkbox"/> OTHER: please specify		

*A certificate of knowledge of English as a foreign language is mandatory for all applicants. Please include a copy of your English Qualification(s)

SECTION 04: PROFESSIONAL EXPERIENCES

CURRENT EMPLOYMENT (ONLY IF APPLICABLE)			
Position/Title	Employer	Since <i>(dd/mm/yyyy)</i>	Name of Supervisor Position/Title
Sector <i>(tick where appropriate)</i>			
<input type="checkbox"/> PUBLIC <input type="checkbox"/> PRIVATE <input type="checkbox"/> MIXED <input type="checkbox"/> NGO <input type="checkbox"/> INTERNATIONAL INSTITUTION			
Briefly describe the main functions of your organisation:			

EMPLOYMENT HISTORY (IF ANY) <i>(Include up to three recent jobs held)</i>			
Employer	Position	From – To	Brief description of your duties
Employer	Position	From – To	Brief description of your duties
Employer	Position	From – To	Brief description of your duties

SECTION 05: FINANCIAL INFORMATION

Have you applied to any other ISLES programmes? <i>(Tick where appropriate)</i>	
<input type="checkbox"/> YES <input type="checkbox"/> NO , if you have ticked the “YES” box, please specify details below for the latest programme(s)	
YEAR <input style="width: 50px;" type="text"/>	Name of the programme:
How do you intend to finance your studies at ISLES? <i>(Tick where appropriate)</i>	
<input type="checkbox"/> Self <input type="checkbox"/> Employer* <input type="checkbox"/> Study Loan* <input type="checkbox"/> Other Sponsor(s)* Please specify.....	

*All sponsored applicants are required to submit a letter of sponsorship with the Application Form or on Registration Day.

SECTION 06: REFERENCES

Please give the names of two Referees* <i>Mandatory for degree and diploma programme applicants and optional for others</i>		
Last Name and Name of Referee	Position and Organisation	Telephone number and e-mail address

*References must be provided using the Letter of Reference Form downloadable from the ISLES web site. At least one referee must be an academic referee.

SECTION 07: GENERAL HEALTH INFORMATION

Do you suffer from any disability that may prevent your regular participation in the applied programme's activities or may require specific support/assistance?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you have ticked the "YES" box, please specify: _____	

PRIVACY STATEMENT

I understand that ISLES may use the data I provide for academic, administrative, research and monitoring purposes during and after the application process. If I am offered and accept a place at ISLES, I agree to the processing of data I have provided for any purpose connected with my studies, or my health and safety, and related purposes.

Accepted and Agreed

(Please tick the box if accepted and agreed for the above statement)

DECLARATION

I confirm that the statements made by me on this form are correct. I understand that if any of the above statements prove to be incorrect the Institute reserves the right to withdraw any offer made or cancel any subsequent registration with the Institute. In addition if admitted to the Institute, I will conform to Institute's regulations.

I also understand that I will be responsible to pay the Institute's tuition/training fees where applicable. I understand that if I fail to pay the tuition/training fees as specified, the Institute reserves the right to withdraw any offer made or cancel any subsequent registration, expel or suspend me from the training programme or not offer future training programmes with the Institute. I also understand that the Institute may require me to undergo a medical fitness screen test to ascertain my medical fitness and that I agree to undergo such tests on my own will.

Accepted and Agreed

(Please tick the box if accepted and agreed for the above statement)

Date _____ Applicant's Signature _____ Signature of Guardian _____
(For applicants below 18 years of age)

ELIGIBILITY VERIFICATION (FOR OFFICE USE ONLY)	
Form Received by: <input type="text"/>	Eligibility Verified / Registrar's Remarks:
Date: <input type="text"/>	
Data Entered by: <input type="text"/>	Eligibility Criteria: <input type="checkbox"/> General Entry <input type="checkbox"/> Alternative Entry Status: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Date: <input type="text"/>	
Offer letter Issued by: <input type="text"/>
Entered to SS records by: <input type="text"/>

List of documents to enclose to this Application Form:

Mandatory documents for all applicants		<i>Check</i>
1	A scanned and attested printout /photocopy of ID card or passport of the applicant	<input type="checkbox"/>
2	A short CV of the applicant (use the downloadable CV template)	<input type="checkbox"/>
3	Scanned and attested printout /photocopy of academic certificates held. Please provide scanned and attested printout/photocopy of official English translation of academic certificates if they are in any other language than English.	<input type="checkbox"/>
4	A scanned copy of the certificate of language knowledge, if applicable	<input type="checkbox"/>

Mandatory documents for applications for Diploma and Degree programmes		
5	Scanned and attested printout/photocopy of academic transcript(s) or similar detailed official record of the applicant's academic achievement (certificates with mark sheets). <i>Academic/professional certificates which are levelled according to Maldives National Qualification Framework must be ACCREDITED from Maldives Qualification Authority.</i> <i>Please provide scanned printout /photocopy of official English translation of academic transcript(s) if they are in any other language than English.</i>	<input type="checkbox"/>
6	Scanned and attested printout / photocopy of any other document that may be relevant for the assessment of their education achievement and skill-set (e.g. certificates of additional qualification(s) obtained, training courses received, participation in research projects and other professional experiences)	<input type="checkbox"/>
7	Two reference letters. At least one letter must be from an academic referee. Reference letters must be redacted using the Reference Form available online. <i>Reference letters redacted using other formats will not be considered. Reference letters must be in sealed envelopes with referee's signature on the pasted flaps of the envelope.</i>	<input type="checkbox"/>

****** Please note that incomplete or late applications will NOT be taken into consideration**

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