

(For Official Use Only)

Serial Number: \_\_\_\_\_

Date Received: \_\_\_\_\_

# INSTITUTE OF BUSINESS & MANAGEMENT

## APPLICATION FOR ADMISSION

### Admission in MS Program

MS (Management, Marketing)  Morning  Evening 20\_\_

(Please tick only one, use separate form for more than one program)



Attach Three  
Photos

#### 1. PERSONAL DETAILS \*

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

Date of Birth: \_\_\_\_\_ CNIC: \_\_\_\_\_ Nationality: \_\_\_\_\_

#### 2. CONTACT DETAILS \*

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

Home Ph: (With Code) \_\_\_\_\_ Off. Ph: (With Code) \_\_\_\_\_

Mobile: \_\_\_\_\_ E-mail: \_\_\_\_\_

#### 3. QUALIFICATION \* (Please list all the universities and colleges attended, starting with most recent. Attach extra page if necessary)

DATES		NAME OF INSTITUTION(S)	MAJOR	CERTIFICATE / DEGREE	MARKS/CGPA (OBTAINED/TOTAL)
From mm/yy	To mm/yy				

#### 4. SCHOLARSHIP / DISTINCTIONS / AWARDS (Please list academic scholarship, awards, or distinctions)

DATE mm/yy	NAME OF AWARDS / PRIZES	DETAILS	AWARDING BODY

#### 5. CAREER OVER VIEW \*

JOB TITLE	ORGANIZATION	From (mm/yy)	To (mm/yy)	JOB RESPONSIBILITIES

#### 6. INFORMATION ABOUT IB&M \*

How did you learn about the IB&M? \_\_\_\_\_

**PLEASE READ THE FOLLOWING AND SIGN:** I, (name of student) \_\_\_\_\_ hereby solemnly declare that I shall fulfill all my financial and documentation commitments as per IB&M's prevailing policies & guidelines. I clearly understand that in case I fail to fulfill my obligations, IB&M may take any necessary action including but not limited to barring me from attending classes, appearing in the exams, revoking my registration, and canceling my admission without assigning any reason. I have also read and understood the above mentioned note.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

#### 7. APPLICATION FORM CHECK LIST \*

Please ensure that the following documents are attached with this application form.

- Complete Application Form (Duly signed the Applicant)
- Set of all supporting documents (Academic, CNIC, Experience and Awards etc.)
- Three Passport Sized Photographs
- Two References to be sealed in separate envelopes, duly signed at the back and attached with this form.
- Pay Order / Bank Draft of Rs.600/- in favour of IB&M, UET, Lahore as application processing fee. (Non – Refundable)

**Note:** Fields with sterik (\*) sign are mandatory to fill.

# STUDENT RECOMMENDATION

To be completed by students. Please fill in the particular below, and forward this form to any two (2) individuals whom you have chosen to write on your behalf. The recommender should complete this form and return it to you or send it to the Admission and Registration office in a sealed envelope.

Name of applicant: \_\_\_\_\_

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

### Disclaimer:

I hereby withdraw my rights to access this document when completed and understand that it will remain confidential with access limited to IB&M Admission purpose only.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

### To the Recommender (1)

The above student is an applicant for admission in MS Program at the Institute of Business & Management, UET, and Lahore. Recommendations are a valuable part of our admissions process since we do not know each student on a personal basis. We cannot guarantee the confidentiality of your statement unless the applicant has signed the waiver above. Thank you for helping us to better evaluate this student by providing your comments and perspectives.

Instructions: After completing the form, please place it in a sealed envelope with your signature across the seal to ensure confidentiality. You may either return the completed form to the student or mail it directly to:

*Admission & Registration Office  
Institute of Business & Management  
UET, G.T. Road, Lahore.*

Name of recommender _____	
Title _____	Organization _____
Address _____	
Business e-mail address _____	Phone _____
Signature _____	Date _____

How long and in what capacity have you known the applicant?  
 \_\_\_\_\_  
 \_\_\_\_\_

What do you consider the applicant's strengths are?  
 \_\_\_\_\_  
 \_\_\_\_\_

In what areas does the applicant need further development?  
 \_\_\_\_\_  
 \_\_\_\_\_

Describe the applicant's personal qualities such as leadership skills, sense of humor, self-confidence, honesty, and self-discipline.  
 \_\_\_\_\_  
 \_\_\_\_\_

*Please describe the applicant by checking the box that most nearly represents your opinion of them with the characteristics listed. (Compare the applicant to individuals with whom you have had contact and who have approximately the same level of education, experience and training as the applicant.)*

	Poor	Average	Good	Outstanding	Exceptional
Motivation					
Ability to work in groups/teams					
Written communication skills (English Language)					
Oral communication skills (English Language)					
Intellectual ability					
Analytical skill					
Organizational skill					
Maturity					
Dependability					
Commitment					
Self-confidence					
Creativity					
Leadership potential					

You are welcome to endorse additional comments that may help the Committee during admissions.  
 \_\_\_\_\_  
 \_\_\_\_\_

How would you recommend this applicant for MBA/Ex-MBA/MS?

Strongly Recommend

Recommend

# STUDENT RECOMMENDATION

To be completed by students. Please fill in the particular below, and forward this form to any two (2) individuals whom you have chosen to write on your behalf. The recommender should complete this form and return it to you or send it to the Admission and Registration office in a sealed envelope.

Name of applicant: \_\_\_\_\_

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

### Disclaimer:

I hereby withdraw my rights to access this document when completed and understand that it will remain confidential with access limited to IB&M Admission purpose only.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

### To the Recommender (2)

The above student is an applicant for admission in MS Program at the Institute of Business & Management, UET, Lahore. Recommendations are a valuable part of our admissions process since we do not know each student on a personal basis. We cannot guarantee the confidentiality of your statement unless the applicant has signed the waiver above. Thank you for helping us to better evaluate this student by providing your comments and perspectives.

Instructions: After completing the form, please place it in a sealed envelope with your signature across the seal to ensure confidentiality. You may either return the completed form to the student or mail it directly to:

*Admission & Registration Office  
Institute of Business & Management  
UET, G.T. Road, Lahore.*

Name of recommender _____	
Title _____	Organization _____
Address _____	
Business e-mail address _____	Phone _____
Signature _____	Date _____

How long and in what capacity have you known the applicant?

\_\_\_\_\_

What do you consider the applicant's strengths are?

\_\_\_\_\_

In what areas does the applicant need further development?

\_\_\_\_\_

Describe the applicant's personal qualities such as leadership skills, sense of humor, self-confidence, honesty, and self-discipline.

\_\_\_\_\_

*Please describe the applicant by checking the box that most nearly represents your opinion of them with the characteristics listed. (Compare the applicant to individuals with whom you have had contact and who have approximately the same level of education, experience and training as the applicant.)*

	Poor	Average	Good	Outstanding	Exceptional
Motivation					
Ability to work in groups/teams					
Written communication skills (English Language)					
Oral communication skills (English Language)					
Intellectual ability					
Analytical skill					
Organizational skill					
Maturity					
Dependability					
Commitment					
Self-confidence					
Creativity					
Leadership potential					

You are welcome to endorse additional comments that may help the Committee during admissions.

\_\_\_\_\_

How would you recommend this applicant for MBA/Ex-MBA/MS?

Strongly Recommend

Recommend