



Chartered Institute of Administration

(A Professional and Examining Body Chartered by Act No. 103 of 1992 - Now Cap C7 LFN 2004)

78, Old Ojo Road, Kuje-Amuwo, Off Badagry Expressway, P.M.B. 3063, Surulere, Lagos.

Telephone: 08076983067, 09038411001, Website: www.cia.org.ng E-mail: info@cia.org.ng

Application for Admission into

DIPLOMA IN BUSINESS STUDIES (DBS)

Office Use

Registration No.

1.0 PERSONAL DETAILS

1.1	_____	1.9	Physical Contact Address
	Surname		_____
1.2	_____		_____
	Other Names		_____
1.3	_____		_____
	Sex (Male/Female)		_____
1.4	_____	1.10	Postal Address
	Date of Birth		_____
1.5	_____		_____
	Marital Status (Married/Single)		_____
1.6	_____		_____
	Title (Chief, Lolo, Dr. Etc)		_____
1.7	_____	1.11	Telephone Number
	Nationality		_____
1.8	_____	1.12	E-mail
	State of Origin (if Nigerian)		_____

2.0 BASIC EDUCATIONAL QUALIFICATION

2.1 Name of Examination: _____
(WASC/GCE/SSCE/NECO etc.)

2.2 Detailed Results:

Year	Subjects	Grade

Year	Subjects	Grade

3.0 HIGHER ACADEMIC/PROFESSIONAL QUALIFICATIONS

Name of Awarding Institution	Discipline	Qualification	Grade	Year Graduated

4.0 PAST AND PRESENT EMPLOYMENTS

Name/Address of Employers	Position Held	Date Employed	
		From	To

5.0 STUDYING FOR THE EXAMINATION

- 5.1 Method of Study _____
(Full Time, Part Time, Distance Learning, Independent Candidate)
- 5.2 Study Centre (If applicable) _____
- 5.3 Course Commencing Date _____

6.0 SUPPORTING DOCUMENTS

Submit completed form with each of the following items, without which application for admission will not be processed.

- 6.1 Copy of receipt evidencing purchase of this Form
- 6.2 Copy of Birth Certificate/Affidavit
- 6.3 Copy of each Educational Qualification
- 6.4 Two (2) Recent Passport Photographs
- 6.5 One Self-Addressed Prepaid Courier Delivery Way Bill

7.0 DECLARATION

- 7.1 I declare that the information provided in this Form is correct.
- 7.2 I undertake to abide by the rules and regulations of Nigerian College, comply with minimum entry requirements and pay all fees as and when due; failing which my student registration shall be automatically cancelled by the College.
- 7.3 I accept that fees paid are not refundable no matter the circumstances.

Signature of Applicant

Date