



APPLICATION FORM

Please complete all sections carefully in BLOCK CAPITALS in **black** or **blue** ink, and attach certificates / other required documentation. **Failure to complete this form in full will result in your application being delayed and it may not be considered within our advertised processing times.**

1. NAME & ADDRESS

Title: Mr/Mrs/Miss/Ms/Other Date of Birth (dd/mm/yyyy) __/__/____ Male <input type="checkbox"/> Female <input type="checkbox"/>	
First/Given name(s)	
Surname/Family name	
Previous Surname/Family name (if applicable)	
<i>Home Address (where you are ordinarily permanently resident):</i>	<i>Correspondence address if different</i>
House name/number	House name/number
Street.....	Street.....
City/Town.....	City/Town.....
Country	Country
Postcode	Postcode
Tel (inc code).....	Tel (inc code).....
<i>This will be the main method of communication with applicants, please ensure details below are legible and accurate.</i>	
Mobile telephone number	
Personal Email address	



2 . COURSE OF STUDY APPLIED FOR:

Course Level: Diploma Certificate Tailor made course Course Name:
.....

Study Mode: Full time Weekend **Start date:** September January ____ Year

3. NATIONALITY (Only for non East African)

What is your Nationality? (As stated on your passport)	
In which country were you born?	
In which country do you currently live?	
<p>FEES INFORMATION You must give details of who will be paying your fees. A sponsor is defined as a company or other organisation and does not refer to a private individual, such as a member of your family. If sponsored please attach a copy of your sponsor letter, if available</p> <p>Who will pay your fees? Yourself <input type="checkbox"/> Sponsor <input type="checkbox"/> Sponsor Name:</p>	
For RCHMI use only - Date received: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> SID: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

4. EDUCATION: Please list all completed partially completed and pending qualifications in date order (most recent first). Please ensure that copies of your certificates and transcripts are provided with your application; including official translations if qualifications are not in English

Institution	Programme.Subject	Level (eg O Level, A level, BA, MSc)	Grade	Achieved / Predicted	Date (mm/yyyy)



5. EMPLOYMENT: Please give details of current and previous employers, with dates. If the course you are applying for requires professional/work experience as part of the entry criteria, please provide curriculum vitae (CV) / resume which should include an outline of the responsibilities associated with each position.

Please tick here if you have attached Curriculum Vitae on a separate sheet

Organisation	Position held	Dates	
		From (mm/yy)	To (mm/yy)

6. STATEMENT OF PURPOSE IN SUPPORT OF APPLICATION: This section must be completed for all applications, failure to do so will delay your application. It may not be considered within our advertised processing times.

Please tick here if you have attached a Statement of Purpose on a separate sheet

You should state why you want to undertake this course: provide information on your previous academic and professional studies and how this course will enable you to develop further, give details of any relevant experience (including paid and voluntary work), and outline the skills and attributes which make you suitable for this course and your long term goals.



Continue on a separate sheet if required

7. REFERENCE: All applicants must provide one recent reference. References must be written within the last 6 months and provided on letter headed paper, signed and dated. The referee should be a course tutor if you have been in education within the last two years or your current or most recent employer. Candidates applying on the basis of work experience must provide at least one reference from their most recent employer. The referee should not be a friend or family member.

Name of referee 1 Organisation Course Tutor <input type="checkbox"/> Line Manager <input type="checkbox"/> Reference attached <input type="checkbox"/> Reference to follow <input type="checkbox"/>	Name of referee 2 Organisation Course Tutor <input type="checkbox"/> Line Manager <input type="checkbox"/> Reference attached <input type="checkbox"/> Reference to follow <input type="checkbox"/>
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8. LEARNING SUPPORT REQUIREMENTS: Please complete this section if you have any disability, medical condition or specific learning difficulty.



Do you have a disability, medical condition or specific learning difficulty? Yes No

If yes, please name the condition and give brief details; our Student Support Service will contact you to discuss any support needs.

.....
.....

Continue on a separate sheet if required

Please tell us where you found out about this course

Website <input type="checkbox"/>	Advertisement <input type="checkbox"/>	Agent <input type="checkbox"/>	Fair <input type="checkbox"/>	Other <input type="checkbox"/>
Please provide further details (e.g. name, location, date)				

9. DECLARATIONS

Do you have any unspent criminal convictions?

Yes No

A criminal record will not necessarily be a bar to obtaining a place at Anglia Ruskin University.

Declaration

I certify that, to the best of my belief, the information I have provided is complete and true. **Please note if any information is withheld or misrepresented, we reserve the right to withdraw your Application and / or any Offer made.**

Signature of Applicant **Date**

Signature of Guardian **Date**

(if applicant is under 18 years)

Please return this completed form with copies of the documentation required by email attachment to royalhospitalityug@gmail.com or to our office at RCHMI, Kigunga - Mukono



12. CHECKLIST: Please ensure that you completed sections 1 to 12 of the application and have attached and provided all the documents listed below.

Nationality & Immigration Documents for international students (specified in section 3)	<input type="checkbox"/>
Qualifications (specified in section 4)	<input type="checkbox"/>
Statement of purpose (specified in section 6)	<input type="checkbox"/>
References, if available (specified in section 7)	<input type="checkbox"/>
Learning support requirements, if required (specified in section 8)	<input type="checkbox"/>
Declarations (specified in section 9)	<input type="checkbox"/>
I can confirm that all sections 1 to 12 have been completed	<input type="checkbox"/>
	<input type="checkbox"/>

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Offer	Yes <input type="checkbox"/> No <input type="checkbox"/>
Statement	Yes <input type="checkbox"/> No <input type="checkbox"/>
Academic	Yes <input type="checkbox"/> No <input type="checkbox"/>
English	Yes <input type="checkbox"/> No <input type="checkbox"/>
Reference	Yes <input type="checkbox"/> No <input type="checkbox"/>
Other	
IAO / CDM	
OLB Codes	

For more information about Royal cottages and Hospitality Management Institute log on, www.royalhospitality.weebly.com

Note: The Application form cost UGX 27,500/= only payable at the Institute Reception. Please return this application with a payment advise slip or a copy of your payment receipt to the Institute.