



# **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 🗌 Female 🗌			
First/Given name(s)			
Surname/Family name			
Previous Surname/Family name (if applicable)			
Home Address (where you are ordinarily permanently resident):	Correspondence address if different		
House name/number	House name/number		
······	Street		
Street	City/Town		
City/Town	Country		
	Postcode		
Country	Tel (inc code)		
Postcode			
Tel (inc code)			
This will be the main method of communication with applicants, please ensure details below are legible and accurate.			
Mobile telephone number			
Personal Email address			



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### 2. COURSE OF STUDY APPLIED FOR:

Course Level: Diploma 🗌 Certificate 🗌 Tailor made course 🗌 Course Name:
Study Mode: Full time 🗌 Weekend 🔲 Start date: 🗌 September 🗌 JanuaryYear

## 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?	
<b>FEES INFORMATION</b> You must give details of who will be paying your fees. A sponsor is defined does not refer to a private individual, such as a member of your family. If sponsored please attach a copy	
Who will pay your fees? Yourself Sponsor Sponsor Name:	
For RCHMI use only - Date received:	

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.



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	Continue on a separate sheet if requi

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		Name of referee 2	 	
Organisation	 	Organisation	Line Manager	
Course Tutor Reference attached	Line Manager Reference to follow	Reference attached	Reference to follow	

8. LEARNING SUPPORT REQUIREMENTS: Please complete this section if you have any disability, medical condition or specific learning difficulty.



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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	Advertisement Agent Fair Other		Other	
	details (e.g. name, location, da	te)		

## 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 A	nglia Ruskin University.

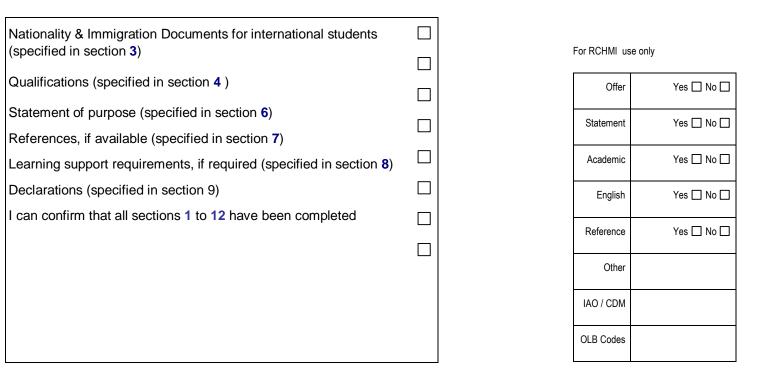
Declaration				
I certify that, to the best of my belief, the information I have provided is complete and true. Please note if any information is withheld or misrepresented, we reserve the right to withdraw your Application and / or any Offer made.				
Signature of Applicant	Date			
Signature of Guardian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



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.