



Undergraduate Application Form

Getting your application right

1. Read this section carefully before you start.
2. Fill in all relevant sections of the form. Please write in CAPITALS using BLUE INK.
3. Don't forget to give us your photo in electronic format.
4. Email your completed form and supporting documents to admission@stalwartuniversityinstitute.com or upload them using the on-line application form in our website. Remember that you may be required to submit the hard copies of your documents.

Remember:

- If you need extra copies of the paper form, you can download them from our website.
Note: General Data Protection Regulation (GDPR) - The information contained in this application will be used for the purpose of processing your application and, if you are admitted, will form the basis of your student record.

Filling in the form

General Instructions

You may find here instructions on how to fill in the various sections of the application form. Not all sections have specific instructions, as most of them are self-explanatory. Please find below the ones that need your attention.

A. Personal details

Please give your name as it appears on your passport or ID Card. If your forename and family name are not clear, your application could be delayed.

B. Contact details

The Institute will address all correspondence through the address provided in Section B. It is essential that the Institute is notified of any change of address/email at the earliest opportunity.

C. Program of study details

Please indicate the mode of attendance by which you wish to study (e.g. 2 years, 3 years, 4 years).

D. Funding details

In order to be informed about tuition fees, you may contact the Institute directly.

E. Previous education

Our minimum entry requirements are listed in our prospectus and on our website. If you are not sure your qualifications are suitable, contact the Admissions Office before you apply. Applicants are strongly encouraged to supply additional information to support their application. Please use this section to include this information, and continue on a separate sheet if necessary.

F. Language details

We use the information you give us to decide whether or not you meet the language requirements for your chosen course. A list of the language qualifications and the minimum grades we accept can be found on our website. If you don't have one of the qualifications listed, we may offer you a place on the condition that you submit an acceptable language certificate before the commencement of the course.

All applicants should attach copies of the results of any language examinations undertaken

K. Checklist

It's important that you send your supporting documents with your completed form. We may not be able to process your application without them. If for any reason you can't send your documents with your form, use the checklist in section K to let us know when we can expect them. It's especially important to send copies of transcripts and certificates of your qualifications as soon as possible.

You can scan your documents and send them by e-mail to: admission@stalwartuniversity.com

Make sure you put your full name and the course you're applying for at the top of the e-mail. Remember, if you are offered a place, you may be required to bring the original documents with you when you register.

Deadlines

Most undergraduate courses have no deadline for applications, unless you're applying for a specific scholarship. However, entry to all courses is competitive. To increase your chance of an offer, you should apply as early as possible. Applying early gives you more chances to be accepted.

What happens after we receive your application?

1. As soon as we get your application form, it is processed and assessed by the Admissions Office and the relevant academic department.
2. When the assessment is complete and a recommendation is made, we notify you through email.

How long does it take?

The Admissions Office will send you a reply as quickly as possible. The process usually takes up to two weeks. Remember, if you deposit/email supporting documents separately, this can delay the decision to be made.

What can I do to speed things up?

1. Applicants are required to send all documents (application form, supporting documents etc.) through email or upload them using the on-line application form. You may be required to submit hard copies of the above documents at the admission office.
2. If your email address changes, please let us know straight away. Contact us at the address below.

Admissions contact details

Stalwart University Institute

Admissions Office

PO BOX 5170

Feu Rouge

Bessengue, Douala,

Cameroon

Email: admission@stalwartuniversity.com

www.stalwartuniversityinstitute.com

For Admissions Office use:
Registration no: _____
Registration status: _____

Affix a current
photograph and
provide three more

Undergraduate Application Form.

Use this application form to apply for an Undergraduate Course. All sections should be filled in by all applicants. It is important that you provide these details as they are shown on your ID card / passport.

Section A: Personal details

1. Surname / Family name: _____
2. Forename(s): _____
3. Title: Mr. Mrs. Miss
4. Father's name: _____
Mother's name: _____
5. Date of birth: ___/___/___ Place of birth: _____
6. Gender: Male Female
7. Marital Status: Married Single
8. Nationality: _____
9. ID card No : _____
Date of Issue: ___/___/___ issued by: _____
Passport No (for international applicant): _____
Date of Issue: ___/___/___ Valid until: ___/___/___ Issued by: _____

Section B: Contact details

Unless dates are specified, Stalwart University Institute will use this correspondent's address for all correspondence.

- | | |
|--|---|
| <ol style="list-style-type: none"> 10. Permanent (home) address: _____

_____ Tel. No.: _____ Mobile phone no. _____ Email: _____ | <ol style="list-style-type: none"> 11. Correspondence address (if different): _____

_____ Tel. No.: _____ Mobile phone no. _____ Email: _____ |
|--|---|

Please notify Stalwart University Institute of any change of address as soon as possible, to ensure that any correspondence reaches you.

Section C: Program of study details

12. Title of the course: _____

13. Department in which you wish to study: _____

14. Mode of attendance and level of studies: _____

ONLINE ON CAMPUS

FULL TIME PART TIME

HND BSC SPECIAL PROGRAM

DAY TIME NIGHT TIME

Please note that different modes of study may not be available for all courses.

15.

In which month and year do you wish to start your studies? OCTOBER JANUARY

Please note that most Undergraduate Programs start in OCTOBER. For details, please check the academic calendar on our website.

Section D: Funding details

Please indicate how you intend to finance your studies.

16. Parents Self-funded Scholarship Company Other (please specify)

Unless explicitly requested by the candidate, all parties stated above are by default authorized to be informed about the candidate's academic record and performance.

17. Is this funding definite or proposed? Definite Proposed

Section E: Previous education details

18. Please provide details, including results of all secondary/ high school level qualifications you have already received, or will be receiving (starting with the most recent) and attach copies of transcripts or certificates where possible. Include results of any examinations taken as part of any current studies.

Qualification: _____ School / Institution: _____

Class / score / grade / GPA: _____ Date of award: __/__/____

Qualification: _____ School / Institution: _____

Class / score / grade / GPA: _____ Date of award: __/__/____

19. Please provide details of any other qualifications you have (i.e. other languages, seminars or courses you have attended, computer skills etc.)

Section F: Language details

This information will be used to determine whether you already meet our minimum language requirements or whether you will need to take an additional language test.

20a. what is your first language? French English

20b. in which language did you undertake previous education? French English

21. If otherwise, please state the language in which you were educated: _____

22. Please list and attach certificates/transcripts of any language qualifications you possess:

Qualification	Awarding body	Overall grade/score	Date of Award

Please give details of Certificates to be acquired or for which you are awaiting results*:

Section G: Employment details (if applicable)

23. Please provide details of employment:

From ___ / ___ / ___ to ___ / ___ / ___ Position held: _____

Name and address of employer: _____

Key Responsibilities: _____

From ___ / ___ / ___ to ___ / ___ / ___ Position held: _____

Name and address of employer: _____

Key Responsibilities: _____

Section H: Interests and Hobbies

Section I: Family information

21. Father's name: _____

22. Mother's name: _____

Profession: _____

Profession: _____

Tel. No.: _____

Tel. No.: _____

Section J: Marketing Information

20. It would be helpful if you could indicate where you heard about Stalwart University Institute by ticking the appropriate box:

- Advertisement (Facebook, Instagram etc.) (please specify) _____
- Educational Fair (please specify) _____
- Internet search (please specify) _____
- Personal recommendation _____
- by friends/alumni /other (please specify) _____
- I am a SUI alumina Yes No _____
- Other (please specify) _____

Section K: Checklist

21. Please indicate which of the following items you have sent with your application or plan to send.

LIST OF DOCUMENTS DEPOSITED	From – To month/year	Results (grade or band)	Place of study	Dates of submission	Will be sent by:
PROBATOIRE / GCE O LEVEL					
BACCALAUREAT / GCE A LEVEL					
BTS / HND					
LICENCE / BACHELOR					
MASTER					
IELTS, TEF, TCF, TOEFL OR ANY EQUIVALENT					
PASSEPORT / PASSPORT					
CNI / NATIONAL ID CARD					

Please note: You are required to fill the blank spaces only for the documents you have deposited. Also the blank spaces provided above are for all the additional documents considered equivalent.

Section L: Disabilities

22. Do you have any special needs? (Please tick). The information you provide will be treated confidentially and will not affect judgments concerning your academic suitability for a course.

- A No disability.
- B You have a social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder.
- C You are blind or have a serious visual impairment uncorrected by glasses.
- D You are deaf or have a serious hearing impairment.
- E You have a long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy.
- F You have a mental health condition, such as depression, schizophrenia or anxiety disorder.
- G You have a specific learning difficulty such as dyslexia, dyspraxia or AD(H)D.
- H You have a physical impairment or mobility issues, such as difficulty using your arms or using a wheelchair or crutches.
- I You have a disability, impairment or medical condition that is not listed above.
- J You have two or more impairments and/or disabling medical conditions.

Section M: Supporting Statement

23. Please enter here any further information in support of your application, for example, reasons for choosing the course, your professional career to date (if relevant) and your current career goals. Please continue on a separate page if required.

Section N: Declaration

21. All decisions by the Institute are made in good faith on the basis of the information you provide in your application form. If we discover that you have made a false statement or have failed to provide significant and relevant information, we are entitled to withdraw or amend the offer, according to the circumstances. You may even be required to withdraw from the course if you have already started it. In accordance with General Data Protection Regulation (GDPR), the information contained in this application will be used for the purpose of processing your application and, if you are admitted, will form the basis of your student record.

I confirm to the best of my knowledge that the information I have provided in this application is complete and accurate.

I understand that any offer of admission as an undergraduate student that I may receive, will be based upon the information given in this form, and that if I am found to have given false information, the offer may be withdrawn.

I understand that the information supplied on this form will be retained by STALWART UNIVERSITY INSTITUTE and will be used for the purpose of processing my application and collecting feedback on the admissions process. In addition, application data may be used for research purposes to better understand general recruitment and admissions administration including the analysis of applicant numbers and trends to improve the student experience and for strategic planning purposes.

Data will not be used in a way that identifies any individual and will be managed in accordance with the General Data Protection Regulation (GDPR). In the event that my application is successful, I understand that the information will form part of my student record. If admitted to the Institute, I agree to abide by the Regulations of STALWART UNIVERSITY INSTITUTE being in force at the moment.

I authorise the Institute to use photographs taken from social or other Institute activities, in which I might appear, for promotional purposes Yes No

Signed: _____ Date ___/___/___

Please return the completed form to:

Stalwart University Institute

Admissions Office

PO BOX 5170

Feu Rouge Bessengue, Douala, Cameroon

Email: admission@stalwartuniversity.com

www.stalwartuniversityinstitute.com