



NIGERIAN COLLEGE OF ADMINISTRATION

The Professional Education and Training Affiliate of

CHARTERED INSTITUTE OF ADMINISTRATION

(Professional and Examining Body Chartered by Federal Government Act No. 103 of 1992)



Km 24, Lagos/Badagry, New Mebamu, PMB 2004, Ijanikin-Oto, Lagos State
Telephone: 08076983067, Website: www.nica-ng.org, E-mail: admin@nica-ng.org

Application for Admission into

DIPLOMA IN BUSINESS STUDIES (DBS)

Office Use
Registration No.

1.0 PERSONAL DETAILS

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

2.0 BASIC EDUCATIONAL QUALIFICATION

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

2.2 Detailed Results:

Year	Subjects	Grade

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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