



# 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.

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## Application for Admission into

### CHARTERED ADMINISTRATORS PROFESSIONAL COURSES

Office Use

Registration No.

#### 1.0 PERSONAL DETAILS

1.1 Surname \_\_\_\_\_

1.2 Other Names \_\_\_\_\_

1.3 Sex (Male/Female) \_\_\_\_\_

1.4 Date of Birth \_\_\_\_\_

1.5 Marital Status (Married/Single) \_\_\_\_\_

1.6 Title (Chief, Lolo, Dr. Etc) \_\_\_\_\_

1.7 Nationality \_\_\_\_\_

1.8 State of Origin (if Nigerian) \_\_\_\_\_

1.9 Physical Contact Address \_\_\_\_\_

1.10 Postal Address \_\_\_\_\_

1.11 Telephone Number \_\_\_\_\_

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