

Photo

 **International Student Application Form**

**1. Personal details**

**1. Family name:** ................................................................................................................................................

**2. Given names:** .................................................................................................................................................

**3. Order of names:** .............................................................................................................................................

**4. Date of birth** (DD/MM/YYYY): ....................................................................................................................

**5. Gender:**

Male

s

 Female

**6. Citizenship:** .....................................................................................................................................................

**7. Country of current residence**..........................................................................................................................

**2. Passport Information**

**1. Passport Number** ……………………………………………………………………………………………

**2. Issuing Authority** ……………………………………………………………………………………………

**3. Date of Issue** (DD/MM/YYYY) ……………………………………………………………………………

**4. Expiration Date (**DD/MM/YYYY) ………………………………………………………………………….

**3. Applicant Contact Details**

**1. Phone:** .....................................................................................................

**2. Mobile(s):** ................................................................................................

**3. Email:** ......................................................................................................

**4. Alternative number/Email:** ……............................................................

**5. Contact Person**: ………………………………………………………...

**6. Applicant’s permanent address outside Georgia:** ...............................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................Post/zip code: ....................................................... Country: ………........................................................................

**7. Applicant’s mailing address (if different from above):**

...............................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................Post/zip code: ....................................................... Country: ………........................................................................

**4. Program Commencement**

Please tick the box next to the program and semester that you are applying for:

***Medical Doctor Program in English***

Fall Semester (October 2023)

 Spring Semester (March 2024)

***Bachelor in Business Administration program in English***

Fall Semester (October 2023)

 Spring Semester (March 2024)

***Master in Business Administration program in English***

Fall Semester (October 2023)

 Spring Semester (March 2024)

***Doctor of Dental Medicine (DMD)***

Fall Semester (October 2023)

 Spring Semester (March 2024)

**Required steps of enrollment procedures for Bachelor Programs:**

1.Receiving an application form

2. Interview

3. Paperwork procedures

**Required steps of enrollment procedures for Master in Business Administration program in English:**

1. Receiving an application form

2. Interview - Motivation and Experience to enroll in MBA

3. Language Exam - B2 Level (Speaking, Writing, Reading, Grammar)

4. Knowledge of Business - Case study analysis (written online exam)

5. Paperwork procedures

**5. Language Proficiency**

**1. Native language** FLUENTGOODFAIRPOOR

**2. Other languages** FLUENTGOOD FAIR POOR

**3**. **Knowledge of Georgian language**   FLUENT GOODFAIR POOR

**6. Academic Background**

**Please list all secondary and post-secondary programs in which you have been enrolled:**

**I**

Course/award..........................................................................................................................................................................

Institution...............................................................................................................................................................................

Country .....................................................Year started ................................Year completed.............................................

**II**

Course/award..........................................................................................................................................................................

Institution...............................................................................................................................................................................

Country .....................................................Year started ................................Year completed.............................................

**Are you currently studying?**

 No

 Yes (*If ‘Yes’, please provide details below.)*

Course/ ………................................................................................................................................................................

Institution........................................................................................................................................................................

Country ............................................Year started ..............................Date results expected........................................

**Do you wish to claim credit recognition on the basis of your previous study?**

 No

 Yes

**7. Declaration and signature**

**I agree:**

•To the University communicate with me via electronic means;

•TopermittheUniversitytoobtainmyacademicresultsfromotherinstitutions

**I understand that:**

•SubmitteddocumentssupportingthisapplicationbecomethepropertyoftheUniversityandwillnotbereturnedtome;

•TheUniversitymayvaryorcancelanydecisionitmakesiftheinformationIhavegivenisincorrectorincomplete;

•Information is collected on this for man during my enrolment is toensurestudentcompliancewiththeconditionsoftheirvisasandtheirobligationsunderGeorgian Legislation

•Information collected about me on this form and during my enrollment can be provided, in certain circumstances, to the Georgian Government and designated authoritiesandcanbedisclosedwithoutmyconsentwhereauthorizedorrequiredbylaw.

**I declare, that the information I have given in this application is correct and complete.**

If my application is accepted, I undertake to observe university regulations and to ensure payment of fees and other liabilities

**Applicant’s signature**: ..............................................................................................................**Date:** ....................................

**Annexes**

Please provide list of all documents attached

1. .............................................................................................................................................; ..........................pages
2. .............................................................................................................................................; ..........................pages
3. .............................................................................................................................................; ..........................pages
4. .............................................................................................................................................; ..........................pages
5. .............................................................................................................................................; ..........................pages
6. .............................................................................................................................................; ..........................pages

Instructions for completing and submitting this form are given in the Appendix I entitled “Instructions for completing the International Student Application Form”.

To prevent any unnecessary delays in the processing of your application, it is essential that you read and follow these instructions before sending your application to the University.

Submit your completed application form and documentation to Georgian National University SEU via email **admissions@seu.edu.ge**or to University’s authorized representative

**registration in admisions office**

Registered in Georgian National University SEU on

\_\_ / \_\_\_/ \_\_\_\_\_\_

DD / MM / YYYY

Registration Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please indicate email field “subject” as follows:

“**Application for** | *program name* | **from** | *your full name* |”

Appendix I

**Instructions for completing the Application Form**

These notes contain important instructions for applicants wishing to complete and submit an application form for the Higher Education Program in Georgian National University SEU

1. **Personal details**
	* + You must give your family name(s)and given name(s)as shown on your passport.
		+ If your name appears differently, we will reserve the right to amend it on our records.
		+ If emailing a copy of your passport to please send this as a separate attachment to the rest of your application. Please also give the order in which you want your names to appear on your Offer Letter and Confirmation of Enrolment.
2. **Contact Details**
* A permanent address outside of Georgia must be given, as well as any different mailing address.
* This is required as part of the proof that you satisfy the requirements of being an International student.
* This can not be a PO Box address
* You should also specify a contact person we can contact in an emergency

**3. Program Commencement**

* It is essential that you refer to the University website [www.seu.edu.ge](http://www.seu.edu.ge) for the correct program names, semester availability specific program entry requirement sand additional documentation required.

**4. Academic Background**

* Your application will only be assessed if it is accompanied by certified copies of academic transcripts for all of the courses you have undertaken to date.
* Applicants, who want to apply for credit recognition on the basis of previous study must apply for formal recognition of previous study period to the National Center of Educational Quality Enhancement of Georgia.
* Credit may only be considered once you have provided an official statement of recognition of the Educational document/study period
* Applications for credit are assessed on a case-by-case basis and the application process may take longer if you apply for credit recognition.
* Credits and exemptions will be recorded on your official academic transcript and once granted credit and exemptions cannot be rescinded or removed.

 **5. Tuition fee**

* The annual Tuition fee shall be paid in one installment, in 7 days upon getting Conditional Offer Letter
* The tuition is not subject to VAT.
* Any money transfer fees for the tuition must be covered by the student.
* The tuition does not include travel and living expenses, the costs of books and course materials and health insurance

**6. Legal binding**

* Submitted application is considered by University as an acceptance for terms of program when confirmed by conditional offer letter.
* An agreement between the Student and University is in force after receiving the Acceptance Letter