



GPO Box 10001 | New Baneshwor, Kathmandu, Nepal  
Tel: 977 1 4474712 / 4469019 | Fax: 977 1 4464902  
Email: [ace@ace.edu.np](mailto:ace@ace.edu.np) | Web: [www.ace.edu.np](http://www.ace.edu.np)

# पोखरा-बी

AFFILIATED TO POKHARA UNIVERSITY

## Application Guideline

Please read the following information and instructions carefully before completing the application.

Your written application and supporting materials are of primary importance in the selection process. They offer you an opportunity to describe your background, academic ability, accomplishments, and plans for the future. We ask that you give as complete a picture of yourself as possible. Your application is thoroughly evaluated, and an admission decision is made only after thoughtful consideration of all the information provided.

## Prerequisites

To be considered for admission into either of the Bachelor Degrees (BBA or BBA-BI), all prospective candidates must meet the following prerequisites:

- ~ The candidate should have a Higher Secondary or equivalent in any discipline from a recognized Board/University, with at least a second division.
- ~ Certified copies of all relevant academic qualifications and transcripts are required.
- ~ All applicants must be able to speak, read, write and comprehend English fluently.

## Admission Procedure

Prospective candidates for our Bachelor Degrees are required to appear in Ace - MAT (Ace - Management Aptitude Test) - a computer-based entrance examination and interview.

The entrance examination will consist of English language aptitude test and quantitative aptitude test. The prospective candidates will have to produce original mark-sheets and certificates at the time of the interview.

Prospective candidates will be offered admission based on the Admissions Committee's assessment of their past academic performance, entrance examination, performance in the interview and ability to contribute to the program.

Copies of official transfer/character certificates from the school/institute last attended and migration certificate in original will need to be submitted only at the time of admission.

## Admission Policies

The Admissions Committee will not consider any additional materials or changes once an application has been submitted. The completed application becomes confidential property of Ace Institute of Management and is not returnable. Applicants are responsible for ensuring that all the information and accompanying material provided in connection with their application is authentic and accurate.

Ace Institute of Management may at any time require applicants to provide satisfactory verification of the information and documents submitted as part of their application. If an applicant is unable to do so, the Institute reserves the right to cease consideration of the applications, to withdraw any offer of admission already made, and/or to terminate one's status as a student.

The applicant will assume all costs for authenticating and verifying documents and information associated with his/her application.

## Submission Instructions

It is your responsibility to ensure that your application is complete. Incomplete applications will not be evaluated.

The following application materials must be submitted to Ace in a sealed envelope:

- ~ Duly completed application form together with 2 color passport-size photographs.
- ~ Certified copies of all relevant academic qualifications and transcripts/marks sheet.
- ~ Application processing fee of NRs. 300/-

Your application materials should be addressed to:

### Undergraduate School

Ace Institute of Management  
GPO Box 10001, New Baneswor, Kathmandu, Nepal  
Tel: 977 1 4474712, 4469019 Fax: 977 1 4464902  
Email: ace@ace.edu.np Web: www.ace.edu.np

# Application Form

Passport size photo

Registration Number:

for official use only

## Course Applied For

Course

BBA

BBA-BI

## Personal Information

Full name

*In English*

*In Nepali*

Gender

Male

Female

Date of birth

English

Nepali

Place of birth

Nationality

## Contact Information

Permanent Address	Town / Village		Ward No.	House No.
	District	Zone	Country	
Telephone		Mobile		
Email				
Local Address	Town / Village		Ward No.	House No.
	District	Zone	Country	

## Family Information

Father's Name		Nationality	
Occupation/Title		Telephone	
		Mobile	
Mother's Name		Nationality	
Occupation/Title		Telephone	
		Mobile	
Local Guardian		Nationality	
Occupation/Title		Telephone	
		Mobile	

If a sibling is an Ace student, please provide the following information:

Name	
Program	
Year	
Name	
Program	
Year	

## Education

List the name of school/college from which you appeared for your Board examination of class X, XI and XII. Please submit an attested copy of relevant documents.

Grade	Name of Institution/Board	Dates attended	% Marks obtained
Class X		From <input type="text"/> To <input type="text"/>	
Class XI		From <input type="text"/> To <input type="text"/>	
Class XII		From <input type="text"/> To <input type="text"/> Symbol No. <input type="text"/>	
Other		From <input type="text"/> To <input type="text"/>	

Have you ever been suspended, expelled, or placed on probation at any school for academic or disciplinary reasons?

Yes  No

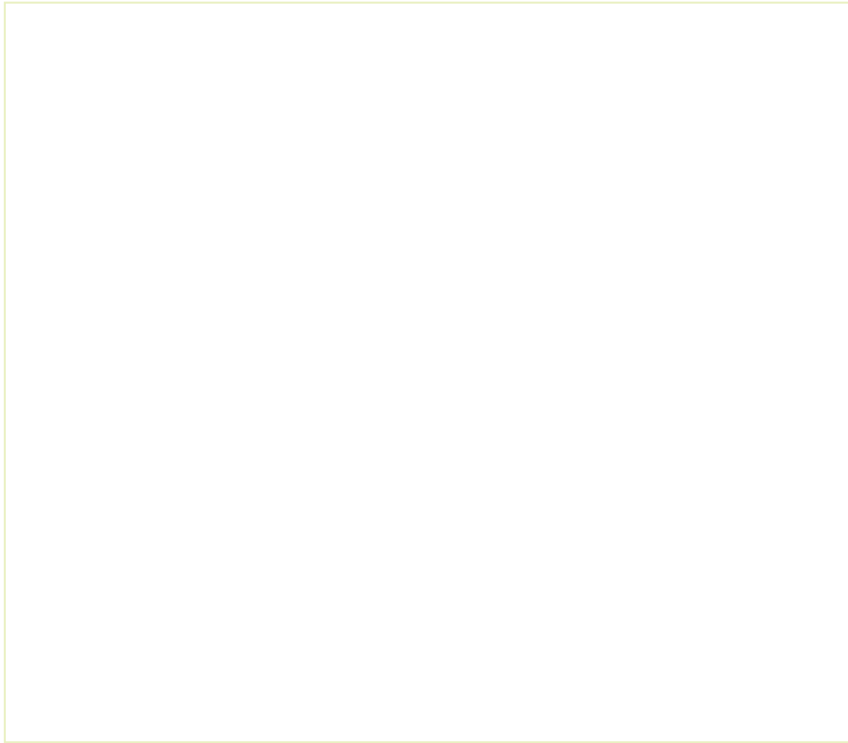
(If yes, please explain the circumstances, Use the space provided below or a separate sheet of paper if necessary.)

## Extracurricular Activities

Activities you were involved in or leadership positions you held

## Awards and Recognition

Awards or recognition you earned in the last couple of years at school



## Financial Aid

Financial aid is provided to students on need and merit basis. Candidates seeking financial assistance should submit a separate application letter along with this application form.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

## Student Certification

I certify that the information presented in my application is accurate, complete and honestly presented and has been written by me. I understand and agree that any inaccurate information, misleading information, or omission will be cause for revoking any offer of admission, or for disciplinary action, dismissal or revocal of degree if discovered at a later date. The Admissions Committee may verify any and all parts of my application materials. I agree to abide by these rules and regulations of the college in letter and spirit, if I accept the offer of admission.

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Date

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Applicant's signature