



NIGERIAN COLLEGE OF ADMINISTRATION

The Professional Training School of

CHARTERED INSTITUTE OF ADMINISTRATION

(Chartered By Act No. 103 of 1992 - Now Cap C7 LFN 2004)
Member, Association of Professional Bodies of Nigeria (APBN)



College Campus: Km 24, Lagos/Badagry Expressway, By Cele-NICA Bus-Stop, New Mebamu, P.M.B 2004, Ijanikin-Oto, Lagos State. **Telephone:** 09069376212, 08171354488 | **Website:** nica-ng.org | **Email:** info@nica-ng.org

Institute Secretariat: 78, Old Ojo Road, Kuje-Amuwo, Off Badagry Expressway, P.M.B. 3063, Surulere, Lagos. **Telephone:** 08164882510, 08076983067, 09038411001 | **Website:** www.cia.org.ng | **Email:** info@cia.org.ng

Application for Admission to

GRADUATES REGULAR MEMBERSHIP QUALIFYING EXAMINATION COURSE

| |
|-------------------------|
| Office Use |
| Registration No. |
| |

1.0 PERSONAL DETAILS

| | | | |
|-----|--|------|------------------------|
| 1.1 | _____ Surname | 1.9 | Residential Address |
| 1.2 | _____ Other Names | | _____ |
| 1.3 | _____ Sex (Male/Female) | | _____ |
| 1.4 | _____ Date of Birth | 1.10 | Correspondence Address |
| 1.5 | _____ Marital Status (Married/Single) | | _____ |
| 1.6 | _____ Nationality | | _____ |
| 1.7 | _____ State of Origin (If Nigerian) | 1.11 | Telephone Number |
| 1.8 | _____ Local Government Name | 1.12 | E-mail |
| | | | _____ |

2.0 BASIC EDUCATIONAL QUALIFICATION

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

2.1 **Detailed Results:**

| Year | Subjects | Grade |
|------|----------|-------|
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| Year | Subjects | Grade |
|------|----------|-------|
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3.0 HIGHER ACADEMIC/PROFESSIONAL QUALIFICATIONS

| Name of Awarding Institution | Discipline | Qualification | Grade | Year Graduated |
|------------------------------|------------|---------------|-------|----------------|
| | | | | |
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4.0 PAST/PRESENT EMPLOYMENTS

| Name/Address of Employers | Position Held | Date Employed | |
|---------------------------|---------------|---------------|----|
| | | From | To |
| | | | |

5.0 FACULTIES OF SPECIALISATION

(Mark "X" in the box against the faculty of specialisation of your choice)

- Faculty of Corporate Administration
- Faculty of Financial Administration
- Faculty of Human Resource Administration
- Faculty of Public Administration

6.0 METHOD OF STUDY

(Mark "X" in the box against the method of study of your choice)

- Full Time Part Time (Weekends) Distance Learning

7.0 STUDY CENTRE

(Note if your Method of Study is Distance Learning, your Study Centre is automatically the Nigerian College of Administration)

Name of Study Centre

8.0 COMMENCEMENT DATE

(Mark "X" in the box against the commencing date of your choice)

January

May

September

9.0 SUPPORTING DOCUMENTS

Submit your completed application form with the following items, without which your application for admission will not be processed.

- 9.1 Receipt evidencing purchase of this form
- 9.2 Birth Certificate/Affidavit
- 9.3 One copy of each Educational Qualification
- 9.4 Two recent Passport Photographs

10.0 DECLARATION

I declare that the information provided in this Form is correct. I undertake to abide by the rules and regulations of the College and Chartered Institute of Administration, 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. I accept that fees paid are not refundable no matter the circumstances.

Signature of Applicant

Date