

APPLICATION NOTES FOR REGISTRATION AS A STUDENT

1. If you have any problems please contact:

IBAM
South East Asia Representative Office
1207, 12th Floor, Block A
Damansara Intan, No. 1, Jalan SS20/27
47400 Petaling Jaya, Malaysia
Telephone: 603 7725 9542
Facsimile: 603 7728 9542
E-mail: searo.info@ibam.org

2. Do you have the correct form?

You should only use this form if you are applying for registration on the IBAM's qualifying scheme for the first time.

3. Closing dates

You can register as a candidate at any time throughout the year, but must do so before sitting any examinations. You are strongly advised to complete the registration process before starting any serious study. If you wish to sit examinations at a forthcoming session the Institute must receive your registration and exam entry application and payment of the appropriate fees by the relevant closing date.

4. Entry points

Authenticated photocopies of your educational certificates/ professional qualifications MUST accompany your completed application. Photocopies should be authenticated by your employer, a Notary Public, Commissioner for Oaths, or person of similar standing.

Your point of entry will depend on your previous qualifications: Full details of all exemptions may be found in the IBAM brochure.

To register onto the **Certificate in Business Practice** you must hold 3 SPM credits or its equivalent.

To register onto the **Diploma in Business Practice** you must hold:

- An IBAM Certificate award;
- An Institute recognised academic, vocational or professional qualification.

For further guidance please see the IBAM brochure or contact the IBAM South East Asia Representative Office.

5. Returning your Application Form

Completed application forms should be returned to Member & Student Support Services, IBAM, South East Asia Representative Office.

6. What happens next?

You will normally receive confirmation of your registration within 21 days. If you do not receive confirmation within 28 days please contact your the IBAM, South East Asia Representative Office.

7. Entering for examinations

You may either:

1. Register for your examination at the same time as you register with IBAM.
2. You can simply register and delay examination entry until you are ready. Later and subsequent session examination forms are available via the website www.ibam.org.

All applicants must complete a student registration form and the appropriate examination/modular entry form and return it with the required fee to Member & Student Support Services, IBAM, South East Asia Representative Office.

8. Examination centres

For details of examination centres, you should contact the IBAM, South East Asia Representative Office.

IBAM reserves the right to close examination centres should insufficient students choose a particular centre.

STUDENT REGISTRATION FORM

Please read the notes carefully before completing this form.
Please complete all sections in BLOCK CAPITALS and in black ink.

PERSONAL DETAILS

Surname/Family name: _____ Title: _____

Other names: _____ IC Number: _____

Date of Birth: _____ Male/Female: _____

Home address: _____

Zip/Postcode: _____ Country: _____

Home telephone: _____ Mobile telephone: _____

Personal E-mail address: _____

EMPLOYMENT DETAILS

Job title: _____ Department: _____

Employer: _____

Business address: _____

Postcode: _____ Country: _____

Business telephone: _____ Business fax: _____

Business E-mail address: _____

Please indicate which address we should use for communication: Home Business

For office use only

Enquiry Ref: _____ Registration No: _____

ENTRY LEVEL (Please read note 4 before completing this section)

Please tick the appropriate box to indicate your entry level.

CERTIFICATE IN BUSINESS PRACTICE

If you wish to enter for Certificate in Business Practice examinations at the forthcoming examination session you should also complete the enclosed examination entry form. Examination entry forms are also available via the IBAM web site, www.ibam.org.

DIPLOMA IN BUSINESS PRACTICE

Complete this section only if you are registering for the Diploma in Business Practice and wish to apply for exemption from the Certificate in Business Practice on the basis of earlier qualifications.

Please detail below the qualification(s) on which you are basing your application for entry to or exemption from the Certificate in Business Practice.

Please attach authenticated photocopies of the certificates which form the basis of your claim

Course	Level Attained

REFEREE'S DETAILS AND SIGNATURE

I recommend

for registration as a student of the Institute of Business Administration and Management. In my opinion, the applicant is a fit and proper person for admission to the examinations of the Institute.

I have known him/her for: _____ years _____ months

Full Name: _____

Occupation or Job Title: _____

Professional Qualification(s): _____

Signature: _____

Date: _____

The signatory should preferably be the Corporate Secretary (or equivalent) of your employing organisation, a member of another professional body or an officer of a recognised university or college.

DATA PROTECTION

- The Institute occasionally supplies mailing lists, on a restricted basis, to other approved organisations. If you prefer **NOT** to receive information by direct mail from those to whom we supply these lists, then please tick the box.

FEE PAYMENT (please see the enclosed fee sheet)

The appropriate fee **MUST** be received in order for your registration to proceed. Payment can be made by cheque or bank draft made payable to IBAM, or by credit card.

Payment Method

- I enclose a cheque / bank draft for the sum of: _____

- Credit Card Payment of: _____ **(please complete separate credit card form)**

NB please note that your registration will not be processed until the Institute has received full payment.

- Please tick this box if you do not want us to provide your employer with the results of your examinations.
- Please tick this box if you do not want us to provide your Registered Tuition Provider with the results of your examinations.

APPLICANT'S SIGNATURE

I certify that the information given above is, to the best of my knowledge, accurate in all respects. I note as part of the registration process IBAM **MUST** pass on my contact details to the study text providers. I have read and accept the regulations, terms and conditions for IBAM students.

Signature: _____

Date: _____

CHECK LIST

Before returning your application, please ensure that you have:

1. Completed all appropriate sections of the student registration form.
2. Enclosed authenticated copies of your certificates.
3. Completed the appropriate examination/modular entry form.
4. Obtained a suitable referee.
5. Signed and dated the form.
6. Enclosed the relevant fee(s).