



Chartered Institute of Administration

(A Professional and Examining Body Chartered by Federal Government Act No. 103 of 1992)

Plot 1666, House 15B, i1 Close, 7th Avenue, Festac Town, P.M.B. 3063, Surulere, Lagos

☎: 01-7944969, 08076983067, **Web site:** www.cia-ng.org, **E-mail:** info@cia-ng.org

DIPLOMA IN BUSINESS STUDIES

Office Use
Registration Number

Application for Registration as a Student

(Please note that all the information requested below, to be treated as confidential by the Institute, must be correctly and fully supplied by you. Failure to do so will disqualify your application).

1.0 PERSONAL DETAILS

1.1 _____
Surname

1. _____
Other Names

1.3 _____
Male/Female

1.4 _____
Date of Birth

1.5 _____
Married/Single

1.6 _____
Title (Chief, Lolo, Dr. etc)

1.7 _____
Nationality

1.8 _____
State of Origin

1.9 Physical Contact Address

1.10 Postal Address

1.11 _____
Telephone Number(s)

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

Year	Subjects	Grade

3.0 OTHER QUALIFICATIONS (IF ANY)

Name of Awarding Institution	Discipline	Qualification	Grade	Year Graduated

4.0 EMPLOYMENT

Name/Address of Present Employer	Position Held	Date Employed

5.0 DETAILS OF STUDY CENTRE

5.1 _____
Name

5.2 **Address:**

5.3 **Method of Study:**

(Full Time, Part Time, or Distance Study)

5.4 _____
Commencing Date

6.0 SUPPORTING DOCUMENTS

(Submit Completed Form with each of the following items:-

- 6.1 Copy of receipt evidencing purchase of this Form
- 6.2 Copy of Birth Certificate/Affidavit
- 6.3 Copy of each Educational Qualification claimed in Sections 2.0 - 3.0 of this Form
- 6.4 Two (2) recent passport photographs
- 6.5 Four (4) self-addressed envelopes (size 9 x 4) each bearing N50.00 stamp

7.0 DECLARATION

I declare that the information I provided in this Form is correct. I undertake to abide by the Rules and Regulations of Chartered Institute of Administration. I accept that no part of any fee paid by me is refundable under any circumstances whatsoever.

Signature Applicant

Date