

APPLICATION FORM GUIDELINES

CERTIFICATE & DIPLOMA PROGRAMS

* Download application form and save it on your computer
* Form must be computer typed (fill it on computer)
* Carefully fill out the form, enter all fields and check spelling
* All fields are compulsory unless not applicable
* Do not forget to attach a photograph
* Do not try to change fonts or sizes
* Must enter your name as mentioned on your CNIC
* Once you complete the form, take a printout (black and white)
* If you do not have printer facility, you can bring your completed form in a USB and get it printed from admission office
* If you have any difficulties in filling the form, you can do so at our campus where we will guide you through
* Once you printout the form, attach all documents mentioned in the check list (do not staple)
* Submit complete set to the admission office along with processing charges
* Application processing charges are PKR 1000 payable in cash

Feel free to contact our admission office, in case you any queries about filling out the application form.



APPLICATION FORM FOR CERTIFICATE & DIPLOMA PROGRAMS

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| COURSE APPLIED FOR (Tick One) |
| [ ]  Fine Arts | [ ]  Communication Design | [ ]  Textile Design | [ ]  Digital Media |

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| PERSONAL INFORMATION |
| First Name | Enter First Name |  |
| Last Name | Enter Last Name |
| Applicant’s CNIC | Enter CNIC | Nationality | Enter Nationality |
| Date of Birth | Select Date | Gender | Select Gender |
| Address (Line 1) | Enter address line 1 |
| Address (Line 2) | Enter address line 2 |
| Area | Enter Area | City | Enter City | Country | Enter Country |
| Tel | Enter home Tel | Cell | Enter cell# | Email | Enter email |
| Father’s Name  | Enter your father’s name | Father’s Cell | Enter father’s cell# |

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| ACADEMIC & PROFESSIONAL QUALIFICATION (most recent first) |
| Qualification | Year | Name of Institution  | Grade | Main Subjects |
| Enter qualification | Completion Year | Enter Name | Enter Grade | Enter Subjects |
| Enter qualification | Completion Year | Enter Name | Enter Grade | Enter Subjects |
| Enter qualification | Completion Year | Enter Name | Enter Grade | Enter Subjects |

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| PERSONAL STATEMENT (reasons for applying in this course) |
| Enter your reasons here |
| DISABILITY / SPECIAL NEEDS |
| Do you have any medical condition or physical disability or require any special needs?[ ]  Yes [ ]  NoIf yes, provide details: |
| Enter details here |

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| DOCUMENTS TO BE ATTACHED (Check List) |
| [ ]  A computer typed, printed and signed Application Form[ ]  Copy of Matric Certificate[ ]  Copy of Matic Marksheet[ ]  Matric Equivalency Certificate (for O Levels/IB/ etc) [ ]  Copy of Ninth grade marksheet (for awaiting result applicants)[ ]  Copy of applicant’s CNIC[ ]  Copy of parent/guardian CNIC[ ]  Two passport size photographs[ ]  Undertaking |

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| **UNDERTAKING** |
| I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ S/D/O \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ holding CNIC / Form B # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, do hereby solemnly confirm that, 1. I have read and understood the admission criteria and requirements of KSA.
2. I have understood and aware that my admission will be cancelled if I do not meet the admission requirements.
3. I have understood and aware that my admission will be cancelled if any forgery is detected in the documents that I have provided or any information provided by me is found to be incorrect.
4. All personal and academic information provided by me is correct and authentic.
5. I have understood all the rules, regulations, and procedures of the university.
6. I will abide by all rules and regulations set by KSA.
7. I will conduct myself as a responsible student of KSA and will not violate the university’s discipline.
8. I will not involve myself in any political/religious activities in university premises.
9. I am aware that fee is non-refundable and affirm not the make any refund claims if I leave KSA
10. I am aware that security deposit is refundable only on complete of certificate/diploma course
11. I am aware and agree that KSA reserves the right to review its tuition and other fees annually to cover inflation and other costs
12. I am aware and agree that all policies and regulations set by KSA will be binding on me, and that I will not violate such policies and regulations.

I, solemnly affirm and undertake that Karachi School of Art can cancel my admission at any stage in case of the following without any prior notice:* Any misrepresentation of the furnished data
* Any anti-social activity on my part
* Misconduct on my part
* My poor attendance
* My poor academic performance
* Non-payment of fees
* Violation of policies and procedures of Karachi School of Art
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| Applicant’s Signature |  | Parent/Guardian’s Signature |  |
| Date |  |