



**MILESTONE TECHNOLOGY COLLEGE**

**2023/2024 APPLICATION FORM**

**80E SIR SAMUEL LEWIS ROAD ABERDEEN, FREETOWN.**

**232 80 777 333 / 232 73 777 333**

**[info@mtc.edu.sl](mailto:info@mtc.edu.sl)**

**[www.mtc.edu.sl](http://www.mtc.edu.sl)**

# Getting your application right

1. Read this section carefully before you start.
2. Fill in all relevant sections of the form. Please write in CAPITALS using BLACK INK.
3. Don't forget to give us your photo in electronic format.
4. Email your completed form and supporting documents to [registrar@mtc.edu.sl](mailto:registrar@mtc.edu.sl) or submit them in hard copy at the college campus at 80E Sir Samuel Lewis Road Aberdeen.

## Remember:

- If you need extra copies of the paper form, you can send a request VIA email to registrar@mtc.edu.sl.  
Note: General Data Protection Regulation (GDPR) - The information contained in this application will be used for the purpose of processing your application and, if you are admitted, will form the basis of your student record.

# Filling in the form

## General Instructions

You may find here instructions on how to fill in the various sections of the application form. Not all sections have specific instructions, as most of them are self-explanatory. Please find below the ones that need your attention.

### A. Personal details

Please give your name as it appears on your passport or ID Card. If your forename and family name are not clear, your application could be delayed.

### B. Contact details

The College will address all correspondence through the address provided in Section B. It is essential that the College is notified of any change of address/email at the earliest opportunity.

### C. Programme of study details

Please indicate the location of your studies.

### D. Funding details

In order to be informed about tuition fees, you may contact the College directly.

### E. Previous education

Our minimum entry requirements are listed in our prospectus and on our website. If you are not sure your qualifications are suitable, contact the Admissions Office before you apply. Applicants are strongly encouraged to supply additional information to support their application. Please use this section to include this information, and continue on a separate sheet if necessary.

### F. Checklist

It's important that you send your supporting documents with your completed form. We may not be able to process your application without them. If for any reason you can't send your documents with your form, use the checklist in section K to let us know when we can expect them. It's especially important to send copies of transcripts and certificates of your qualifications as soon as possible.

You can scan your documents and send them by e-mail to: [admissions@york.citycollege.eu](mailto:admissions@york.citycollege.eu)

Make sure you put your full name and the course you're applying for at the top of the e-mail. Remember, if you are offered a place, you may be required to bring the original documents with you when you register.

#### Deadlines

Most of our programs have no deadline for applications, unless you're applying for a specific scholarship. However, entry to all courses is competitive. To increase your chance of an offer, you should apply as early as possible. Applying early gives you more chances to be accepted.

## What happens after we receive your application?

1. As soon as we get your application, it is processed and assessed by the Admissions Office and the relevant academic department.
2. When the assessment is complete and a recommendation is made, we notify you through email.

### **How long does it take?**

The Admissions Office will try to send you a decision as quickly as possible. The process usually takes up to two weeks. Remember, if you send/email supporting documents separately, this can delay the decision.

### **What can I do to speed things up?**

1. Applicants are required to send all documents (application form, supporting documents etc.) through email or deliver them at the college campus.
2. If your postal or email address changes, please let us know straight away. Contact us at the address below.

## Admissions contact details

### **MILESTONE TECHNOLOGY COLLEGE**

Admissions Office

80E Sir Samuel Lewis Road, Aberdeen

Freetown, Sierra Leone

Email: [registrar@mtc.edu.sl](mailto:registrar@mtc.edu.sl)

[www.mtc.edu.sl](http://www.mtc.edu.sl)



**For Admissions Office use:**

Registration no:

Registration status:

# Undergraduate Application Form.

Affix a current photograph and provide three more

Use this application form to apply for a Undergraduate Course. All sections should be filled in by all applicants.

## Section A: Personal details

It is important that you provide these details as they are shown on your ID card / passport.

1. Surname / Family name: \_\_\_\_\_
2. Forename(s): \_\_\_\_\_
3. Title: Mr  Ms  Miss  Mrs
4. Father's name: \_\_\_\_\_  
Mother's name: \_\_\_\_\_
5. Date of birth: \_\_\_/\_\_\_/\_\_\_ Place of birth: \_\_\_\_\_
6. Gender: Male  Female
7. Marital Status: Married  Single
8. Nationality: \_\_\_\_\_
9. ID card No (for Nationals):  
Date of Issue: \_\_\_/\_\_\_/\_\_\_ Issued by: \_\_\_\_\_  
Passport No (for non - nationals):  
Date of Issue: \_\_\_/\_\_\_/\_\_\_ Valid until: \_\_\_/\_\_\_/\_\_\_ Issued by: \_\_\_\_\_

## Section B: Contact details

Unless dates are specified, Milestone Technology College will use this correspondence address for all correspondence.

- |  |   |
|--|---|
| <ol style="list-style-type: none"><li>10. Permanent (home) address: _____<br/>_____<br/>_____<br/>Post Code: _____<br/>Tel. No.: _____<br/>Mobile phone no. _____<br/>Email: _____<br/>Dates when contactable at this address:<br/>From ___/___/___ to ___/___/___</li></ol> | <ol style="list-style-type: none"><li>11. Correspondence address (if different): _____<br/>_____<br/>_____<br/>Post Code: _____<br/>Tel. No.: _____<br/>Mobile phone no. _____<br/>Email: _____<br/>Dates when contactable at this address:<br/>From ___/___/___ to ___/___/___</li></ol> |
|--|---|

Please notify CITY College of any change of address as soon as possible, to ensure that any correspondence reaches you.

### Section C: Programme of study details

12. Title of the course: \_\_\_\_\_

13. Department in which you wish to study: \_\_\_\_\_

14. Mode of attendance

1-2 years

Location of studies: \_\_\_\_\_

Please note that different modes of study may not be available for all courses.

15. In which month and year do you wish to start your studies? (MM/YYYY) \_\_\_\_\_

Please note that our programs have varying starting dates. For details, please check the academic calendar.

### Section D: Funding details

Please indicate how you intend to finance your studies.

16. Parents  Self-funded  Scholarship  Company  Other (please specify)  \_\_\_\_\_

Unless explicitly requested by the candidate, all parties annotated above are by default authorized to be informed about the candidate's academic record and performance.

17. Is this funding definite or proposed? Definite  Proposed

### Section E: Previous education details

18. Please provide details, including results of all secondary/ high school level qualifications you have already received, or will be receiving (starting with the most recent) and attach copies of transcripts or certificates where possible. Include results of any examinations taken as part of any current studies.

Qualification: \_\_\_\_\_ School / Institution: \_\_\_\_\_

Class / score / grade / GPA: \_\_\_\_\_ Date of award: \_\_\_\_/\_\_\_\_/\_\_\_\_

.....  
Qualification: \_\_\_\_\_ School / Institution: \_\_\_\_\_

Class / score / grade / GPA: \_\_\_\_\_ Date of award: \_\_\_\_/\_\_\_\_/\_\_\_\_

19. Please provide details of any other qualifications you have (i.e. other languages, seminars or courses you have attended, computer skills etc.)

\_\_\_\_\_  
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## Section F: English language details

This information will be used to determine whether you already meet our minimum English language requirements or whether you will need to take an additional English language test.

20a. Is English your first language? Yes  No

20b. Was your previous education undertaken in English? Yes  No

21. If No, please state the language in which you were educated: \_\_\_\_\_

22. Please state your native language: \_\_\_\_\_

Please list and attach certificates/transcripts of any English language qualifications you possess:

Qualification	Awarding body	Overall grade/score	Date of Award
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please give details of Certificates to be acquired or for which you are awaiting results\*:

## Section G: Employment details (if applicable)

23. Please provide details of employment:

From \_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_\_\_ Position held: \_\_\_\_\_

Name and address of employer: \_\_\_\_\_

Key Responsibilities: \_\_\_\_\_

.....

From \_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / K \_\_\_ / \_\_\_ Position held: \_\_\_\_\_

Name and address of employer: \_\_\_\_\_

Key Responsibilities: \_\_\_\_\_

## Section H: Interests and Hobbies

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Section I: Family information

24. Father's name: \_\_\_\_\_

\_\_\_\_\_  
Profession: \_\_\_\_\_

Father's education: \_\_\_\_\_

Job address: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

25. Mother's name: \_\_\_\_\_

\_\_\_\_\_  
Profession: \_\_\_\_\_

Mother's education: \_\_\_\_\_

Job address: \_\_\_\_\_

Tel. No.: \_\_\_\_\_



## Section L: Declaration

29. All decisions by the College are made in good faith on the basis of the information you provide in your application form. If we discover that you have made a false statement or have failed to provide significant and relevant information, we are entitled to withdraw or amend the offer, according to the circumstances. You may even be required to withdraw from the course if you have already started it. In accordance with our General Data Protection Regulation (GDPR), the information contained in this application will be used for the purpose of processing your application and, if you are admitted, will form the basis of your student record.

**I confirm to the best of my knowledge that the information I have provided in this application is complete and accurate. I understand that any offer of admission as an undergraduate student that I may receive, will be based upon the information given in this form, and that if I am found to have given false information, the offer may be withdrawn.**

**I understand that the information supplied on this form will be retained by Milestone Technology College, Freetwon Campus and will be used for the purpose of processing my application and collecting feedback on the admissions process. In addition, application data may be used for research purposes to better understand general recruitment and admissions including the analysis of applicant numbers and trends to improve the student experience and for strategic planning purposes.**

**Data will not be used in a way that identifies any individual and will be managed in accordance with the General Data Protection Regulation (GDPR). In the event that my application is successful, I understand that the information will form part of my student record. If admitted to the College, I agree to abide by the Regulations of Milestone Technology College being in force at the moment.**

I authorize the college to use photographs taken from social or other college activities, in which I might appear, for promotional purposes Yes  No

Signed: \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Please return the completed form to:

**Milestone Technology College**

Admissions Office

80E Sir Samuel Lewis Road, Aberdeen.

Freetown, Sierra Leone

Email: registrar@mtc.edu.sl

www.mtc.edu.sl