

Ref No:

Office of the Registrar

## Request for Advanced Standing

Name:	Student ID:
Course:	Year/Sem Enrolled:
Contact Number:	Campus:
Contact Address:	National ID:

**Module for which advanced standing is sought (attach sheet if necessary)**

Module code	Module name	Module(s) / subjects studied in the course / work experience proposed for consideration	Year studied	Institution

**Requirements for processing this request**

- Student should submit proof of study or work experience along with this application. In case of study, a proper transcript from the institute at which studies were completed should be submitted. All the courses proposed for consideration will have to be MQA accredited courses. Work references should be submitted along with the names of two referees and their contact information.
- Processing of the request will take 10 working days, since submission of all required documents.
- A processing fee of MVR 300 per module will be charged for advanced standing assessment.

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<i>Submission Receipt Slip (this slip has to be retained by the student) This receipt has to be filled by an office staff.</i>			
Student Name:		Student ID:	
Module(s):		Form number:	
Course:		Date:	
Name (staff):		Signature (staff):	



**Declaration**

*I declare that the information I have submitted in and with this application for advanced standing is accurate and free from falsification. I further understand that the College may contact relevant institutes and employers and other referees for further information and verification regarding this application, and authorize any institute that I have studied at or places I have worked in to release information regarding my studies or work, including their impressions and records and to indemnify the College and other institutes and employers on account of any personal information about me that they may share between them.*

*I also understand that the College may, at its discretion either grant or reject advanced standing for the module in this application as per the Advanced Standing Policy of Mandhu College, and any fees paid by me to the College on account of this application is not refundable regardless of the outcome of this application. I further understand that in case the application is successful, I will be awarded a non-gradable pass for the module, and I will still be liable for paying fees for the module.*

Signature: \_\_\_\_\_

Date \_\_\_\_\_

For office use only			
Received Date:		Received by (Name):	
Handed to:		Assessed by:	
Outcome:	Awarded <input type="checkbox"/>	Not Awarded	<input type="checkbox"/>