

Guidelines to send application through e-mail

- (a) Subject: Surname+Other names+mode+course

Example:

Surname: John

Other names: Smith

Mode: Full Time (FT) *or* Part Time (PT)

Courses Applied: BSc Human Resource Management

Subject : John Smith FT *or* PT BSc Human Resource Management

- (b) Documents to be sent in pdf format or jpeg format

Name the file name of all your documents to be attached as follows:

DOCUMENTS	FILE NAMING	EXAMPLE (John Smith)
Application Form	APPL_surname_name	<i>APPL_john_smith</i>
Birth Certificate	BC_surname_name	<i>BC_john_smith</i>
National Identity Card	NIC_surname_name	<i>NIC_john_smith</i>
School Certificate	SC_surname_name	<i>SC_john_smith</i>
Higher School Certificate	HSC_surname_name	<i>HSC_john_smith</i>
Brevet de Technicien	BT_surname_name	<i>BT_john_smith</i>
Baccalauréat	BAC_surname_name	<i>BAC_john_smith</i>
Diploma	DIPL_surname_name	<i>DIPL_john_smith</i>
Transcript	TRANS_surname_name	<i>TRANS_john_smith</i>
Vaccination card Covid-19	COVID-19_surname_name	<i>COVID-19_john_smith</i>
Fees receipt for application	FEE_surname_name	<i>FEE_john_smith</i>