APPLICATION CHECKLIST

Check if you have included all necessary documents to complete your application

- Complete all the fields of the *Application for Admission*.
- Submit attested copies of educational certificate(s) and transcript(s). All overseas qualifications must be accredited by the Maldives Qualification Authority (MQA) or MQA assessment report specifying the level of the programme must be submitted
- Submit a copy of the National Identification Card/ Passport
- Submit proof of English Language proficiency (if it is mentioned in the entry requirement). If you need programme details, please go to http://www.villacollege.edu.mv/programmes
- Submit work experience letter(s) or supporting evidence as an indication of attained work experience (for alternative entry route applicants only)
- Submit Parental Consent Form (for applicants below 18 years of age)
- Pay application fee

IMPORTANT INFORMATION

1. In applying to the College, provision of accurate and updated information must be ensured by the applicant. Applicants are required to submit a copy of their National ID Card or Passport and relevant documents, when submitting their applications to the College. In order to verify the legitimacy of the submitted documents, the College requires attested copies of educational certificates and transcripts. All overseas qualifications must be accredited by the Maldives Qualification Authority (MQA) or MQA assessment report specifying the level of the course must be submitted. An application is considered to be complete only when the College receives all the required documents along with the application form (hardcopy or online).

2. When filling in the personal information, the applicant must ensure that the details (including correct spellings) are consistent with the details as in the national ID card/passport

3. When submitting the application, if you are facing technical difficulties and need additional information, please contact **admissions@villacollege.edu.mv**.

4. After the submission of the form, if any changes need to be brought to the personal information or wants to change the applied programme, then the applicant must notify the College via email at **admissions@villacollege.edu.mv**.

5. A non-refundable application fee (MVR 100) is required when applying for admission to the College. *Offer of Admission* will not be issued to the applicant until this payment is paid. In addition to this, an admission fee (MVR 250) and an enrolment fee (MVR 200) is required during the initial admission and enrolment to the programme.

06. After submission of the application, the student portal (MyVC) login and password will be sent to the applicant's personal e-mail address and mobile number. Hence, the applicant must ensure that the correct contact details (email address and mobile number) are provided in the application.

07. Applying to study at Villa College does not guarantee a placement. After the review of *Application for Admission,* all eligible applicants will be notified through email. The *Offer of Admission* will be issued through the MyVC portal (to view and download)

08. During the review process of the application, if any additional documents are required the College will request for the documents through email.

09. The review and processing of applications normally takes three working days