



**Admission Policy of the Royal University of Bhutan
(International Students)
2026**

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Glossary

Admission: The process of selection and formal acceptance of an applicant into a university programme in accordance with prescribed rules and procedures.

Appeal: A formal written request submitted by an applicant seeking review or reconsideration of an admission-related decision.

Application Fee: A non-refundable fee payable by an applicant at the time of submitting an application for admission to a programme offered by the University.

Cross-discipline Admission: Admission of students into academic programmes or courses that combine modules from different programmes and/or colleges.

Discontinuation of Study: The cessation or termination of enrolment in an academic programme, either through voluntary withdrawal by the student or deregistration by the University.

Disqualification from Admission: Denial of admission to an individual who fails to meet the prescribed eligibility requirements, criteria, or conditions set by the College or University.

Enrolment: The formal registration of students into a programme of the University.

Extenuating Circumstances: Exceptional circumstances that are normally beyond the control of the student.

Lateral Entry: Admission of a student directly into a later stage of a programme on the basis of recognised prior certified learning.

Period of Registration: The duration for which a student is permitted to remain enrolled in a programme.

Programme Change: Changing from the enrolled programme to another programme in the same or another college.

Programme deferral: The postponement of enrolment in an academic programme to a later date.



Introduction

The Royal University of Bhutan welcomes international students to its diverse academic programmes. Committed to academic excellence, cultural exchange, and global collaboration, the University provides a supportive and inclusive environment that fosters intellectual growth and personal development. In addition to academic pursuits, students gain a strong grounding in sustainable development, environmental stewardship, and ethical leadership, while experiencing Bhutan's rich cultural heritage, vibrant community life, and pristine natural environment.

The University cultivates a learning environment founded on balance, sustainability, and well-being, encouraging students to become part of a collaborative community and to build meaningful cross-cultural connections. The International Student Admission Policy ensures a fair, transparent, and merit-based selection process that promotes inclusivity and diversity. It outlines the types of programmes, eligibility requirements, application procedures, and guidance to support international applicants throughout the admission process.

All international students are required to meet the prescribed admission criteria and comply with the University's academic and administrative regulations.

Chapter I

Preliminary

1.1. Title

This document shall be known as the Admission Policy of Royal University of Bhutan (International Students), hereafter referred to as the "Policy."

1.2. Scope

This Policy shall apply to international students seeking admission to programmes offered by the University. It sets out the provisions governing admission, enrolment, and appeal procedures.

1.3. Definition

An international student refers to any student who belongs to a country other than Bhutan and does not hold Bhutanese citizenship.

1.4. Interpretation

The final authority for interpretation of this Policy shall rest with the Registry, Royal University of Bhutan.

1.5. Purpose

This Policy constitutes guidelines and procedures to ensure a fair, inclusive, efficient, and transparent admission process for international students.

1.6. Approval and Effective Date

This Policy shall be approved by the Academic Board of the University, and shall come into force from the date specified in the Office Order issued by the Registrar.

1.7. Amendment

No part of this document shall be amended, other than by the Academic Board of the Royal University of Bhutan.

Chapter II

Admission Eligibility and Process

2.1 Award-Bearing Programmes

The University offers award-bearing programmes comprising long-term academic studies that lead to formal qualifications, including Diploma, Undergraduate, Postgraduate Certificate or Diploma, Master's, and Doctoral (PhD) degrees.

2.1.1 Minimum Entry Requirements

2.1.1.1 Diploma/Degree

Applicants should hold a minimum of a Higher Secondary School Certificate or its equivalent qualification. Additionally, applicants must meet the specific entry requirements set out in the respective Definitive Programme Documents.

2.1.1.2 Postgraduate Diploma and Postgraduate Certificate

Applicants should hold an undergraduate degree from a recognised university or college. Admission to a Postgraduate Diploma and Postgraduate Certificate programme shall be subject to the specific entry requirements set out in the Definitive Programme Document.

2.1.1.3 Master's

Applicants should hold an undergraduate degree from a recognised university or college. Admission to a Master's programme shall be subject to the entry requirements specified in the Definitive Programme Document. In the case of Masters by research programmes, applicants shall additionally be assessed in accordance with the criteria prescribed in the *Royal University of Bhutan's Research Degrees Framework*.

2.1.1.4 Doctor of Philosophy (PhD)

Applicants should hold a Master's degree from a recognised university or college. Admission to a PhD programme shall be subject to the entry requirements specified in the Definitive Programme Document, and the criteria prescribed in the *Royal University of Bhutan's Research Degrees Framework*.

2.1.2 Language Requirement

2.1.2.1 Applicants seeking admission to award-bearing programmes shall submit a valid International English Language Testing System (IELTS) certificate with a minimum overall band score of 5.5, or an equivalent qualification and score.

2.1.2.2 Applicants who have completed their prior education in English medium may be exempted from the mandatory English language requirement upon submission of appropriate documentary evidence. However, the RUB colleges reserve the right to administer an English proficiency test, where deemed necessary, to assess the applicant's language competence.

2.1.2.3 International applicants who do not meet the English language requirements shall be required to complete a Bridge Course in English for

Academic Purposes (EAP) prior to the commencement of their chosen programme. A separate fee shall be charged for the EAP course.

2.1.2.4 The English language requirement shall not apply to applicants whose native language is English.

2.2 Non-Award Bearing Programmes

Non-award bearing programmes comprise short-term academic engagements, including Semester Abroad, Short-term Study Abroad, and Visiting Research Student programmes. These programmes are generally open to all applicants.

2.2.1 Semester Abroad: A programme in which a student undertakes academic study for one semester, enrolling in a minimum of two modules.

2.2.2 Short-term Study Abroad: A customized academic programme of one to six weeks' duration, designed for a group of a minimum of five students.

2.2.3 Visiting Research Student: A programme of one month up to a maximum of one year, during which the student conducts research at the University in support of a degree being pursued at an external institution.

2.3 Application Cycle

2.3.1 Admissions to award-bearing programmes shall be conducted twice annually. Applications for the Spring intake must be submitted from 1 March to 30 September, and for the Autumn intake from 1 August to 30 April.

2.3.2 Applications for non-award-bearing programmes may be submitted throughout the year.

2.4 Application Fee

2.4.1 Applicants seeking admission to award-bearing programmes shall pay a non-refundable application fee of USD 100 per application, payable at the time of submission of the application.

2.5 Documentary requirements

Applicants shall submit the following documents in support of their application:

2.5.1 Relevant Application Form:

2.5.1.1 Award bearing programmes – Annexure A

2.5.1.2 Semester Abroad – Annexure B

2.5.1.3 Short Term Study Abroad – Annexure C

2.5.2 Letters of recommendation from academic or professional references, as specified by the respective programme – Annexure D

2.5.3 Statement of Purpose – Annexure E

2.5.4 Passport (valid for the study duration)

2.5.5 Valid travel and medical insurance

2.5.6 Academic transcripts and certificates duly verified by the awarding institution and submitted in English or accompanied by official English translations.

2.5.7 English language proficiency test scores (where applicable)

2.5.8 Two passport-sized photographs



2.5.9 Proof of adequate financial means to support the period of study

2.6 Verification of Application

2.6.1 Applicants shall provide complete and accurate information in support of their application. All required academic transcripts and supporting documents shall be submitted for verification to determine eligibility.

2.6.2 The College Admission Committee shall verify all documents submitted by the applicant.

2.6.3 The colleges reserve the right to reject or cancel an application where submitted documents are incomplete, inaccurate, misleading or false.

2.7 Selection of Students

The selection criteria shall vary depending on the nature and specific requirements of the programme. Generally, the following are required:

2.7.1 Academic transcripts and certificates

2.7.2 Statement of purpose

2.7.3 Letters of recommendation

2.7.4 Research proposal for postgraduate programmes by research

2.7.5 Online interviews or additional assessments, where required

2.8 Provisional Admission

Applicants who do not meet the English language requirements shall be granted a conditional offer of admission. Confirmation of Admission (CoA) shall be subject to the successful completion of the English for Academic Purposes Bridge Course.

2.9 Confirmation of Admission

2.9.1 Admission shall be confirmed upon payment of the tuition fee.

2.9.2 The College shall issue a Letter of Acceptance upon receipt of the tuition fee.

2.9.3 A duly signed legal undertaking, as prescribed by the University, shall be submitted at the time of admission confirmation (Annexure F).

2.10 Cancellation of Application

An application may be cancelled under the following circumstances:

2.10.1 Incomplete submission of required documents

2.10.2 Failure to fulfil eligibility requirements.

2.10.3 Submission of inaccurate, misleading or false information.

2.10.4 Late submission of required documents.

2.10.5 Non-payment of the prescribed application fee.

2.10.6 Termination for breach of country's laws or the University/College regulations.

2.11 Cross-discipline Admission

Students may undertake components of their academic programme at more than one college of the University after completing at least one semester of study, subject to fulfilment of the academic requirements and agreement between the coordinating and partner colleges.

2.12 Lateral Entry

Applicants may be admitted to a later stage of a programme if they have demonstrably achieved the equivalent educational standards of the earlier years of the programme. Eligibility validation of applicants and approval of credit transfer shall be conducted in accordance with regulation B9: Accreditation of Prior Learning in *The Wheel of Academic Law* of the University.

2.13 Period of Registration

- 2.13.1 The period of registration may be extended by up to two years beyond the prescribed programme duration. In exceptional or extenuating circumstances, an additional year may be granted, subject to approval by the College.
- 2.13.2 Enrolment may be deferred on grounds of extenuating circumstances. However, the programme must be completed within the maximum allowable period of registration, excluding the approved period of deferment.

2.14 Responsibility of Applicants

- 2.14.1 In order to ensure a fair and efficient admission process, applicants shall:
 - 2.14.1.1 provide all academic transcripts and supporting documents accurately and within the stipulated timeframe; and
 - 2.14.1.2 participate in assessment activities to fulfil the eligibility criteria, where applicable.

2.15 Repatriation of Students

- 2.15.1 An international student whose enrolment is terminated, cancelled, or discontinued due to academic failure, misconduct, violation of the laws of the Kingdom of Bhutan, breach of University or College regulations, or other serious breaches as determined by the University, shall be responsible for arranging and bearing the cost of repatriation to his/her home country.
- 2.15.2 The University or College may coordinate with relevant authorities and sponsors, where applicable, to facilitate repatriation. However, the primary responsibility for travel arrangements and associated expenses shall rest with the student or sponsor.

2.16 Waiver of Liability upon Withdrawal or Termination

- 2.16.1 In the event of voluntary withdrawal by the student, the University and its colleges shall not be held liable for any financial loss, personal expenses, or other consequences arising from such withdrawal.
- 2.16.2 In the event of suspension, termination, or cancellation of admission or enrolment by the University or College in accordance with its rules and regulations, the student shall have no claim against the University or College for compensation, damages, or other liabilities, except as otherwise provided under applicable laws or approved refund policies.

Chapter III

Change, Deferral, Discontinuation and Appeal

3.1 Change of Programme

Change of programme within and across colleges shall be permitted under the following conditions:

- 3.1.1 Fulfilment of programme eligibility criteria
- 3.1.2 Change shall be affected at the beginning of the academic year
- 3.1.3 Credit transfer shall be facilitated in accordance with the *Bhutan Qualifications Framework*, and provisions in the University's *The Wheel of Academic Law*.

3.2 Deferral of Programme

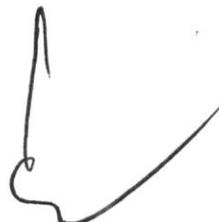
A programme may be deferred to the next academic year if the number of admitted students is deemed economically non-viable by the College. In such cases, affected students may opt for another programme. Students opting for another programme may be admitted in addition to the approved intake, subject to fulfilment of the eligibility criteria of that programme.

3.3 Discontinuation of Study

- 3.3.1 A student intending to discontinue his/her studies shall notify the Dean of Academic Affairs (DAA) in writing, with a copy submitted concurrently to the Registrar.
- 3.3.2 Upon discontinuation, the student's admission and visa status shall be revoked.
- 3.3.3 Re-admission shall require submission of a new application through the prescribed procedures.

3.4 Appeal

- 3.4.1 An appeal is a formal written request to the College/University on matters related to admission. Appeals shall be considered only where there is evidence of a breach of the University's Admission Policy. Appeals based solely on errors made by external agencies or individuals shall not be accepted.
- 3.4.2 Appeals must be submitted to the Dean of Academic Affairs of the respective College within 10 working days from the date the admission decision is communicated to the applicant.
- 3.4.3 The College Admission Committee shall review the appeal within five working days after the appeal is received, and communicate its decision to the appellant.
- 3.4.4 If the appellant is dissatisfied with the decision of the College Admission Committee, he and she may submit a further appeal to the Registrar, Office of the Vice Chancellor, within 10 working days from the date of communication of the College's decision. The appeal shall be reviewed by the University Admission Committee, and the decision shall be conveyed to the appellant within five working days of receipt.



Chapter IV

Administrative Procedures and Financial Matters

4.1 Visa Application

- 4.1.1 Students shall be responsible for their visa and related fees. The colleges shall facilitate the visa application process.
- 4.1.2 Requirements include a valid passport, Confirmation of Admission issued by the College, a duly completed visa application form, and other supporting documents as required. Detailed requirements are available on the website of the Department of Immigration.
- 4.1.3 Student visas shall be valid for the duration of the programme, unless otherwise specified by the Department of Immigration.

4.2 Support Service

- 4.2.1 Students shall attend the orientation programme organised by the College.
- 4.2.2 Language assistance and academic counselling shall be provided, where necessary, to support students in their academic journey.
- 4.2.3 Information regarding access to medical services in Bhutan shall be provided upon arrival.

4.3 Health and Travel Insurance

- 4.3.1 Students must maintain valid health insurance coverage for the entire period of enrolment at the University.
- 4.3.2 Students shall also maintain valid travel insurance.
- 4.3.3 Where insurance documentation is issued in a language other than English, an official English translation must be provided.
- 4.3.4 Students shall submit immunisation and vaccination records in accordance with the prevailing requirements of the Royal Government of Bhutan.

4.4 Accommodation

- 4.4.1 Students may reside either on-campus or off-campus. On-campus accommodation shall be subject to availability. Where unavailable, the College shall facilitate identification of suitable off-campus accommodation.
- 4.4.2 All costs associated with accommodation and living expenses shall be borne by the students, unless otherwise arranged.

4.5 Tuition Fee and Refund Policy

- 4.5.1 Tuition fees for each programme shall be communicated to applicants by the respective Colleges during the application process.
- 4.5.2 Refund of tuition fees, where applicable, shall be processed by the colleges in accordance with the provisions of the *RUB Tuition Fee Policy and Guidelines*.

Annexure A: International Student Application Form for Award Bearing Programme

First name	Middle name	Surname
DOB (DD/MM/YY):	Sex	Passport no:
College applying to:		
Programme applied for:		
Country of citizenship:	Country of birth:	
Address:		
Email id:	Contact mobile no. with country code:	
Name of the emergency contact:	Relationship of the emergency contact:	
Email of the emergency contact:	Phone no of the emergency contact:	
Signature of the applicant and date:		
<p><u>Attach a copy of the following and tick against the checklist</u></p> <ol style="list-style-type: none">1. Academic transcripts and certificates2. Statement of purpose (Not applicable for undergraduate programmes)3. Letters of recommendation (Not applicable for undergraduate programmes)4. Research proposal for postgraduate programmes by research		



Annexure B: Semester Abroad Application Form

First name	Middle name/	Surname
Name of parent university:		
Student ID No. at university:		
Degree pursuing at university:		
Language of instruction at university:		
Male/female (circle)	DOB (DD/MM/YY):	
Nationality:	Country of birth:	
Address of the student:		
Email id:		Contact mobile no. with country code:
Name of the Emergency contact:	Relationship:	Contact no. with country code:
Email of the emergency contact:		
Signature Date:		
<p><u>Attach a copy of the following and Tick against the checklist:</u></p> <ol style="list-style-type: none"> 1) Student's valid passport. 2) Student ID card. 3) Academic transcript. 4) Medical certificate. 5) Personal financial statement. 		
<p><u>For Semester Abroad College in Bhutan</u> Approved/Not approved</p> <p>Signature and Date</p>		

Annexure C: Short Term Study Abroad Application Form

1. Name of the University:
2. Name of School/Department:
3. Name of the Faculty Leader:
4. Nationality of the Faculty Leader:
5. Passport No. of the Faculty Leader:
6. Names of students visiting RUB/Bhutan along with their nationality (use separate sheet if necessary):
7. Students' Class/Year:
8. Specify the dates of study visit (from and to):
9. Complete Address of the Faculty Leader (including email and phone number(s) (Please note that RUB will contact the Faculty Leader mostly through email):
10. Please provide justification for choosing short term study visit to RUB and in Bhutan?

11. How will the visit to RUB and in Bhutan help fulfill students' learning experiences in relation to their course at home university?

12. Please list the type of experience availed by the team during the short term study visit in Bhutan

13. Assessment and methodology used to credit the short term study abroad.

14. Please list any arrangement needed at the study visit college, including lecture topics, sit in on specific class, accommodation, meals, lectures and others.

15. Will the students also work with any other organization(s) during the short term study visit?
If so, please specify the organizations.
16. Any other issues you would like to highlight



Name of the University:	Name of School/Department
Name of the Faculty Leader: Nationality of the Faculty Leader: Passport No. of the Faculty Leader:	Names of students visiting RUB/Bhutan along with their nationality (use separate sheet if necessary):
	Students' Class/Year:
Specify the dates of study visit (from and to):	
Complete Address of the Faculty Leader (including email and phone number(s) (Please note that RUB will contact the Faculty Leader mostly through email):	
Please provide justification for choosing short term study visit to RUB and in Bhutan?	
How will the visit to RUB and in Bhutan help fulfill students' learning experiences in relation to their course at home university?	
Please list the type of experience availed by the team during the short term study visit in Bhutan.	
Assessment and methodology used to credit the short term study abroad.	
Please list any arrangement needed at the study visit college, including lecture topics, sit in on specific class, accommodation, meals, lectures and others.	
Will the students also work with any other organization(s) during the short term study visit? If so, please specify the organizations.	
Any other issues you would like to highlight	
Signature of the faculty	

Annexure D: Reference Report Form for Masters and PhD students

The applicant has named you as a referee in support of an application to study at the Royal University of Bhutan. To assist in the selection process, we would like to receive your views on the applicant's suitability for the programme, in particular on their leadership and personal qualities, academic competence (including their research ability or promise where appropriate) and potential outcomes.

When you have completed the referee report, please email it to us at.....

.....
The closing date for applicants to submit applications and supporting documents is

Personal details					
Applicant					
Family name					
Given names					
Application ID					
Referee					
Family name					
Given names					
Mobile no.					
Email					
Employing organisation	Name				
	Town/City, Country				
Position title			Starting date		
Length of time you have known applicant	<input type="checkbox"/> Less than 3 months	<input type="checkbox"/> 3–12 months	<input type="checkbox"/> 1–2 years	<input type="checkbox"/> 2–5 years	<input checked="" type="checkbox"/> More than 5 years
Relationship to applicant (e.g. supervisor, tutor, manager)					
Evaluation of applicant's leadership capabilities and behaviours					
Please evaluate the applicant against the following criteria*					
	Very good	Satisfactory	Needs coaching	Not observed	

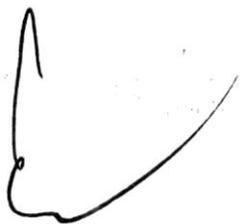


Shapes strategic thinking (meaning that they: inspire a sense of purpose and direction; focus strategically; harness information and opportunities; and show judgement, intelligence and commonsense)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Achieves results (meaning that they: build organisation capability and responsiveness; marshal professional expertise; steer and implement change and deal with uncertainty; ensure closure and deliver on intended results)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cultivates productive working relationships (meaning that they: nurture internal and external relationships; facilitate cooperation and partnerships; value individual differences and diversity; and guide, mentor and develop people)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Displays personal drive and integrity (meaning that they: demonstrate professionalism and probity; commit to action; display resilience; promote and adopt a positive and balanced approach to work; and demonstrate self awareness and a commitment to personal development)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicates and negotiates effectively (meaning that they: communicate clearly; listen, understand and adapts to audience; and negotiates persuasively)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please expand briefly on your evaluations above, giving relevant examples. Also provide reasons why, in your opinion, the applicant should be considered for Masters/PhD programme (maximum 500 words).

Referee's declaration and signature	
I declare that the information in this report is true and correct.	
Signature	Date

Thank you for assisting the Royal University of Bhutan in providing the reference report.



Annexure E: Statement of Purpose

The Statement of Purpose should include the following:

- 1) Your background in your home country. (At least 300 words)
- 2) The course of study and why you intend to study this particular course? (At least 200 words)
- 3) The reason you have chosen to study in Bhutan. (At least 300 words)
- 4) The reasons you chosen the particular university/ college/ institute in Bhutan. (At least 300 words)
- 5) How would this benefit to you in terms of career opportunities/ pathway? (At least 200 words)
- 6) Any other information supporting your student visa application for study in Bhutan.

Note:

The Statement of Purposes must be written by the individual student and not by an agent or a family member or any other person. If the Statement of Purpose is written by anyone other than the student or has been plagiarized, the student Visa/ Entry Permit shall be rejected.

Annexure F: Undertaking For International Students

This undertaking forms an integral part of the admission process and must be signed and submitted at the time of admission confirmation.

Undertaking for International Students

I, Mr/Mrs/Ms _____, bearing Passport no _____, a citizen of _____, have been accepted to the programme _____ at(College) _____ under Royal University of Bhutan.

I hereby declare and undertake the following:

1. That I have read and understood the provisions of the Admission Policy of the Royal University of Bhutan and agree to abide by its provisions.
2. I understand that my admission and enrolment shall be governed by the rules, regulations, policies, and procedures of the University and respective College as may be applicable from time to time.
3. I confirm that all information, academic records, and supporting documents submitted by me in support of my application are true, complete, and authentic. I understand that submission of false or misleading information may result in cancellation of my admission or other actions in accordance with University regulations.
4. I acknowledge that in the event my admission or enrolment at the Royal University of Bhutan is terminated, cancelled, or discontinued in accordance with University rules and regulations, I shall be responsible for arranging and bearing the cost of my repatriation to my home country. I further understand that the University and its Colleges shall not be liable for any costs, losses, or consequences arising from my withdrawal or from the termination of my admission or enrolment.
5. I understand that I am responsible for complying with the visa and immigration requirements of the Kingdom of Bhutan and for maintaining valid documentation for the duration of my studies.
6. I undertake to comply with all academic and administrative requirements of the University and the College during the course of my studies.

Name of the student:

Signature:

Date:

