



PREMIUM EDUCATION INTERNATIONAL CENTRE

2 Eko Akete Close, off St-Gregory Road, Obalende, Ikoyi, Lagos.

Website: www.peicentre.com; **Email:** info@peicentre.com;

Telephone: 07089996801

PROFESSIONAL CERTIFICATE IN OFFICE ADMINISTRATION (CHCPD UK-PCOA)

APPLICATION FORM

Please complete this form and return together with the required supporting documentation, to the admission office, Premium Education International Centre, 2 Eko Akete Close, off St-Gregory Road, Obalende Ikoyi, Lagos, Nigeria.

PLEASE ENSURE YOU ENCLOSE THE FOLLOWING WITH YOUR COMPLETED APPLICATION FORM:

1. Fee teller/receipt
2. Copy of WAEC Certificate
3. Copy of degree certificates
4. Passport photograph
5. Other relevant professional certificates (optional)

A. PERSONAL DATA:

Surname:

Name (s):

Date of Birth:

Address:

Telephone number:

Email Address:

Choice of programme:

- B. HIGHER EDUCATION (University or other third level institutions). Please give details of all degree qualifications obtained to date:**

Full title of award	Core subjects	Institution	Years of study (from/to)	Result

C) OTHER QUALIFICATIONS:

Full title of award	Core subjects	Body	Years of study (from/to)	Status/Result

D) WORK AND/OR OTHER RELEVANT EXPERIENCE

Type of work	Dates, From/To	Name & address of Employer

E) ANY OTHER INFORMATION YOU CONSIDER RELEVANT TO YOUR APPLICATION:

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F) HOW DID YOU HEAR ABOUT PEI CENTRE? _____

G) REFERENCES:

Name of 1 st referee: Position in organisation: Address: Telephone Number	Name of 2 nd referee: Position in organisation: Address: Telephone Number
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H) DECLARATION:

I certify that the information given above is correct and hereby undertake, if admitted as a student member of PEI Centre, to observe all the regulations of the centre.

Applicant's Signature

Date

OFFICIAL REMARKS: