Information Sheet

We are pleased to know that you are interested in pursuing the Rato Bangala Foundation, Kathmandu University and Bank Street College of Education run Primary Teacher Training Program and Post Graduate Diploma in Education (PGDE). This is a bilingual course where the instructions as well as the reading materials are given both in English and Nepali. Please read these instructions carefully and complete the application correctly and submit within the deadline.

Eligibility

The minimum academic qualification for the admission is intermediate or +2 for the year-long Primary Teacher Training Program (PTTP). Candidate with Bachelor's degree in any discipline from the recognized university can submit the admission form for the sixteen-month long Post-Graduate Diploma in Education (PGDE).

The candidate, who wants to apply for the PGDE course and has accomplished his/her Bachelor's degree from countries other than Nepal, has to submit the migration certificate from the respective university. The candidate, who has completed his/her Bachelor's degree from other than Kathmandu or Tribhuban Universities within Nepal, also requires submitting his/her migration certificate from the particular university. The candidate can take his/her time to proceed for the migration certificate and can submit the certificate within six-months of registration for the training, but the certificate is essential for advancing towards PGDE course. It is not required to submit the migration certificate at the time of admission. Other credentials than the migration certificate must be submitted at the time of admission. The PTTP candidate does not require submitting the migration certificate.

Submission of the Admission Form

A five-page completed admission form enclosing: two sealed reference letters, attested copies of required transcripts (mark sheets) and character certificates and three passport sized photographs (one fixed on the application form) must be submitted by **4 p.m., Friday, April 26, 2019**. Make sure you have explicitly indicated on the admission form the training program you desire for, failure to do so may cause the rejection of the application. Please fill-up entire fields on the admission form. Write "Not Applicable" or N/A in the fields where the information requested is not applicable to you. Organize your admission form along with required documents according to the checklist provided. A complete set of application must be submitted at:

Rato Bangala Foundation
Office of Admission
Patan Dhoka Lalitpur.

Remember to obtain the date and time of your on-the-spot-essay and interview when submitting the admission form to the office.

Attested Copies of Credentials

The candidate must submit his/her attested copies of:
1. S.L.C. mark sheet and character certificate
2. Intermediate or +2 mark sheets/transcripts and character certificate
3. Bachelor's transcript and character certificate

Don't submit any of your original certificates along with the admission form. Attestation of the photocopies of documents may be made by a government approved notary, public or other issuing institutions like Kathmandu University etc.

Reference Letters

Fill in appropriate information on the form for the reference provided. Give them to two people who will write your recommendations. These people may include your current employer, your teacher/professor of the college/university or any officer in the government or corporate institutions. Ask them to seal them and keep them confidential. Submit them along with the admission form.

On-the-Spot Admission Essay and Interview

The date for writing the essay and interview is presently scheduled for **Monday, 29 April 2019**. However, you require getting your exact date and timing for on-the-spot admission essay and interview when submitting the admission form at the office.

Announcement of Result

The result of the admission procedure will be announced on **Tuesday, 30 April 2019**. You can call us at our office 9 a.m. to 4 p.m. week days to know whether you have been selected for the training program. You can also come to our office to see the result.

Registration

The selected candidates for the training program 2019-20 must register their names by 4 p.m. **May 2-3, 2019.**

Orientation Class

The orientation class for the batch 2019-20 is scheduled for **Monday, May 6, 2019** at 3-6 p.m. Since it is an important class for new students, the registered students must be present in the training room five minutes earlier. The class will allow them to get to know their advisors, training calendar and basic information and requirements about the training.

Note: The fourth term of PGDE course will commence as soon as the PGDE students make a cohort of ten.

Check List for the Admission Requirements

Organize a set of admission form along with required documents in the following order:

- ❑ A completed five-page admission form (a photograph fixed on the place given on page-1 and put the date and apply your signature on page-5)
- ❑ Attested mark sheets/transcripts from each secondary institution or university with the earliest at the top and the latest at the bottom (for example S.L.C. mark sheet, I.A. transcript and B.A transcript).
- ❑ Attested character certificates from each secondary institution or university with the earliest at the top and the latest at the bottom (for example character certificates of S.L.C., I.A. and B.A)
- ❑ Two sealed reference letters
- ❑ Two passport sized photographs in an envelop (ensure that you pasted one on the admission form)

The set of admission form (with required documents) should be stapled on the upper left hand corner. Please do not attach extra documents (certificates etc.) other than those mentioned above. Please ensure that the mark sheets/transcripts are not mixed with character certificates.

Keep this information sheet with you for your reference. Do not enclose it with the application.