# APPLICATION FORM

**PDMF UNIVERSITY**
New Jersey, USA  
www.pdmfuniversity.edu.in

**THE JOINT APPLICATION FORM FOR**  
**FINANCIAL ASSISTANCE AND**  
**ADMISSIONS – PARTIAL SCHOLARSHIP**  
**PROGRAMS**

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**REGULAR ACADEMIC DEGREES**
- BACHELORS DEGREE
- MASTERS DEGREE
- DOCTORAL DEGREE

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**CHECK LIST**
Please ensure that your application material contains the following enclosures to enable us to process the same expeditiously:

- Passport size color photograph.
- Recommendation letter: Only for students without formal qualifications, for the Regular degree programs.
- Admission essay: Only for students without formal qualifications.
- Scanned copies of the following certificates: Educational Qualifications, professional qualifications, details of training, seminar & accomplishments.
- Work experience certificate (if any).
- Your resume / bio-data.
- Any other relevant detail / enclosures.

Kindly forward the completed Application form along with the relevant enclosures by email.

**APPLICATION FORM**

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**PLEASE USE ADDITIONAL SHEETS WHEREVER REQUIRED, IF NEEDED.**

Application form valid up to: OPEN

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**TO BE PRINTED, COMPLETED, SCANNED AND EMAILED ONLY TO:**

application@pdmfuniversity.edu.in
APPLICATION PROFORMA
PDMF UNIVERSITY

Please paste your recent passport size photograph here

PROGRAMS APPLIED FOR: (GIVE DETAILS)

- REGULAR DEGREES (Tick One)
  - BACHELORS DEGREE
  - MASTERS DEGREE
  - DOCTORAL DEGREE

SPECIALIZATION: (Example: PhD in EDUCATION)

Please write / type clearly in capital / block letters.

PERSONAL DETAILS

Name (as it appears on official documents, school records passport, etc.)

First Name

Middle Name

Last Name
<table>
<thead>
<tr>
<th>Sex</th>
<th>Male</th>
<th>Female</th>
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<tbody>
<tr>
<td>Date of Birth (Day / Month / Year)</td>
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<td>Nationality</td>
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<td>Passport / Driving Licence Number</td>
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<td>Expiry Date</td>
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<td>Father’s / Guardian’s Name</td>
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<td>First Name</td>
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<td>Middle Name</td>
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<td>Last Name</td>
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</table>
ACADEMIC DETAILS
Examinations taken (Please list in chronological order including examinations with results pending).

<table>
<thead>
<tr>
<th>Examinining Body Board / University</th>
<th>Name of the Institution / College / School</th>
<th>Exam date</th>
<th>Subjects / Specialisation</th>
<th>Results / Grades / Percentage</th>
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</table>

DETAILS OF OTHER ACADEMIC ACHIEVEMENTS

SUMMARY OF YOUR ACADEMIC AND CAREER OBJECTIVES

DETAILS OF YOUR ACCOMPLISHMENTS
DETAILS OF WORK / OCCUPATION / BUSINESS EXPERIENCE, INCLUDE YEARS

CURRENT WORK / OCCUPATION / BUSINESS

Name of the organization:

Designation: 

Duration:

Salary Drawn / Profit made per annum:

ANNUAL FAMILY INCOME (per annum):

IF OUT OF WORK / JOB, FOR HOW LONG AND WHY?

WHY DO YOU NEED FINANCIAL ASSISTANCE?
IF YOU THINK ‘NO DATE’ CERTIFICATES (for non-traditional programs) WILL HELP YOU, WE CAN DO SO. PLEASE PROVIDE THE REQUIRED REASON.

USE THE SPACE BELOW TO PROVIDE ANY OTHER INFORMATION

Declaration by the applicant

I certify that all information provided on this application proforma is complete and accurate. I have read and understood the disclaimer provided in the PDMFU website. I agree to familiarize myself with all the rules and regulations of the programs set forth by PDMFU and abide by them. I would uphold the standards and respect the principles of PDMFU as an organization of higher learning.

NAME OF THE CANDIDATE / NAME OF THE PERSON WHO IS NOMINATING:

Signature of the candidate / the person who is nominating:

Date:                Place:
Application procedures and guidelines

The candidates are advised to read the instructions carefully before filling the application form. The application along with requisite enclosures provides a background of the accomplishments and the excellence of the candidates.

The application Form

The candidates are advised to go through the application form completely and fill up using block letters. Please ensure complete details are furnished for all the columns and mark NA where the same is not applicable. Candidates may use additional sheets if they want to give further explanation for any question.

The Recommendations

Recommendation letter is essential for students without any formal qualifications for pursuing regular degree programs. The recommenders should be individuals who would furnish details regarding the candidate’s performance in academic and administrative fields. It also gives an opportunity to the admissions board to get an insight into the candidate’s ability through an independent source.

The candidates are requested to obtain the recommendations from the employer (current or former) or professors / head of the department in the university or college in which the candidate is studying or has studied, or professionals employed in relevant fields, Civil servants, or people of repute.

Candidates who are unable to meet this requirement should use their own best judgment in selecting the recommenders and may add a note to the application explaining their choice.

Admission Essay

Applicant without any formal qualifications must complete the ADMISSIONS ESSAY section without fail.
PDMF UNIVERSITY

LETTER OF RECOMMENDATION

For students without formal qualification for Regular Degree programs only

To be completed by the applicant

Name of the applicant:

Name of the recommender:

Designation & organization

I hereby, authorize my recommender to provide a candid evaluation and all relevant information to PDMFU

Signature:
(Applicant)

Date:

Information for the Recommender

The person whose name appears above is applying for admission into the Degree Program. It would be of assistance to the Admission Board if you could give us your assessment of the applicant. We are aware that we are asking for considerable time and effort on your part. Therefore we want to assure you that you generous assistance in giving the appraisal is very helpful to us and greatly appreciated.

Recommender summary Evaluation

1. How long you know the applicant?

2. Do you know of any details of personal background, which might favour / hinder the applicants’ performance in the educational programs
Using the chart below, Please rate the applicant in comparison to other students or employees whom you have known in a similar capacity. Please tick in the relevant boxes

<table>
<thead>
<tr>
<th></th>
<th>Not observed</th>
<th>Weak</th>
<th>Fair</th>
<th>Good</th>
<th>Very Good</th>
<th>Excellent</th>
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<tbody>
<tr>
<td>Intellectual Potential</td>
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<td>Ability to Work with others</td>
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<td>Ability to analyze a problem</td>
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<td>Ability to formulate a solution</td>
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<td>Maturity</td>
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<td>Self Confidence</td>
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<td>Communication Skills Oral</td>
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<td>Communication skills Written</td>
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<td>Creativity and Imagination</td>
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<td>Motivation and Initiative</td>
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<td>Potential for Career advancement</td>
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<td>Emotional Maturity</td>
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<td>Achievement in relation to ability</td>
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<td>Study Habits</td>
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<td>Quality of Written English</td>
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<td>Reliability</td>
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<td>Leadership</td>
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<td>Co-Operation with others</td>
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Recommender Assessment

Please comment on the applicant’s strength and weakness for the program. If you have taught the applicant, your comparison of the applicant’s work to that of his/her peers would be most helpful. Else if you have worked with the applicant, your assessment of his/her potential would be most valuable. A balanced evaluation would generally work to the applicant’s advantage. Please continue your recommendation on a separate sheet.

Signature: (Recommender)  Date:

Name:
Designation:
Organisation:  Seal:  

Office Address:  Residence Address

Tel.No.:  Tel.No.:  Mob:  
Fax No.:  Email:
PDMF UNIVERSITY EDUCATIONAL PROGRAMS
ADMISSIONS EASY SECTION

To be answered by students without formal educational qualification

1. We want to know more about you. Describe briefly (or)
2. PDMFU takes pride in the contributions made by the individuals to the society.
   Briefly describe what others around you could learn from you after the completion of your course. And what do you hope to have accomplished.

(Continue in additional sheets if necessary)
APPLICATION CHECK LIST

(Retain this checklist for your records)

Have you remembered?

☐ To fill out the application completely?

☐ To attach recent passport size photograph?

☐ To sign and date the application proforma?

☐ To meet established deadlines?