

**European International Higher Education Accreditation and Quality Assurance Agency**

# APPLICATION FORM FOR ACCREDITATION

***(This form shall be completed, signed, stamped required to be submitted to the EIEAS Accreditation Committee Head for further processing and a copy is given to the applicant for confirmation)***

**Program Re-accreditation**

Date applied: Day Month year (Eth. Calendar)

## Background Information

Name of Institution: Address: Location and Campus:

Tel: Office Mobile

Fax: E-mail:

Responsible Contact Person:

Tel: Office Mobile

Fax: E-mail:

Program Level: Undergraduate Graduate

Program Level: Diploma [ ] , Advanced Diploma [ ] , Graduate Diploma [ ], Post Graduate Diploma [ ]

Training Courses: Short Training Program [ ], Professional Training Program [ ]

List of Training Programs applied for:

OR

List of programs applied for:

Planned Mode of Delivery: Regular Distance

1. **Documents Submitted upon Application**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Documents on requirements** | **Submissio n status** | **Remark** |
| **Yes** | **No** |  |
| 1 | Application letter |  |  |  |
| 2 | Renewed business license |  |  |  |
| 3 | Evidence on financial viability/auditor’sreport |  |  |  |
| 4 | Revised strategic plan (if required) |  |  |  |
| 5 | Annual plan |  |  |  |
| 6 | Progress report |  |  |  |
| 7 | Self-Evaluation Document |  |  |  |
| 8 | Revised curriculum |  |  |  |
| 9 | Revised building lease |  |  |  |
| 10 | Academic and technical staff |  |  | Employment and profile documents |
| 11 | Payroll |  |  | for the last two months |
| 12 | Application fee |  |  |  |

**Conditions of acceptance:**

* 1. As an experienced EIEAS Accredited Institution applying for renewal of accreditation, the Institution here is expected to avail all the required documents on the first arrival.
	2. Thus, application for reaccreditation shall be accepted automatically and document screening (the evaluation process) shall continue right away the application date. A failure to submit evidences on any one of the requirements may result in a negative response which could be produced even without conducting a field visit.
	3. The Re-Accreditation Application and Evaluation Fee won’t be refunded under any circumstances.
	4. EIEAS reserves the right to amend or update its terms & conditions time to time whenever required.

Submitted by: Name ----------------------------------- Date: (d/m/y) / / Signature---------------

Checked by: Name ---------------------------------Date: (d/m/y) / / Signature-------------------

Official Seal