



FIJI HIGHER EDUCATION COMMISSION
APPLICATION FOR CONVERSION OF REGISTRATION - [FORM IA-03]
 (Regulation 27 of the Higher Education Regulations 2009)

| | |
|---------------------|--|
| Name of Institution | |
|---------------------|--|

APPLICATION CHECKLIST

- Completed Application form for Conversion of Registration
- Any other documents to support the application

FOR OFFICIAL USE

Fees Paid _____ Receipt Number _____ File Number _____

Receiving Officer _____ Signature _____ Date ____/____/20____

| Decision | | |
|--------------|---------------------|--|
| Approved | Registration Number | |
| | Certificate Number | |
| Not Approved | | |

Comments:

Name of Director _____ Signature _____

Date ____/____/20____

Instructions for completing this form

This form has two sections that must be completed in full:

Section A [to be completed on this form]

- 1- 5 provide administrative, company and management information of the institution, as contained in the application form for registration - Schedule 2 Form 1.

Section B [to be completed on this form and may have supporting appendices]

- **Conditions for Registration**
- **Details of Remedial Action** - a full written submission may also be made to the Commission to provide more information.
- **New Details** - supporting documents are necessary to demonstrate that the requirements have been met
- **Comments** - if any, that you wish to include.

Declaration - to be completed by the authorized person and attached to this form.

Section A

1 Particulars of the institution

| | |
|------------------|------------|
| Physical Address | |
| Postal Address | |
| Contact Details | Telephone: |
| | Fax: |
| | E-mail: |
| | Website: |

2 Particulars of authorized contact person

| | |
|---------------------------------------------------------------------------------------|------------|
| Name | |
| Designation <i>[CEO / Managing Director / Chairman/ Vice- Chancellor etc.]</i> | |
| Postal Address | |
| Contact Details | Telephone: |
| | Fax: |
| | E-mail: |

Section B

- **Conditions for Registration**- as shown on the Certificate of Provisional Registration.
- **Details of Remedial Action** - a full written submission may also be made to the Commission to provide more information.
- **New Details** - supporting documents, including photographs, are necessary to demonstrate that the requirements have been met
- **Comments** - if any, that you wish to include.

| Conditions for Registration [as shown on the Certificate of Provisional Registration] | Details of Remedial Action [a full written submission may also be made to the Commission to provide more information] |
|-------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| | |
| | |
| | |
| | |
| | |

| New Details | Supporting documents |
|--------------------|-----------------------------|
| | |
| | |
| | |

Comments - if any, that you wish to include.

Name: _____

Designation: _____

Date: _____

FIJI HIGHER EDUCATION COMMISSION

DECLARATION

I, _____
[full name of authorized officer]

the _____
[designation of the authorized officer]

of the _____
[name of the institution]

do solemnly and sincerely declare that the information contained on the preceding pages is true and correct, and I make it with the understanding and belief that a person who makes a false declaration is liable for prosecution.

Declared at _____ }
this _____ day of }
_____, 20____. }

.....
[Signature]

(To be signed in front of the witness)



Official Stamp of the Institution

Before me:

[Full name of witness**]

.....
[Signature of witness]

Occupation _____

Address: _____

Date: _____

Phone No. _____

** This declaration can only be witnessed by a legal practitioner

Table on Category of Higher Education Institutions

| Category Number | Description |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Vocational Institution |
| 2 | Local Higher Education Institution conferring single awards up to diploma level |
| 3 | Local Higher Education Institution conferring multiple awards up to diploma level |
| 4 | Overseas Higher Education Institution conferring multiple awards up to diploma level |
| 5 | Local Higher Education Non-University Institution or Non Degree-awarding Institute of Technology conferring awards up to degree level |
| 6 | Overseas Higher Education Non-University Institution or Non Degree-awarding Institute of Technology conferring awards up to degree level |
| 7 | Overseas University or Degree-awarding Institute of Technology |
| 8 | Local University or Degree-awarding Institute of Technology |