Growth of knowledge, digital revolution and globalization has set the agenda for universities to design their curriculum in accordance with changing needs of the society. Keeping in view this philosophy, the Faculty of Education, the ICFAI University, Dehradun has been successful in conceiving, designing and developing a B.Ed program in accordance with the contemporary needs. This program is student-centric, market driven and duly approved by the National Council of Teacher Education (NCTE). The motive is to make ready that cadre of teachers who through their versatility can create their own niche to help students to reach towards a holistic development of their skills, both professional and soft. Thus, on one hand inculcation of higher degree of teaching skills are aimed at and on the other hand, a sense of social and ethical responsibilities are augmented.

In nutshell, the B.Ed program of the ICFAI University, Dehradun is meant for those who really believe in transforming the society through effective transmission of knowledge to the progenies in a sincere and dedicated manner. It is also meant for those who keep the spirit to convert the perception of teaching from dull, passive and monotonous job into an active, thrilling and dynamic profession.

We invite you to join us in our endeavor to make you learn and develop an allround personality to stand as role model before the students.

Chairman
Admissions Committee
ICFAI was established in 1984 as a not-for-profit society with the broad objective of empowering citizens through world class quality education. The Institute announced its arrival into the Indian education fora by innovatively launching the CFA Program in 1985. The CFA Program was a unique program in finance aimed at equipping students and working professionals desiring a contemporary finance qualification to help them in the competitive corporate world. Since its establishment, ICFAI Group has made a significant mark in the Indian educational field with a pan-Indian network and presence.

Innovation has been the mainstay of ICFAI Group with innovation prevalent in its programs and even in its culture. Subsequently, there was a big leap when ICFAI Group started its chain of business schools (IBS) across India in 1995 to offer management program. Since its inception, IBS has been consistently ranked among the top B-Schools of India providing excellent academic delivery and infrastructure to its students and transforming them into leaders for the future.

Another example that is a testimony to the culture of innovation is the introduction of Case Study methodology at IBS. The Case Research Center at IBS, has become a center of excellence and has won several accolades across the world.

ICFAI Group has 3 Strategic Institutional Units, the ICFAI Universities, the ICFAI Business Schools and the Flexible Learning Programs (Distance Mode). In all the programs offered across these units, the emphasis is on adherence to academic rigor and differentiated curriculum that bridges the industry – academia gap.

ICFAI Group focuses on learning rather than instruction. In addition, the institute is engaged in important areas of research covering environmental sustainability, agricultural economics, health policy, financial economics, banking, intellectual property rights etc. There have been path-breaking research and good quality publications in these areas.

Flexible and tech enabled learning also plays an important role in ICFAI’s teaching methodology. The delivery takes place with the use of hi-tech learning management system at campus programs and content delivery for distance learning through online medium.

ICFAI Group practices the value of academic integrity at all levels. As a policy, admissions are purely based on merit and there is nothing like capitation fee et al. The fee payable is published in the application material and that remains unchanged.

The ICFAI Group’s culture of teaching and learning supports and fosters intellectual and personality development among its graduating students. They carry an attitude of ownership of their work. ICFAI Group strives to make the students - DOERS. The programs are designed such that the students & professionals graduating from the institution have the ability to take risks, make decisions and own the work. ICFAI Group strongly believes in developing an ‘entrepreneurial mindset’ among its graduating students.

At ICFAI, students inculcate research and analytical orientation due to its institutional strength and support for the research and development activities. Holistically, the student undergoes a transformative change.

The alumni of ICFAI Group are working in renowned companies world-wide. Collectively, ICFAI Group alumni contribute significantly to the growth story of India.

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**Awards won by The ICFAI Group**

- SkillTree Great Place to Study in India - 2014-16 - SkillTree Knowledge Consortium
- Leading Private University in India 2014-15 - Brandz Academy Education Excellence Awards
- Education Evangelist of India 2013-14 - SkillTree Knowledge Consortium
The ICFAI Campuses

ICFAI has established 11 Universities across India. The ICFAI Universities are located at Hyderabad [The ICFAI Foundation for Higher Education (IFHE), which is a Deemed University], Dehradun, Himachal Pradesh (Baddi), Jaipur, Jharkhand, Meghalaya, Mizoram, Nagaland, Raipur, Sikkim and Tripura.
The ICFAI University, Dehradun

The ICFAI University, Dehradun (IUD) was established, through an Act of the State Legislature of Uttarakhand and is recognized by UGC under Section 2(f) of the UGC Act. IUD is a member of the Association of Commonwealth Universities, London, and also the Association of Indian Universities, New Delhi.

Campus Infrastructure

The campus is lush green spread over 25 acres site at Selaqui, near Dehradun. It has 2.5 lakhs sq. ft. of built-up area with academic blocks, workshops, laboratories, faculty rooms, auditorium, seminar halls, computer labs with latest computing facility, well equipped library, canteen, sports and recreation facilities. The campus also provides latest teaching aids and is Wi-Fi enabled. IUD is being widely recognized as an institution devoted to quality research and teaching. The University gives utmost importance to Industry-University interface.

Fee concession to domicile students of the State of Uttarakhand

All domicile students of the State of Uttarakhand are offered fee concession. For details, please refer page no. 13.
Faculty of Education

Faculty of Education, the ICFAI University, Dehradun was established in 2006 to promote quality education, research, training and consultation in teaching & training with a global perspective to meet the challenges of the fast changing trends in the field of Education. Faculty of Education aims at developing a new cadre of teaching professionals through a rigorous two year, full-time program. It realizes the individual differences in teacher trainees and consequently attempts to provide specially designed training programs that will facilitate development of necessary abilities and skills in each teacher trainee so that they will be able to meet the challenges of the competitive era ahead of them in the best way possible.

The teacher trainees are encouraged to develop a research orientation of mind that would help them identify innovative approaches to the teaching learning process. Every trainee has an opportunity to hone their skills by obtaining and synthesizing essential knowledge, principles and concepts from various disciplines and testing their validity in dealing with issues related to education.

As a professional institution of teaching, the Faculty of Education has a responsibility to prepare qualified professionals in teaching and academic leadership. It is expected that the students seeking admission should accept the responsibility to adhere to the highest ethical standards and code of ethics prescribed by Faculty of Education.

Objectives

• To develop the profession of teaching on sound ethical lines through rigorous standards, certification and continuing education.
• To develop new-cadre of teachers who will be competent enough to meet the demands of future teaching-learning scenario.
• To develop, nurture and maintain close inter institutional relationship with other institutions interested in a similar effort from India and abroad.
• To motivate young graduates towards teaching profession.
• To provide innovative teachers training program for both pre-service and in-service teachers.
• To bring qualitative development in both pedagogical and epistemological areas of teacher education.
• To prepare and support leaders in public and private educational institutions.
• To provide guidance in exploring new approaches to teaching learning situations.
• To design and promote new teaching strategies for teacher education program.
• To provide consultancy to school management in both academic and co-curricular activities.

NCTE Approval

The B.Ed. Program offered by the Faculty of Education, the ICFAI University, Dehradun has been approved by the National Council for Teacher Education (vide letter no. FNRC/NCTE/F-7/UR-31/30623064 code No. APN-01572 Dt. 25th July 2006 (please visit NCTE website http://www.ncte-india.org/recoginst.htm).
Program Concept

Faculty of Education has conceived and developed a unique B.Ed. Program to train the teachers to meet the challenges of emerging trends and competitive environment. The curriculum and pedagogy adopted are exploratory and reflective in nature. An applied approach to learning is followed keeping in view the national and international standards of education. Emphasis is given to holistic development of the students to meet the ever-changing demands of education through our two year full-time program. The Prospective Teachers receive a unique opportunity by engaging them actively and thoughtfully in the relevant process and issues in education. The purpose of this curriculum is to develop the domain knowledge, teaching skills, IT skills and soft skills within the behavior of the prospective teachers. Students are trained in computer aided learning ambience where they get an opportunity to appreciate the application of IT in school education.

Program Highlights

- Curriculum is made-up of Foundational, Professional, Experiential learning and Elective courses
- Special courses for enhancing professional capacities.
- Competent, committed and experienced faculty
- Unique teacher internship program
- Modern separate labs for Science and Psychology
- Social Studies, Educational Technology
- Computer lab with latest infrastructure and Multimedia and internet connection to all computers in the computer lab.

Unique Features of the Program

The B.Ed. Program is unique as the curriculum not only provides foundational and professional knowledge courses but also provides experiential learning in the form of:

- Intensive teaching workshops
- Pedagogical methods
- Creativity in teaching
- Critical understanding of Information of Communication Technology (ICT)
- Enhancement of professional capacities
- Opportunities to develop social sensitivity
- Counseling and mentoring skills
- Soft skills training
**Program Structure**

The B.Ed. Program is designed to develop leaders for tomorrow in the field of education. To meet this challenge the curriculum is organized around four specific academic components. The program structure comprises of foundation courses, experiential learning courses, methodology courses and optional course.

**Award of B.Ed. Degree**

All students who successfully complete the prescribed requirements of the B.Ed. Program will be awarded the B.Ed. degree by the ICFAI University, Dehradun.

**Program Structure**

<table>
<thead>
<tr>
<th>Year I</th>
<th>Semester-I</th>
<th>Semester-II</th>
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<tbody>
<tr>
<td></td>
<td>Childhood and growing up</td>
<td>Learning and Teaching</td>
</tr>
<tr>
<td></td>
<td>Contemporary India and Education</td>
<td>Pedagogy of a school subject</td>
</tr>
<tr>
<td></td>
<td>Language across the curriculum (1/2)</td>
<td>Knowledge and curriculum</td>
</tr>
<tr>
<td></td>
<td>Understanding disciplines and subjects (1/2)</td>
<td>Assessment for learning</td>
</tr>
<tr>
<td></td>
<td>Reading and reflecting on texts (1/2)</td>
<td>Drama and art in education</td>
</tr>
<tr>
<td></td>
<td>Engagement with the field: Tasks and Assignments</td>
<td>Engagement with the field: Tasks and Assignments</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year II</th>
<th>Semester-III</th>
<th>Semester-IV</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Pedagogy of a school subject</td>
<td>Gender, School and Society</td>
</tr>
<tr>
<td></td>
<td>School Internship</td>
<td>Knowledge and curriculum</td>
</tr>
<tr>
<td></td>
<td>School Management Project</td>
<td>Creating an inclusive school</td>
</tr>
<tr>
<td></td>
<td>Action Research Project</td>
<td>Optional course*</td>
</tr>
<tr>
<td></td>
<td>Case Study</td>
<td>Critical understanding of ICT</td>
</tr>
</tbody>
</table>

**Optional Courses**: Vocational / Work Education, Health and Physical Education, Peace Education, Guidance & Counselling, Education of Backward children, Primary Education in India, School Library Organisation and can also be an additional pedagogy course.
Teaching and Evaluation Methodology

Faculty of Education believes in concentric learning approach that is specifically designed to facilitate ‘learning for wisdom and understanding’. The approach adopted aims at imparting intellectual and creative skills to the learners in an integrated and well-processed manner. The educational methodology followed here is an optimal blend of innovative teaching approaches that strengthen the stance of the learners in the age of mounting competition. It includes the following:

Classroom Instruction
Students receive classroom instruction, which help them to learn and consolidate their understanding of the subjects.

Independent Study
Students are encouraged for self-study so that they can develop critical analytical skills.

Intensive Teaching Workshops
Students undergo training in intensive teaching workshops that facilitate minds-on learning in them.

Soft Skills Development
Soft Skills are provided to all students by allotting significant part of its curriculum on soft skills development. This will help them in their overall personality development.

IT Labs
In the age of technological revolution, Faculty of Education realizes the need to train its students on IT skills through its specially designed IT Labs, which are equipped with latest hardware and software infrastructure. Round the clock internet facility is available for the students for continuous search of knowledge.

Seminars
Students are encouraged to take part in seminars on various topics related to education. The faculty evaluates these seminars and provides necessary inputs to the students for further improvement.

Co-curricular Activities
Co-curricular activities (CCA’s) are organized every week to promote personal development outside the classroom.

Talk Fests
Faculty of Education has created a niche for itself in imparting quality teacher education through its Talkfest Program. The objective behind Talkfest is to instill a research bent of mind among the students by helping them gain a pragmatic understanding of contemporary pedagogy.

Mentoring Sessions
Faculty of Education believes in developing its prospective teachers into complete individuals with harmonious development of personality. In an attempt to realize this objective, each student is attached to a mentor who will provide individualized assistance to the student in developing skills and competencies to emerge triumphant in all spheres.
Assignments

Students are given assignments on regular basis so that they will be able to learn what has been taught to them in an effective manner.

Projects

Faculty of Education believes in promoting hands-on learning among its students through various projects like Teacher Internship Program (TIP), School Management Program (SMP), Action Research Project (ARP), and Case Study.

Examinations

Continuous Comprehensive Evaluation (CCE) system is adopted. The evaluation process serves to assess and certify student’s understanding of the subject and their level of knowledge and skills.

Teacher Internship Program

The Teacher Internship Program (TIP) forms an important component. TIP, which is a simulation of real work environment, requires the student to undergo the rigors of professional environment both in form and substance.

School Management Project

School Management Project (SMP) is a program wherein the trainee acquires in-depth knowledge in the management of an educational institution. SMP intends to provide an “On-Job-Training” opportunity through involvement in real time project. SMP involves developing strategies to enhance the quality of performance at the existing academic institutions.

Action Research Project

Action Research Project (ARP) focuses on developing solutions for the day-to-day problems faced by the students/teachers in schools. The B.Ed. trainees are encouraged to undertake research projects that will help them identify new techniques and strategies for effective teaching.

Case Study Project

This approach helps the B.Ed. trainee to have an overall picture of the child’s environment and to have an observation of child’s health and physical, emotional and social development from conception up to data collection.

FedUni Journal of Higher Education

The University publishes a journal of higher education every quarter, named as FedUni Journal of Higher Education. This academic quarterly deals with latest developments, emerging trends and research findings on various facets of higher education.

Placements

The Faculty of Education gives utmost importance to ensure success to the B.Ed. graduates to achieve suitable placement through campus selection.

The entire placement assistance exercise is a joint effort between the University and the students. While the University provides the guidance and networking support, the students have the responsibility to put in their maximum possible efforts to obtain suitable placements.

Placements depend not only on the performance of student at degree level but also on previous academic record.

All pass out graduates of the last six batches have been placed in leading schools of Uttarakhand and other States.
Admission Procedure

Admission to the B.Ed Program of Faculty of Education, the ICFAI University, Dehradun is based on admission test and personal interview conducted by a committee constituted for the purpose. The goal of the Admissions Board is to select applicants who show intellectual capacity, demonstrate leadership ability and possess personal characteristics that best equip them to become efficient and effective teachers.

Eligibility

- Candidates with at least 50% marks either in Bachelor’s Degree and / or in the Master’s Degree in Sciences / Social Sciences / Humanity, are eligible for admission to the program. Applicants who have appeared for the final year Graduation/Post Graduation examination are also eligible to apply. The admission of those applicants however will be considered provisional subject to qualifying in either graduation / post-graduation examination. The last date for submitting the proof of Graduation/Post graduation mark sheet is October 01, 2015, failing which the provisional admission will automatically be considered as cancelled. In such cases, admission fee will be forfeited and only 50% of the semester fee will be refunded after notifying the cancellation of the seat by the University.

- The University accepts the test scores of B.Ed Admission test conducted by other universities also, subject to the regulations of the ICFAI University, Dehradun. All candidates are interviewed prior to their admission in the B.Ed program of the University.

<table>
<thead>
<tr>
<th>Location of the Test Center</th>
<th>Last Date of Application</th>
<th>Date of Test</th>
<th>Reporting Time</th>
<th>Test Schedule</th>
<th>Time of the Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dehradun</td>
<td>July 15, 2015</td>
<td>July 22, 2015</td>
<td>9.30 am</td>
<td>Admission Test</td>
<td>10 am - 12 noon</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Interview</td>
<td>1 pm - 5 pm</td>
</tr>
</tbody>
</table>

Admission Procedure
• If an Applicant is found ineligible for whatever reasons even after admission into the program, his/her admission will be cancelled with immediate effect. All admissions are subject to the verification of facts from the original certificates/documents of the applicants. The decision of the Admissions Committee regarding eligibility of any applicant shall be final.

<table>
<thead>
<tr>
<th>ADMISSION SCHEDULE</th>
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</thead>
<tbody>
<tr>
<td>Last date for receipt of Applications: <strong>July 15, 2015</strong></td>
</tr>
<tr>
<td>Admission Test: <strong>July 22, 2015</strong></td>
</tr>
<tr>
<td>Display of Final Result: <strong>July 24, 2015</strong></td>
</tr>
<tr>
<td>Reporting and Registration: <strong>July 30, 2015</strong></td>
</tr>
<tr>
<td>Last date for payment of First Semester Fee: <strong>July 31, 2015</strong></td>
</tr>
<tr>
<td>Commencement of Classes: <strong>August 03, 2015</strong></td>
</tr>
</tbody>
</table>

Admission Test and Interview

All applicants aspiring for admission in B.Ed program of the ICFAI University have to appear for the written test of two hours duration. The admission test is mainly meant to test the Aptitude, General Knowledge, General English as well as the proficiency in the respective disciplines of the candidates.

Online Application Form

The Application Form can be downloaded from **www.iudehradun.edu.in/foedu.** After filling it up, you are required to send along with a demand draft of ₹ 300 drawn in favor of “**The ICFAI University, Dehradun-Fee Collection A/c**” payable at Dehradun to the Admissions Officer, Faculty of Education, the ICFAI University, Dehradun, Rajawala Road, Central Hopetown, Selaqui, Dehradun -248011, Uttarakhand.

Display of Final List

The final list of the selected candidates will be displayed at Faculty of Education, The ICFAI University, Dehradun on **July 24, 2015.**

Registration

After verification of the submitted documents, registration process will start on **July 30, 2015** and will continue till **July 31, 2015.**

Affidavit regarding “No Ragging”

Duly signed affidavit is required to be signed by each student on the day of registration to the program as per rules.

Commencement of classes

The classes will start from **August 03, 2015.**

Submission of Documents

The self-attested xerox copies of the following documents must be submitted at the time of interview:

- Marksheet of all the years and degree/s of the Graduation/Post Graduation. In case if one has appeared in the final exam, then it is required to submit the provisional certificate and admit card of the same to prove authenticity.
- Domicile Certificate issued by the concerned authority.
- Migration/Transfer certificate from the University last attended.
Check List for documents at the time of Registration

- Two passport size photographs.
- Certificate of date of birth.
- Mark sheets of qualifying examinations.
- Domicile certificate (for domicile students of Uttarakhand).

Instructions

- Make sure that you meet the eligibility criteria of 50% in either Graduation/Post Graduation before filling up the Application Form.
- Fill the Application Form in Capital Letters.
- Provide correct information against the given sections.
- The Application Form should be duly signed.
- If you are sending the form through post, then keep a Xerox copy of it as a proof.
- Don’t send any certificate/document whether in original/Xerox with the Application Form.

The Admissions Officer
Faculty of Education
The ICFAI University, Dehradun,
Rajawala Road, Central Hopetown, Selaqui,
Dehradun - 248011, Uttarakhand
Tel: 0135-3003040,
07351005016, 9410554877
Fax : 0135-3003015
E-mail: admissions.foe@iudehradun.edu.in

E-mail

It is mandatory for all the applicants to mention their e-mail ID, so that the important information can be conveyed on time.
Fee Schedule

Fee comprises of Admission Fee, Program Fee and Caution Deposit (Refundable) as per the details mentioned below:

**Admission Fee**

All applicants have to pay an Admission fee of ₹ 5,000 towards the confirmation of admission.

**Program Fee**

Applicants should pay the fee mentioned in the table below as per the due dates indicated in the Student Handbook. The first semester program fee is payable on or before **July 31, 2015.**

<table>
<thead>
<tr>
<th>Fee Particulars (₹)</th>
<th>Domicile</th>
<th>Non-Domicile</th>
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<tbody>
<tr>
<td></td>
<td>Sem-I</td>
<td>Sem-II</td>
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<tr>
<td>Program Fee</td>
<td>32,000</td>
<td>25,000</td>
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</tbody>
</table>

**Domicile:** All students belonging to the State of Uttarakhand; **Non-Domicile:** Students belong to other States.

**Caution Deposit**

Applicants of B.Ed Program are required to pay a caution deposit of ₹2,000 at the time of payment of first semester fee. This deposit is towards use of library books, computers, labs and other facilities. The caution deposit will be refunded without interest (and after adjusting for dues, if any) to the applicants on completion of the program.

**Mode of Payment**

The fee and all other charges should be paid only by way of Demand Draft in favor of **“The ICFAI University, Dehradun-Fee Collection A/c”** payable at Dehradun. The University accepts cross Demand Drafts of any commercial bank. Please write in capital letters your name and the program to which admission is sought, i.e., B.Ed. and the application no. on the back of the Demand Draft. The fee once paid will not be refunded under any circumstances.

At the time of registration, the selected applicants are required to pay ₹ 39,000 (for Domicile students of Uttarakhand) and ₹ 44,000 (for Non-domicile students) for Semester-I. The fee for Semester-II, III & IV is required to be paid at the beginning of second, third and fourth Semesters respectively.

**Hostel Facility**

The University does not have its own hostel. However assistance is provided to students who require hostel accommodation (Off campus).

**Transport Facility**

Transport facility from Dehradun to the University Campus at Rajawala Road, Selaqui will be provided to the interested students at appropriate cost.
Faculty of Education
The ICFAI University, Dehradun
Application Form

B.Ed. Program 2015-17
(Approved by NCTE)

Last date for Receipt of Application July 15, 2015
IUDB.Ed 815-

Please send the completed Application Form by Speed Post / Courier to: The Admissions Officer, B.Ed. Program, Faculty of Education, The ICFAI University, Dehradun, Rajawala Road, Central HopeTown, Selaqui, Dehradun - 248011, Uttarakhand. E-mail: admissions.foe@iudehradun.edu.in.

1. **NAME OF THE APPLICANT (Use Capitals only) [As it appears in the School Certificates]**

<table>
<thead>
<tr>
<th>Mr./Ms.</th>
<th>Gender</th>
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2. **PERSONAL DETAILS (Use Capitals only)**

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<thead>
<tr>
<th>Date of Birth D D / M M / Y Y Y Y</th>
<th>Blood Group</th>
<th>Mobile</th>
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<th>E-mail</th>
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<tr>
<th>Parent's Name Mr./Ms.</th>
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<tr>
<th>Tel (Res) (STD Code) - Tel. No.</th>
<th>(Mobile)</th>
<th>Nationality</th>
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<tr>
<th>Mailing Address</th>
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<tr>
<th>City</th>
<th>State</th>
<th>Pin</th>
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<th>Permanent Address</th>
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<tr>
<th>City</th>
<th>State</th>
<th>Pin</th>
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3. **ACADEMIC RECORD: SCHOOL / COLLEGE**

<table>
<thead>
<tr>
<th>Class</th>
<th>Name of the School/ College</th>
<th>City</th>
<th>Board*</th>
<th>Medium of Instruction</th>
<th>Year of Passing</th>
<th>% of Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
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<tr>
<td>XII Class</td>
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<tr>
<td>Bachelor's Degree</td>
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<td>Master's Degree</td>
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<tr>
<td>Any other</td>
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</table>

Marks (%) obtained to be calculated as per practice of the University for award of class in graduation.
4. DOMICILE STATUS

Please Tick (✓): ☐ Domicile of Uttarakhand* ☐ Non-Domicile

* If you are a Domicile student of Uttarakhand, a certificate from the appropriate authority must be enclosed.

5. EMPLOYMENT DETAILS (If employed) (Start with current employment)

<table>
<thead>
<tr>
<th>Employer's Name &amp; Address</th>
<th>Period of Service</th>
<th>Designation</th>
<th>Area of work</th>
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</table>

6. DECLARATION:

I certify that I satisfy the eligibility requirements of the B.Ed. Program as stated in the Prospectus of the Faculty of Education, the ICFAI University, Dehradun. I hereby declare that all the particulars stated in this application are true to the best of my knowledge and belief. I also declare that I have read and understood all the rules and regulations governing admission and agree to abide by the same if selected. I solemnly undertake not to resort to any canvassing, directly or indirectly, in support of my application. I also understand that the decision of the Admissions Board regarding my admission will be final.

Place: __________________________________________
Date: __________________________________________

Signature of the Applicant (Please sign within this box) __________________________________________

Please do not enclose any Certificates (Original or Photocopies) along with this Application Form. Please retain photocopy of this Application Form with you.