



འབྲུལ་རིག་དང་ཁྱད་རིག་སློབ་སྦྱང་སྡེ་ཁང་།

Institute of Technology and Professional Learning
Thimphu, Bhutan

Admission Policy

1. Policy Statement

The Institute of Technology and Professional Learning (ITPL) is committed to providing accessible, high-quality education through specialized short-term courses. These programs are designed for individuals looking to improve their skills and gain practical, job ready knowledge in a short period. Our one-month courses are ideal for high school graduates who want to meet today's market demands.

This document explains the criteria, procedures, and expectations for students applying to ITPL.

2. Application Process

Prospective students must apply online through the ITPL website: (<http://www.itpl.bt>). Review the available programs and choose the one that best fits your interests and career goals. Make sure you meet the minimum eligibility criteria before applying.

3. Application Form

Fill out the online application form completely and accurately. Attach all required supporting documents as specified.

4. Document Submission

Applicants must upload a scanned copy of their Class XII transcript or mark sheet as part of the application.

5. Post application process

Qualified applicants will receive an email with the following attachments:

- Offer Letter
- Fee Payment Guarantee Form
- Student Admission Agreement



འབྲུག་རིག་དང་ཁྱད་རིག་སློབ་སྦྱང་སྡེ་ཁང་།

Institute of Technology and Professional Learning
Thimphu, Bhutan

To confirm your admission, complete and return these forms along with a non-refundable enrolment deposit amount as instructed. Attach a copy of the deposit slip or payment journal number and send it to admission@itpl.bt.

6. Eligibility Criteria

To apply for ITPL's courses, applicants must:

- Have completed secondary education (equivalent to a high school diploma). Proof such as transcripts or certificates must be provided.
- Be at least 18 years old at the time of application.
- Submit a personal statement explaining your interest in the chosen course and how it aligns with your career goals.

7. Evaluation Process

Applications will be reviewed by the admissions committee based on:

- Academic qualifications and supporting documents.
- The clarity and relevance of the personal statement.
- The applicant's readiness for an intensive learning environment and alignment with the course objectives.

8. Notification of Admission

Applicants will be informed of their admission status via email within two weeks of the application deadline.

Accepted candidates will receive an official offer letter with course details, enrolment procedures, and payment instructions.

9. Enrolment and Registration

- Confirm your enrolment by submitting the required deposit by the given deadline. The deposit will be deducted from the total course fee.
- Detailed instructions about registration and access to course materials will be provided to confirmed students.
- New students will attend an orientation program to learn about the institution, campus facilities, and available resources.



འབྲུག་རིག་དང་ཁྱད་རིག་སློབ་སྦྱང་སྡེ་ཁང་།

Institute of Technology and Professional Learning
Thimphu, Bhutan

10. Fee Structure and Financial Aid

Tuition fees vary by course. A detailed fee structure will be provided upon acceptance.

Scholarships, grants, or loans may be available for eligible students. For more information, visit our website or contact the admissions office.

11. General Guidelines

ITPL reserves the right to update or change this admission policy as needed. Any changes will be communicated to applicants and updated on the ITPL website.

Applicants are encouraged to regularly check their emails and the ITPL website for updates on their application status.

Contact Information

For help or further questions, please contact the Admissions Office:

Email: admission@itpl.bt

Phone: +975 17902379