

Guidelines for Applicants

How to avoid delays

Please read this section carefully. We realise that this is an anxious time for applicants, we aim to process your application quickly and efficiently and return a decision as soon as possible. The application process should run smoothly; however delays sometimes occur - most of which can be easily avoided by following the procedures below.

- ⌘ Check that you have filled in all the relevant sections on both sides of the form. *If any necessary information is omitted this will slow down the application process (e.g. Programme code/ title).*
- ⌘ **Supply all documentation in English.** *If your results slips are not in English, we must receive official independent translations bearing the stamp/signature of the translator as well as the original documents. We do not accept unofficial translations.*
- ⌘ **Make sure that your email address is written clearly as we will use this to contact you.** *Please ensure you provide a valid email account and check your account regularly.*
- ⌘ **Central University College Admissions Office deals with all application correspondence.** *Do not send any documents to any other office, or hand them over to any individual for submission on your behalf. All form must be submitted to the Admissions Office in Miotso, Near Dawhenya, Accra.*
- ⌘ **Send the supporting documentation with your application form.** *Your application will not be considered without all documentation under any circumstances. If you can send all your documents to us in one package, unnecessarily delay will be avoided. Make sure that documents bear your name and your date of birth as it appears on your application*
- ⌘ **The University cannot guarantee admission into particular programmes, level or session.** Applicants are guaranteed a place only after payment of school fees. *An offer of admission is not a placement guarantee*
- ⌘ **Attach an endorsed passport sized photograph to your application before submission.**
- ⌘ Please retain a photocopy of your entire application form.

Programmes available for entry in 2011

School of Business Management and Administration (SBMA)		School of Theology and Missions (STM)		Faculty of Arts and Social Sciences (Fass)		School of Applied Sciences (SAS)	
Code	Title	Code	Title	Code	Title	Code	Title
BM 01	Bachelor of Science in Administration (Accounting Option)	TM 01	Bachelor of Arts in Theology	SC 01	Bachelor of Arts in French	AS 01	Bachelor of Architecture
BM 02	Bachelor of Science in Administration (HRM option)	TM 02	Bachelor of Arts in Church Administration	SC 02	Bachelor of Arts In English	AS 02	Bachelor of Science in Nursing
BM 03	Bachelor of Science in Administration (Marketing option)	TM 03	Bachelor of Arts in Christian Education	SC 03	Bachelor of Science in Economics	AS 03	Bachelor of Science in Physician Assistantship
BM 04	Bachelor of Science in Banking and Finance	TM 04	Bachelor of Arts in Family Counseling	SC 04	Bachelor of Science in Environment and Development Studies	AS 04	Bachelor of Pharmacy
BM 05	Bachelor of Science in Management Studies			SC 05*	Bachelor of Arts in Media and Communication	AS 05	Bachelor of Science in Civil Engineering
BM 06	Bachelor of Science in Agribusiness management	* Note: The Bachelor of Arts in Media and Communication Studies programme is pending approval for commencement from the National Accreditation Board.					

Residential Information

Mataheko Campus

The University does not have accommodation facilities on the Mataheko City Campus. There is limited accommodation available on the Miotso Campus. Students can however make arrangements to secure a place in a number of hostels situated just a few minutes from the Campus. Places are given on a first come, first served basis, and prospective students are advised to start making arrangements as soon as practicable.

Sessional Information

Programmes in the School of Theology and Missions (STM) and the Faculty of Arts and Social Sciences (FASS) are available only on the Mataheko Campus. Programmes in the FASS are only available in the Morning Session.

Please read all the information in the shaded area carefully before completing this form. **Please apply as early as possible to avoid disappointment as competition is severe.** Please use black ink and **BLOCK CAPITAL** letters when completing this Form.

Application form for 2011 entry

Central University College Undergraduate Admissions



Completed forms should be returned to:
The Admissions Officer, **Central University College**
Miotso Campus near Prampram, Ghana

Personal information

1 **Surname (family name) (BLOCK CAPITALS)**
This is the name under which your file will be registered. Change of name is not permitted after registration.

Maiden Name (If Married)

2 **Title**
Please tick the title you normally use e.g. Mr etc.

Ms. Miss Mr. Mrs Dr. Professor Other(Please specify)

3 **First name(s) (given names) (BLOCK CAPITALS)**
Please write all your forename(s) in the order in which they normally appear. Initials are insufficient.

4 **Date of birth**
Note the format: DD/MM/YY

Day	Month	Year	5	Sex	Male	Female
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6 **Nationality**

7 **Marital Status** (Please tick)

Married		Single	
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8 **Religion**

Communication with you

9 **Email (one address only)**
Please ensure you provide an up-to-date email address here.

Telephone

10 **Permanent home address**
Your permanent home address. This address/ Email address above will be used for correspondence unless you give an alternative address below.

11 **Correspondence address**
Please leave this section **blank** if the address is the same as the address provided above.

12 **Name and address of Parent/Guardian/ Sponsor/Next of Kin**
Please give the name and address of a parent or Sponsor or next of kin.

Name	Address

Programme Information

13 **Programme Preference**
Please state the code and full title of the programme(s) to which you are applying. You may list up to **two choices** provided you are academically qualified for each choice. Your choices will be considered in series starting with your first choice.

1st choice: programme code Title of programme

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2nd choice: programme code Title of programme

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Please refer to the next page for all degrees and their codes. options.

14 **Session and Campus Preference**
Please indicate your choice of session and campus by ticking the appropriate box. Admission to sessions is on a first come first served basis after payment of school fees. Please tick one box only.

Mataheko Campus	Morning <input type="checkbox"/>	Evening <input type="checkbox"/>	Weekend <input type="checkbox"/>
Miotso Campus	Morning <input type="checkbox"/>	Afternoon <input type="checkbox"/>	Weekend <input type="checkbox"/>

15 **Entry Qualification**
Please list the qualification(s) with which you are applying.

WASSCE	SSSCE	A'Levels	Professional	Mature	Other (Specify)

Name of Institution	Dates Attended <i>(example: 2003-2008)</i>

17 Entry qualifications Please list the qualifications with which you are applying, including grades obtained in every examination you took. Attach photocopies of results slips of all examinations results you list below.

Examination Title <i>(Example: SSSCE)</i>	Month and Year attempted <i>(Example: June 2005)</i>	Index number <i>(Example: 0111023456)</i>

Subjects Taken Please specify 1st, 2nd And/or 3rd attempt (s)	WASSCE GRADES			SSCE GRADES			O'LEVELS GRADES			A' LEVEL GRADES			OTHER (SPECIFY)	
	1st	2nd	3rd	1st	2nd	3rd	1st	2nd	3rd	1st	2nd	3rd	1st	2nd

18 Endorsements
Declaration and Signature of Applicant
I declare that the statements on this form are correct. I understand that any offer of admission may be withdrawn if the information provided is fraudulent or if I can not provide documentary evidence.

Signature	Date
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19 Endorsement by Referee
This form must be endorsed by someone of high repute who must read and sign the following declaration:

I certify that the applicant is personally known to me, and that I have vetted both the photograph attached, and the claims contained in this application and that to the best of my knowledge, the information can be said to be true.

Name	Address
Signature	

20 Official Use Only

Selected :		Incoming Level:		Signature:
Not Selected		Reasons if not selected		Date:
Finance Office Use Only		Receipt Number:		Sold by: