

CENTRAL UNIVERSITY COLLEGE

GRADUATE SCHOOL OF BUSINESS



APPLICATION FORM

To be completed and returned to the
Central University College,

National Insurance Commission
Independence Avenue

Accra



NOT LATER THAN WITH THE FOLLOWING REQUIREMENTS

- 1. Transcripts of Academic work** from your previous school(s) to be sent directly to The Director, Central University College, Graduate School of Business, P. O. Box DS 2310, Dansoman, Accra. Transcripts not sent directly to the Director of the Graduate School of Business will not be accepted. A minimum of Second Class (of a lower division) or its equivalent from a recognised institution is required for admission.
- 2. Three letters of recommendation**, one should be Academic, one should be Professional and any other third referee.
- 3. Personal Statement of 500 words** why you want to do the MBA.
- 4. Application/processing fee** of Gh¢90.00 by banker's draft in the name of Central University College.
- 5. Four recent passport-sized photographs** (one of them should be endorsed). Please neatly print when filling out the application form.
- 6. Entrance Examination.** A candidate applying to the Graduate Studies Programme may be required to take the Central University College Graduate School of Business Entrance Examination as part of the admissions process.

Application for:

Master of Business Administration (MBA) Please tick

Specialisation Human Resource Management Finance Marketing General Management

- Please Note:**
- Finance programme is offered only during the Day and Weekend Sessions.**
 - Human Resource Management, Marketing and General Management Programmes are offered during the Day and Evening Sessions only.**

Planned Session of Study: Please tick Day Evening Weekend

A. PERSONAL DATA

1. Name

Last

First (Middle)

2. Gender	Male	Female	3a. Date of Birth	month	day	year
3b. Place of Birth			3c. Religion			
4a. Nationality						
4b. Home Town			4c. Region / Country			
5a. Marital Status: Single/Married						
5b. If married, spouse's full name						

5c. Number of Children			
6a. Current Mailing Address			
6b. Telephone Number(s)		E-mail Address	

B. ACADEMIC INFORMATION

Name of Institution & Location	Dates of Attendance From To	Degree or Diploma Awarded	Year of Award	Class Obtained

Academic Prizes or honours awarded	

C. EMPLOYMENT RECORD

Institution	Position	Dates

D. PREVIOUS PUBLICATIONS

E. Please give frank impression of your own character, indicate what you believe to be your main strength and weaknesses

F. What do you consider as your most significant achievement to date? Why is it significant to you?

G. CAREER PLANS

H. REFERENCES

Provide the names and addresses of three references, two of which should be academic and one professional.

1. Name	
Address	
Relationship to you	

2. Name	
Address	
Relationship to you	

3. Name	
Address	
Relationship to you	

I. FINANCIAL PLAN

Indicate how you would finance your study at the University

- i. Self Organisational Sponsorship Parent/Guardian Other Sponsors

Name of Sponsor	
Address of Sponsor	

AN APPLICANT WHO MAKES A FALSE STATEMENT OR WITHHOLDS RELEVANT INFORMATION SHALL BE REFUSED ADMISSION. IF HE/SHE HAS ALREADY COME INTO THE UNIVERSITY, HE/SHE SHALL BE ASKED TO WITHDRAW.

DECLARATION

I declare that all the documents and information I have provided are accurate, true and complete, and that I hold myself responsible for the authenticity, veracity and accuracy of the documents.

Signature of Applicant		Date	
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If you have any questions, please call (233-21) 271203/5, or e-mail: mba@centraluniversity.org

Note: All documents in connection with this application become the property of this University.

For official use only

Application Fee		Receipt No	
Date		ID No	

STATUS OF APPLICATION

ACCEPTED/NOT ACCEPTED	
SIGNATURE OF OFFICIAL	