

Please read all the instructions in the shaded area carefully **before** completing this form. Apply as early as possible. Use black ink and **BLOCK LETTERS** when completing this form. **DO NOT** submit more than one application

Undergraduate Application form 2018/2019



CENTRAL UNIVERSITY

FAITH • INTEGRITY • EXCELLENCE

Completed forms should be returned to:
The Admissions Officer, Central University
Miotso Campus, Near Dawhenya (off the Accra-Aflao)

Biographical information

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

Surname (Maiden Name (If Married))

Other Names:

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

Ms.	Miss	Mr.	Mrs.	Dr.	Professor	Other (Please specify)
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03 **Date of birth (eg. 10-JAN-1990)**
Note the format: DD/MM/YY

Day (DD)	Month (MM)	Year (YYYY)	Gender	Male	Female
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04 **Nationality**

05 **Marital Status (Please tick)**

Married	Single
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06 **Religion**

Contact Information

07 **Email (one address only)** Please ensure you provide current email address here.

08 **Permanent home address**
Your permanent home address. This address will be used for correspondence unless you give an alternative address below.

Telephone

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

Region:

10 **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
Contact number(s)	

11 **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. Please refer to the next page for all programmes available and their.

1st choice: programme code Title of programme

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2nd choice: programme code Title of programme

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12 **Session and Campus**
Please indicate your choice of offering type and campus by ticking the appropriate box. Admission to offering type 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"/>	Evening <input type="checkbox"/>	Weekend <input type="checkbox"/>
Kumasi Campus*	Morning <input type="checkbox"/>		Weekend <input type="checkbox"/>

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

WASSCE	SSSCE	A'Levels	Professional	Mature	Other (Specify)

*Please refer to page 3 on availability of programmes on the various campuses

14 **School leaving details** Please list in chronological order all academic institutions attended. Also state the dates you attended these institution (s)

Name of Institution and Region	Dates Attended (example: 2003-2008)

15 **Entry qualifications** Please list the entry qualification with which you are applying, including grades obtained in every examination you took. Attach transcripts and photocopies of certificates of all examinations results you list below.

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

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

16 **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 cannot provide documentary evidence.

Signature	Date
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17 **Endorsement by Referee**

This form must be endorsed by someone of high repute who must read and sign the following declaraton:

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	

18 **Official Use Only**

Selected :	<input type="checkbox"/>	Incoming Level:	
Not Selected:	<input type="checkbox"/>	Reasons if not selected:	

Signature:	
Date:	

Finance Office use only	Receipt Number:	Sold by:
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Guidelines for applicants

How to avoid delays

Please read this section carefully. We realise that this is an anxious time for applicants and 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 or stop the application process (e.g. programme code/title).
- **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.
- **Send all 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, unnecessary delay will be avoided. Make sure that documents bear your name and your date of birth as they appear on your application.
- **Attach two endorsed passport photographs to your application before submission.**
- **All documents should be submitted with one duplicate.**
- **Supply all documentation in English.** If your transcript and/or references 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.
- **Central University 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 forms must be submitted to the Admissions Office in Miotso, Near Dawhenya, Accra.
- Please retain a photocopy of your entire application form.
- **The University cannot guarantee admission into a particular programme, level or session.** Applicants are guaranteed a place only after payment of appropriate school fees.

Programmes available for entry in 2018/2019

Central Business School (CBS)		School of Theology and Missions (STM)		Faculty of Arts and Social Sciences (FASS)		School of Architecture and Science (SAS)		Faculty of Law (FOL)	
Code	Title	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 English	AS 01	Bachelor of Science in Architecture	LW 01	Bachelor of Laws
BM 02	Bachelor of Science in Administration (HRM option)	TM 02	Bachelor of Arts in Church Administration	SC 02	Bachelor of Arts in French Translation	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 Arts in Business French	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 Economics	AS 04	Bachelor of Science in Planning		
BM 05	Bachelor of Science in Management Studies			SC 05	Bachelor of Arts in Environment and Development Studies	School of Engineering and Technology		School of Pharmacy	
BM 06	Bachelor of Science in Agribusiness Management			SC 06	Bachelor of Arts in Communication Studies	SE 01	Bachelor of Science in Civil Engineering	SP 01	PharmD
Centre for Distance and Online Education (CODE)				SC 07	Bachelor of Science in Psychology	SE 02	Bachelor of Science in Information Technology		
Code	Title			SC 08	Bachelor of Arts in Sociology	SE 03	Bachelor of Science in Computer Science		
BD01	Bachelor of Science in Banking and Finance			SC 09	Bachelor of Arts in Social Work				
BD02	Bachelor of Science in Administration (HRM option)								
BD03	Bachelor of Science in Administration (Marketing option)								

Additional Information

Accommodation

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

Information on Sessions

The University offers all programmes in the School of Applied Sciences (except Nursing professionals) exclusively on the Miotso Campus. All Theology programmes are offered only on the Mataheko campus. Programmes in the Central Business School are offered on the Miotso campus; Morning, Evening and Weekend, and the Mataheko Campus; Morning, and Evening, Weekend. Programmes in the Faculty of Law are on Mataheko Campus; Evening and Weekend, and Miotso Campus; Morning and Evening.