

PRESBYTERIAN UNIVERSITY COLLEGE- GHANA

APPLICATION FOR ADMISSION TO UNDERGRADUATE PROGRAMMES

PLEASE NOTE: YOU ARE ALLOWED TO SUBMIT ONLY ONE SET OF ADMISSION FORMS, ANYONE WHO SUBMITS MORE THAN ONE SET SHALL BE DISQUALIFIED



SELECT FIRST CHOICE PROGRAMME AKUAPEM CAMPUS: Courses [04] [05] [06] [07] [08] [09] [01] OKWAHU CAMPUS: Courses [01 [02] [03] ASANTE-AKYEM CAMPUS: [10] TEMA CAMPUS: [01] [04]
MODE OF ADMISSION: Regular [] Preliminary [] Long Vacation [] Weekend []
QUALIFICATION A Level [] SSSCE/WASSEC/GBEC [] Mature [] Other(s) []

APPLICANTS TO NOTE:

An applicant who makes a false statement on the form may be refused admission, or if he has already been admitted, may be withdrawn from the University.

1. PERSONAL PARTICULARS OF APPLICANT:

- (i) Surname: Mr/Mrs/Miss.....
 (IN BLOCK LETTERS – in the order as on your certificates)
- (ii) Other names.....
- (iii) Gender: Male [] Female []
- (iv) Nationality..... (v) Date of Birth.....
- (vi) Town and Country of Birth.....
- (vii) Hometown..... (viii) Region.....
- (ix) Permanent Postal Address.....
Email.....Telephone No.....
- (x) Religion.....
- (xi) Are you physically disabled or do you suffer any form of handicap? YES [] NO []
 If yes specify: Blind..... Deaf..... Other(s).....

2. PARTICULARS OF PARENTS/GUARDIAN:

- (i) Name.....
- (ii) Relationship to applicant..... (iii) Occupation.....
- (iv) Address.....
Telephone No.....

Indicate by marking [√] for the First Choice of Campus

Akuapem Campus [] Asante Akyem Campus [] Okwahu Campus []

First Choice Programme.....	Code No.	Campus
Second Choice Programme.....	Code No.	Campus
Third Choice Programme.....	Code No.	Campus

3. EDUCATIONAL BACKGROUND

A. Name of Institutions Attended (Second cycle and above)

No.	NAME OF INSTITUTION	LOCATION	From Month/Year	To Month/Year
1				
2				
3				
4				

B. Examinations Passed or Taken (Attach all certificates where applicable)

a) Senior Secondary School Certificate Examinations (SSSCE/WASSCE/GBEC/ABEC)

	1 st Sitting	2 nd Sitting	3 rd Sitting
i) Month and Year			
ii) Exam Index No.			
iii) Centre of Exam			
iv) Type of Exam. /Board			

TITLE OF SUBJECTS	EXAMINATION RESULTS (Grades)		
Core Subjects	1 st Sitting	2 nd Sitting	3 rd Sitting
1 English			
2 Mathematics			
3 Integrated Science			
4 Social Studies			
Indicate Title of Electives subjects			
1			
2			
3			

(b) West African School Certificate/GCE (Ordinary Level) Examinations: (Attach all certificates)

	1 st Sitting	2 nd Sitting	3 rd Sitting	4 th Sitting
i) Month and Year				
ii) Exam Index No.				
iii) Centre of Exam.				
iv) Type of Exam. /Board				

TITLE OF SUBJECT	EXAMINATION RESULTS (Grades)			
	1 st Sitting	2 nd Sitting	3 rd Sitting	4 th Sitting
1				
2				
3				
4				
5				
6				
7				
8				
9				

c) GCE (Advanced Level) Examination/Higher School Certificate: (Attach all certificates)

	1 st Sitting	2 nd Sitting	3 rd Sitting	4 th Sitting
i) Month and Year				
ii) Exam Index No.				
iii) Centre of Exam				
iv) Type of Exams. /Board				

TITLE OF SUBJECT	EXAMINATION RESULTS (Grades)			
	1 st Sitting	2 nd Sitting	3 rd Sitting	4 th Sitting
1				
2				
3				
4				

d. Non-degree professional certificate(s) HND,. Teacher’s Certificate:

- i) Type of Certificate.....
- ii) Awarding Board/Institution.....(iii) Date obtained.....
- iv) Professional Registration No..... (where applicable)

TITLE OF SUBJECT	EXAMINATION RESULTS (Grade)			
	1 st Sitting	2 nd Sitting	3 rd Sitting	4 th Sitting
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

e) Foreign Students

(Foreign Students should provide all necessary certificates and documents on the examinations taken).

4. EMPLOYMENT/NATIONAL SERVICE:

- i) Name of Organization.....
- ii) Position held (with dates).....

5. BOND

- i) Are you bonded? NO [] YES []
- ii) If YES indicate name of organization to which you are bonded.....
.....Date of expiration of bond.....

6. PREVIOUS ATTENDANCE AT A UNIVERSITY:

- i. Have you ever enrolled in a University? YES [] NO [] If YES answer the following:
- ii. Name of the University.....
- iii. The name you used in the University.....
- iv. Year of Admission..... (v) Hall of Residence (if applicable).....
- vi. Programme of study.....(vii) Last year of study.....
- viii. Reason(s) for leaving the University.....

7. DECLARATION BY STUDENT

I hereby declare that all the above information provided by me is true and correct, and that I could be denied admission, or be withdrawn from the University after admission, if any information on this form proves to be false.

SIGNATURE OF CANDIDATE..... **DATE**.....

8. CORROBORATIVE DECLARATION (Please read the instruction carefully before you endorse).

- i. This declaration should be signed by a person of high integrity and honour, who must also endorse at least one of the candidate’s passport-size photographs on the reverse side and also satisfy himself/himself that the examination grades indicated on the form by the applicant are genuine.
- ii) The application will not be valid if the declaration below is not signed.
- iii) If the declaration proves to be false, the application shall be rejected; if the falsity is detected after admission, the student shall be dismissed.

*I hereby declare that the photograph endorsed by me is the true likeness of the applicant Mr/Mrs/Miss who is personally known to me.
 I have inspected his/her certificates against the results indicated on the form and I am satisfied that they are genuine and the name that appears on them is the same as that by which he/she is officially/personally known to me.*

SIGNATURE..... **DATE**.....
NAME (BLOCK LETTERS)
OCCUPATION..... **POSITION**.....
ADDRESS.....

FOR OFFICIAL USE ONLY

Registration No..... Application received on.....
 Banker’s draft no.....
 Name/Signature of official.....
 Remarks.....

GUIDELINES FOR COMPLETION OF THE APPLICATION FORMS

All Applicants are advised to read the information below before filling the application for admission forms. The forms must be filled in duplicate.

APPLICATION FORMS

1. All the two Application forms must be completed and submitted to the University
2. **Code:** You must select the programme code of your First Choice Programme

i. AKUAPEM CAMPUS

B.Sc. Business Economics	Code 04
B.Sc. Environmental and Natural Resources Management	Code 05
B.A. Rural and Community Development	Code 06
B.A. Akan	Code 07
B.A. English	Code 08
B.A. French	Code 09
B.Sc Business Administration	Code 01

ii. OKWAHU CAMPUS

B.Sc Business Administration	Code 01
B.Sc Information and Communication Technology.	Code 02
B.Sc. Mathematics	Code 03

iii ASANTE AKYEM

B Sc. Nursing	Code10
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iv. TEMA CAMPUS

B.Sc Business Administration	Code 01
B.Sc. Business Economics	Code 04

3. **Mode of Admission:** Tick the mode of admission either Regular/Preliminary/Weekend/Long Vacation/others
Qualification: Tick the type of qualification used to apply: A-Level/SSSCE/WASSEC/ABEC/GBEC Mature/Others
4. **Personal Particulars of Applicants:** The Name to be used to complete the forms must be the same as those on your certificates.
5. **Permanent Postal and Parents/Guardians Address:** These must include a Post Box Number and/ or an Address where you could be reached by EMS.
6. **Section 3B: a b c:**
 - ❖ **Month and Year** – refers to the month and the year the Examinations were taken.
 - ❖ **Centre of Exams** – You must indicate the school or city where the Examinations were written.
 - ❖ **Type of Exam/Board** – refers to Exam
 - ❖ **Examination Body** such as WAEC, which conducted the Examination.
7. **Elective Subjects:** Candidates are expected to write down all their Elective subjects before indicating the grades.
8. **Envelopes** – Applicants must complete the **two Small pre-paid Self-Addressed EMS Envelopes**. The Self-Addressed Envelopes and the completed Application for Admission Forms should be enclosed in the **EMS Envelope** addressed to the Registrar, Presbyterian University College and should **Either** be mailed at any post office, **OR** be deposited at any of the Presbyterian University College Offices in the advert where Application for Admission Forms were sold.
9. **Evidence of Payment for the Forms** – Applicants are expected to enclose a photocopy of the Bank draft and/receipt as an evidence of the payment for the forms.
10. **Photographs** – Applicants must submit three (3) recent passport size photographs.
 - i. One photograph must be affixed on one of the forms.
 - ii. The second photograph must be endorsed at the back by a person of high integrity and honour. The same person must also endorse section eight (8) of the application forms. The forms will be rejected if section 8 is not endorsed.
 - iii. The Applicant must write his/her name and first choice programme at the back of the third photograph.
11. **Declaration by Applicants** – Applicants must ensure that they have signed and dated the application forms.

The completed forms, which should be enclosed in the big Pre-paid EMS envelope addressed to the **Registrar, Presbyterian University College**, should **either** be deposited at any of the locations listed in the Advert. **OR** mailed at any post office.

For further information, call 081-30037/8 /081-91498/051-92174/028-5081532/ 0277445437.