

## 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 program code of your First choice program
  - i. **Akuapem Campus**

BSc. Environmental and Natural Resources Management	Code 5
B.A. Rural and Community Development	Code 6
B.A. Akan	Code 07
B. A English	Code 08
B.A. French	Code 09
  - ii. **Okwahu Campus**

BSc. Business Administration	Code 01
BSc. Information and Communication Technology	Code 02
BSc. Mathematics	Code 03
BSc. Business Economics	Code 04
BSc. Agribusiness	Code 11
  - iii. **Asante Akyem Campus**

BSc. Nursing	Code 10
BSc. Physician Assistant	Code 12
  - iv. **Tema Campus**

BSc. Business Administration	Code 01
BSc. Business Economics	Code 04
  - v. **Kumasi Campus**

BSc. Business Administration	Code 01
BSc. Information and Communication Technology	Code 02
BSc. Mathematics	Code 03
BSc. Nursing	Code 10
BSc. Agribusiness	Code 11
BSc. Physician Assistant	Code 12
3. **Mode of Admission:** Tick the mode of admission either Regular/Preliminary Weekend/Long Vacation  
**Qualification:** Tick the type of qualification used to apply: HND/A'Level/ O'Level/ SSSCE/ WASSCE/ ABCE/ GBCE/ 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. The names should be in full. No initials. For mature applicants, evidence of Date of Birth should be provided. International students who are using WAEC examination results are expected to submit together with the complete application a pin code for verification of their result in their home country.
5. **Permanent Postal and Parents / Guardians Address:**

These must include a Post Number and /or an Address where you could be reached by EMS.
6. **Section 3B: a b c :**
  - \* **B.C. 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 Examination.
7. **Elective Subjects:** Candidates are expected to write down all their Elective subjects before indicating the grades.
8. **Envelopes** - Applicants must complete the **one small pre-paid Self - Addressed EMS/FedEx Envelopes**. The Self-Addressed Envelope and the completed Application for Admission Forms should be enclosed in the **EMS/FedEx Envelope** addressed at any of the Presbyterian University College Ghana and should **Either** be mailed at any post office, Or be deposited at any of the Presbyterian University College Ghana 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 the 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/FedEx 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 or FedEx Office.

For further Information, call 03420 30037 / 020 2277201 - 4 / 020 2277207 - 9