



# PRESBYTERIAN UNIVERSITY COLLEGE, GHANA

## 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 programme

#### I. Akuapem Campus

BSc. Environmental and Natural Resources Management	Code 05
B.A. Rural and Community Development	Code 06
B.Ed. Social Studies	Code 13

#### II. Okwahu Campus

BSc. Business Administration (Accounting and Finance)	Code 15
BSc. Business Administration (Banking and Finance)	Code 16
BSc. Business Administration (Human Resources Management)	Code 17
BSc. Business Administration (General Management)	Code 18
BSc. Business Administration (Marketing)	Code 19
BSc. Information and Communication Technology	Code 02
BSc. Mathematics	Code 03
BSc. Business Economics	Code 04
BSc. Agribusiness	Code 11
BSc. Actuarial Science	Code 20

#### III. Asante Akyem Campus

BSc. Nursing	Code 10
BSc. Physician Assistantship	Code 12

#### IV. Tema Campus

BSc. Business Administration (Accounting and Finance)	Code 15
BSc. Business Administration (Banking and Finance)	Code 16
BSc. Business Administration (Human Resources Management)	Code 17
BSc. Business Administration (General Management)	Code 18
BSc. Business Administration (Marketing)	Code 19

#### V. Kumasi Campus

BSc. Business Administration (Accounting and Finance)	Code 15
BSc. Business Administration (Banking and Finance)	Code 16
BSc. Business Administration (Human Resources Management)	Code 17
BSc. Business Administration (General Management)	Code 18
BSc. Business Administration (Marketing)	Code 19
BSc. Agribusiness	Code 11
BSc. Information and Communication Technology	Code 02
Bachelor of Laws (LLB)	Code 21

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 be submit together with the complete application a pin code for verification of their home country.

#### 5. Permanent Particulars of Applicants:

These must include a post number and /or an address where you could be reached by EMS/FedEx.

**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 mailed at any post office, Or be deposited at any of the Presbyterian University College, Ghana campus and should **Either** be 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 be affixed on one of the forms.

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 020 2277201 – 5 / 020 2277207 - 9**