



AKIM STATE UNIVERSITY COLLEGE

ADMISSION FORM

COMPLETED FORM SHOULD BE RETURNED TO:
THE REGISTRAR,
AKIM STATE UNIVERSITY COLLEGE
P.O. BOX DA 908, AKIM ODA

Affix
 Picture
 here

Form No:

Please fill this form using **BLOCK LETTERS** and preferably black ink. Names must correspond exactly with those appearing on your certificates and any other personal documents you may attach.

A. PERSONAL PARTICULARS OF APPLICANT:

1	Surname(Mr/ Mrs/ Miss):							
2	Other Name(s):							
3	Title(Tick as appropriate):	Mr.	Miss	Mrs.	4	Gender	Male	Female
5	Date of Birth	Day	Month	Year	6	Marital Status	Single	Married
7	Town/ Country of Birth							
8	Nationality	Hometown			Region			
9	Religion							
10	E- mail Address				Telephone Number			
					Cell Phone			
11	Are you physically challenged?	Yes []	If Yes, specify:		Blind	Deaf	Other:	
		No []						
12	Residential Address (not P.O. Box)				Permanent Postal Address			
13	Correspondence Address:							
14	Name and Address of Parent/ Guardian / Next of Kin					Relationship to applicant		
						Occupation		
						E-mail		
						Phone		

				Code
15	Degree Programme Preference (Select from list on page 6) OR Non-Tertiary Programme Preference	1 st Choice		
		2 nd Choice		
		3 rd Choice		

16	Mode of Admission	Regular	Evening *	Weekends			Preliminary

17	Qualification	SSSCE/WASSCE/ABEC	'O' Level	'A' Level	HND	Mature	Other (specify)

*Evening Session is not available now.

B. EDUCATIONAL BACKGROUND:

- List in chronological order all academic institutions attended and the type of certificates awarded. Attach photocopies of all certificates to this application.

Name of Institution	Location	From(Month/Year)	Certificate awarded
1.			
2.			
3.			
4.			

- Examinations passed or taken (Attach all certificates where applicable)

i. SHS Certificate (SSSCE/WASSCE/ABEC): (ATTACH ALL CERTICATES)

		1 st SITTING	2 nd SITTING	3 rd SITTING
1	Month/Year			
2	Exam Index Number			
3	Centre of Exam			
4	Type of Exam Board			

TITLE OF SUBJECTS		EXAMINATION RESULTS (GRADES)		
		1 st SITTING	2 nd SITTING	3 rd SITTING
Core subjects				
1	English			
2	Mathematics			
3	Integrated Science			
4	Social Studies			
Elective Subjects				
1				
2				
3				
4				

FOREIGN STUDENTS

TITLE OF SUBJECTS		EXAMINATION RESULTS (GRADES)		
		1 st SITTING	2 nd SITTING	3 rd SITTING
Core subjects				
1	English			
2	Mathematics			
3	Agricultural Science			
Other Subjects				
1				
2				
3				
4				
5				
6				

ii. POLYTECHNICS OR UNIVERSITY ATTENDED

INSTITUTION	YEAR	BASIC QUALIFICATION	CLASS

PROFESSIONAL QUALIFICATION AND YEAR OBTAINED (IF ANY)

(ATTACH ALL CERTIFICATES)

INSTITUTION	YEAR	PROFESSIONAL QUALIFICATION AND YEAR OBTAINED

iii. GCE (ADVANCED LEVEL) EXAMINATION/HIGHER SCHOOL CERTIFICATE

(ATTACH ALL CERTIFICATES)

		1 st SITTING	2 nd SITTING	3 rd SITTING
1	Month/Year			
2	Exam Index Number			
3	Centre of Exam			
4	Type of Exam Board			

TITLE OF SUBJECT		EXAMINATION RESULTS (GRADES)		
		1 st SITTING	2 nd SITTING	3 rd SITTING
1				
2				
3				

4				
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iv. NON-DEGREE PROFESSIONAL CERTIFICATE(3) HND, TEACHER’S CERTIFICATES- A:

- 1) Type of Certificate.....
- 2) Awarding Board/Institution 3) Date obtained
- 4) Professional Registration No. (Where applicable)

NO.	TITLE OF SUBJECTS	EXAMINATION RESULTS (GRADES)		
		1 st SITTING	2 nd SITTING	3 rd SITTING
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

C. FOREIGN STUDENTS

(Foreign students should provide all necessary certificates and documents on the examination taken).

D. EMPLOYMENT/ NATIONAL SERVICE:

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

E. BOND:

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

.....

Date of Expiration of bond.....

F. 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.....

G. DECLARATION BY APPLICANT

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 APPLICANT..... DATE.....

PROGRAMMES AVAILABLE: TERTIARY

Code	Bachelor of Science (Administration) – Option	Code	Bachelor of Science (Engineering)
001	BSc. Accounting	005	BSc. Electrical/Electronics
002	BSc. Banking and Finance	006	BSc. Computer Science
003	BSc. Marketing	007	BSc. Computer Engineering
004	BSc. Human Resource Management		

NON-TERTIARY PROGRAMMES:

Code Programme

NTP1- Diploma in Accounting Studies

NTP2- Diploma in Marketing Studies

NTP3- Diploma in Human Resource Studies

NTP4- Diploma in Computer Studies

NTP5- Diploma in Business Studies-General

NTP6- Diploma in Micro-Finance Studies

H. Corroborative Declaration (Please read instructions 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/ herself 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 which he/ she is officially personally known to me.

NAME(BLOCKLETTERS):.....
(Name of the person who signed your photograph)

OCCUPATION:..... POSITION:.....

ADDRESS:.....

SIGNATURE:..... Date:

ADMISSION OFFICE USE ONLY

FORM SOLD BY				
RECEIPT NO.:		REGISTRATION NUMBER		
APPLICATION STATUS	ADMITTED	NOT ADMITTED	ADMISSION OFFICER	DATE
REMARKS			SIGNATURE	

Guidelines to fill this form

1. All relevant documents supporting the application must be attached.
2. Supply all documentation in English. If your transcripts and/ or reference are not in English, official and independent translations which bear the signature/ stamp of the translator must be sent.
3. Attach two endorsed passport photographs to your application.
4. Check that all relevant portions of the form have been filled.
5. Please retain a copy of your entire application.

FEES: TERTIARY PROGRAMMES

- Successful applicants who will be admitted to pursue a First Degree in any of the **Businessprogrammes** at the College will be required to pay a sum of **GH¢1,550.00** which includes the Admission Fee.
- Successful applicants admitted to the **Bachelor of Science in Electricals/Electronics, Computer Science or Computer Engineering** will be required to pay a sum of **GH¢1,690.00** which includes the Admission Fee.

FOREIGN STUDENTS

- Successful Foreign applicants who will be admitted to pursue a First Degree in any of the **Businessprogrammes** at the College will be required to pay a sum of **GH¢2,550.00** which includes the Admission Fee.
- Successful Foreign applicants admitted to the **Bachelor of Science in Electricals/Electronics, Computer Science or Computer Engineering** will be required to pay a sum of **GH¢2,650.00** which includes the Admission Fee.

NON-TERTIARY PROGRAMMES

Successful applicants admitted to pursue any of the **Non-Tertiary programmes** at the College will be required to pay a sum of **GH¢850.00** which includes the Admission Fee.