



d. Date of Birth

--	--	--	--	--	--	--	--	--	--

e. Place of Birth ..... Nationality .....

f. Hometown..... Region..... Country.....

j. Marital Status: Single  Married

k. Religion..... Permanent Home Address (Residence).....  
 .....

m. Communicating Address:  
 Address to which communication in connection with this application should be sent

(1) Postal Address.....

(2) Tel. No..... (3) E-mail .....

n. Physical Ability:

Are you physically challenged or do you suffer any form of handicap?

Yes/No. If Yes, please specify.....

**2. MODE OF APPLICATION (Please Tick):**

a. BECE

b. SSSCE

c. GCE 'O' Levels

d. Other  (Please specify).....

**3. EXAMINATION DETAILS**

a. Attempts at BECE, SSSCE, and GCE 'O' Level

Level	BECE			SSSCE			GCE 'O' Level		
Attempt (tick)	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
Month									
Year									
1 <sup>st</sup> Index No.									
2 <sup>nd</sup> Index No.									
3 <sup>rd</sup> Index No.									

b. SSSCE

Indicate SSSCE grades obtained in each attempt in the respective columns.

SUBJECTS	GRADES		
	1 <sup>st</sup> Attempt	2 <sup>nd</sup> Attempt	3 <sup>rd</sup> Attempt

c. GCE 'O' Level

Indicate 'O' level grades obtained in each attempt in the respective columns

SUBJECTS	GRADES		
	1 <sup>st</sup> Attempt	2 <sup>nd</sup> Attempt	3 <sup>rd</sup> Attempt

Note

Add copies of certificates and result slips.

**4. COURSE PREFERENCE**

Refer to courses listed below and indicate preference for the course you wish to be admitted into: Please Tick

- Business Administration and Business Management
- Human Resource and Business Management
- Professional Journalism
- Business Foundation Certificate
- Language Proficiency, Certificate in French

**6. EMPLOYMENT**

Full particulars of past and present employment with dates (if any)

Institution	Position	Dates

**7. SOURCE OF FINANCE**

Indicate how you will finance your study at the College (Tick appropriate box)

- a. Self       b. Guardian   
c. Corporate Sponsorship       d. Other  Specify .....

**Note:**

- Fees are to be paid in full on registration at the beginning of every semester.
- Fees paid are non-refundable.

**8. PARTICULARS OF PARENT/GUARDIAN**

- a. Name of Parent/Guardian.....  
c. Relationship to Parent/Guardian.....  
d. Occupation of Parent/Guardian.....  
e. Address of Parent/Guardian  
(1) Postal Address .....  
(2) Tel. No..... (3) E-mail.....

**9. PARTICULARS OF CORPORATE OR OTHER SPONSOR**

- a. Name of Corporate or Other Sponsor.....  
b. Address of Sponsor .....  
(1) Postal Address .....  
(2) Tel. No..... (3) E-mail.....

**10. EDUCATION DETAILS**

Indicate details of school(s) attended.

School/Institute	Attendance Dates		Offices held and athletic or other activities at school (if any)
	From	To	

**11. PREVIOUS ADMISSION DETAILS**

If you have ever been admitted to this College, you must supply the following information:

Year of Admission	Course of Study	Last Year in College	Reasons for leaving

**12. LECTURE PERIOD OPTIONS**

OPTION	DAYS	TIME	TICK
Day	Monday – Friday	7:00 am – 7:30 pm	
Evening	Monday – Friday	5:30 pm – 8:30 pm	
Week end	Friday	5:30 pm – 8:30 pm	
	Saturday	8:30 am – 4:00 pm	

**13. APPLICANT’S SIGNATURE**

Signature of applicant:.....

Date:.....

**14. DECLARATION**

This declaration should be signed by someone of high repute who should also endorse one of the passport-sized photographs on the reverse side. The application will not be valid if this declaration is not signed.

I certify that the photograph endorsed by me is the true likeness of the applicant

Mr./Ms/Mrs..... who is personally known to me.

Signature.....

Name.....

Occupation.....

Address.....

**IMPORTANT**

**AN APPLICANT WHO MAKES A FALSE STATEMENT OR WITHHOLDS RELEVANT INFORMATION MAY BE REFUSED ADMISSION. IF HE/SHE HAS ALREADY COME INTO THE COLLEGE, HE/SHE MAY BE ASKED TO WITHDRAW.**

FOR OFFICE USE ONLY	
Application Fee.....	Qualification vetted by .....
Receipt No..... Date.....	