

UNDERGRADUATE APPLICATION FORM 2023/2024



Please read all the instructions in the shaded area carefully before completing this form. Apply as early as possible. Use black ink and BLOCK LETTERS when completing this form. DO NOT submit more than one application

Completed forms should be returned to:
The Admissions Officer,
Central University Miotso Campus,
Near Dawhenya (off the Accra-Aflao Road)

01	BIOGRAPHICAL INFORMATION Surname (family name) This is the name under which your file will be registered. Change of name is not permitted after registration.	Surname						
		First Name						
		Other Names						
02	Title Please tick the title you normally use e.g. Mr. etc.	Ms. <input type="checkbox"/>	Miss <input type="checkbox"/>	Mr. <input type="checkbox"/>	Mrs. <input type="checkbox"/>	Dr. <input type="checkbox"/>	Professor <input type="checkbox"/>	Other (Please specify) <input type="checkbox"/> <input type="text"/>
03	Date of birth (e.g. 10-JAN-1990) Note the format: DD/MM/YY	Day <input type="text"/>	Month <input type="text"/>	Year <input type="text"/>	Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
04	Marital Status (Please tick)	Married <input type="checkbox"/>	Single <input type="checkbox"/>					
05	Nationality							
06	Religion							
07	CONTACT INFORMATION Email (one address only) Please ensure you provide current email address here.							Telephone
08		Correspondence address This address will be used for correspondence						
09	PROGRAMME Programme Preference Please state the code and full title of the programme(s) to which you are applying. You may list up to two choices provided you are academically qualified for each choice. Your choices will be considered in series starting with your first choice. Please refer to the next page for all programmes available and their code.	Name and address of Parent/ Guardian/ Sponsor/ Next of Kin Please give the name and address of a parent or sponsor or next of kin.	Name					
		Address						
		Contact number(s)						
10	Campus and Session Please indicate your choice of offering type and campus by ticking the appropriate box. Admission to offering type is on a first come first served basis after payment of school fees. Please tick one box only.	1st choice Programme code <input type="text"/>			Title of programme <input type="text"/>			
		2nd choice Programme code <input type="text"/>			Title of programme <input type="text"/>			
11	Halls of Affiliation (Please tick one box only)	Male	Chancellor Hall <input type="checkbox"/>	Billy Graham Hall <input type="checkbox"/>	Faith Hall <input type="checkbox"/>	Freedom Hall <input type="checkbox"/>		
		Female	Joy Otabil Hall <input type="checkbox"/>	Kathryn Kuhlman <input type="checkbox"/>	Integrity Hall <input type="checkbox"/>	Justice Hall <input type="checkbox"/>		
12	Entry Qualification Please list the qualification(s) with which you are applying.	WASSCE	SSSCE	A'Levels	Professional	Mature	Other (Specify)	

*Please refer to page 3 on availability of programmes on the various campuses

13 SCHOOL LEAVING DETAILS
Please list in chronological order all academic institutions attended. Also state the dates you attended

Name of Institution and Region	Dates Attended (example: 2019-2020)

14 ENTRY QUALIFICATIONS
Please list the entry qualification with which you are applying, including grades obtained in every examination you took. Attach transcripts and photocopies of certificates of all examinations results you list below.

Examination Title (Example: WASSCE)	Month and Year attempted (Example: June 2019)	Index number (Example: 0111023456)

Subjects Taken Please specify 1st, 2nd and/or 3rd attempt(s)	WASSCE GRADES			SSCE GRADES			O'LEVEL GRADES			A' LEVEL GRADES			OTHER (SPECIFY)	
	1st	2nd	3rd	1st	2nd	3rd	1st	2nd	3rd	1st	2nd	3rd	1st	2nd

15 Endorsements
Declaration and Signature of Applicant
I declare that the statements on this form are correct.
I understand that any offer of admission may be withdrawn if the information provided is fraudulent or if I cannot provide documentary evidence.

<p>16 Endorsement by Referee This form must be endorsed by someone of high repute who must read and sign the following declaration:</p> <p>17 I certify that the applicant is personally known to me, and that I have vetted both the photograph attached, and the claims contained in this application and that to the best of my knowledge, the information can be said to be true.</p>	Signature	Date
	Name	Address
	Signature	

OFFICIAL USE ONLY

Selected Incoming Level
 Not Reasons if not Signature _____
 Date

Receipt Number: Sold by:

GUIDELINES FOR APPLICANTS

How to avoid delays

Please read this section carefully. We realise that this is an anxious time for applicants and we aim to process your application quickly and efficiently and convey a feedback as soon as possible. To avoid delays we recommend that you follow the procedure below:

- **Check that you have filled in all the relevant sections on both sides of the form.** If any necessary information is omitted this will slow down or stop the application process (e.g. programme code/title).
- **Make sure that your email address is written clearly as we will use this to contact you.** Please ensure you provide a valid email account and check your mail regularly.
- **Send all supporting documentation with your application form.** Include in one package all supporting documents to avoid delays. Make sure that documents bear your name and your date of birth as they appear on your application.
- **Attach two endorsed passport photographs to your application before submission.**
All documents should be submitted with one duplicate.
- **Supply all documentation in English.** If your transcript and/or independent translations bearing the stamp/signature of the translator as well as the original documents. We do not accept unofficial translations.
- **Central University Admissions Office deals with all application correspondence.** Do not send any documents to any other office, or hand them over to any individual for submission on your behalf. All forms must be submitted to the Admissions Office in Miotso, Near Dawhenya, Accra.
Please retain a photocopy of your entire application form.
- **The University cannot guarantee admission into a particular programme, level or session.** Your admission is guaranteed when you meet the admissions requirement and pay the appropriate school fees.

PROGRAMMES AVAILABLE FOR ENTRY IN 2023/2024

Central Business School (CBS)		Faculty of Arts and Social Sciences (FASS)		School of Engineering and Technology (SET)	
Code	Title	Code	Title	Code	Title
BM 01	Bachelor of Science in Administration (Accounting option)	SC 01	Bachelor of Science in Economics	SE 03	Bachelor of Science in Computer Science
BM 03	Bachelor of Science in Administration (Marketing option)	SC 03	Bachelor of Arts in Communication Studies		
BM 04	Bachelor of Science in Banking and Finance				

ADDITIONAL INFORMATION

Accommodation

The university has accommodation on the Miotso campus and there are a number of private hostels situated just a few minutes away from the campus. On-campus accommodation is limited and places are given on a first come, first serve basis. Prospective students are advised to start making arrangements as soon as practicable.

The university does not have accommodation on the Accra and Kumasi campuses. There are however hostels situated a few minutes from the campuses.

Information on Sessions

Campus/Session	Morning
Miotso Campus	CBS Programmes SET Programmes FASS Programmes

INSTRUCTIONS:

KINDLY TICK ONLY ONE ANSWER FOR EACH QUESTION.
WHERE YOU ARE REQUESTED, PLEASE PROVIDE MORE RESPONSES.

1. How did you get to know about Central University?

- Social media An individual (word of mouth reference) University publications (e.g. catalogues, brochures, flyers etc.)
- Newspaper Television Billboards ICGC Churches Radio University website

2. From what medium did you obtain the most directly relevant information about Central University or your course at the time you applied?

- Radio Newspaper Family/Parents Friends Church Former Students of Central University
- Social Media

3. Where did you get information about the Central University admissions at the time you applied?

- Parents Friends T.V Radio University website Campus visit On The Spot outreach team
- Online Others

4. What influenced your choice of Central University?

- Family and friends Location of University Catchy Central University advert No other option available to me
- Program of study Beautiful campus

5. On a scale of 1-5, how would you rate the application process with regards to ease?

Where 1 means it is difficult and 5 it is easy

- 1 2 3 4 5

6. Do you have any suggestion about improving the admission process?

- Yes No

7. Please state your suggestion if any

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