

# 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.

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

01	<b>BIOGRAPHICAL INFORMATION</b> <b>Surname (family name)</b> 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	<b>Title</b> 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 (eg. 10-JAN-1990) Note the format: DD/MM/YY	Day <input type="text"/>	Month <input type="text"/>	Year <input type="text"/>	<b>Gender</b>	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	<b>CONTACT INFORMATION</b> <b>Email (one address only)</b> Please ensure you provide current email address here.							<b>Telephone</b>
08	<b>Correspondence address</b> This address will be used for correspondence							
	<b>Name and address of Parent/ Guardian/ Sponsor/ Next of Kin</b> Please give the name and address of a parent or sponsor or next of kin.	Name						
		Address						
		Contact number(s)						
09	<b>PROGRAMME</b> <b>Programme Preference</b> Please state the code and full title of the programme(s) Level to which you are applying. Applicants with SSSCE/WASSCE can ONLY apply for level 3. Those with HND or higher qualification can apply for Level 6.  Please refer to the next page for all programmes available and their code.	ATHE Level	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	7 <input type="checkbox"/>	
		Programme code*	<input type="text"/>					
		Title of programme	<input type="text"/>					
10	<b>Campus and Session</b> Please indicate your choice of offering type and campus by ticking the appropriate box. Admission to Level 3 is offered on the Accra campus and Level 6 is offered on the Miotso campus. Please tick one box only.	Accra Campus (Christ Temple)*	<input type="checkbox"/>					
		Miotso Campus*	<input type="checkbox"/>					
		Kumasi Campus*	<input type="checkbox"/>					
11	<b>Halls of Affiliation (Please tick one box only)</b>	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	<b>Entry Qualification</b> Please list the qualification(s) with which you are	WASSCE	SSSCE	A'Levels	Professional	Other (Specify)		
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

\*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 Institutions and Locations ( University, SHS, etc.)	Dates Attended (example: 2003-2008)	Certificate, Degree or Diploma Awarded	Year of Award	Grade or Class Obtained

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 2005)	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.

Signature	Date

16 **Endorsement by Referee**

This form must be endorsed by someone of high repute who must read and sign the following declaration:

Name	Address

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.

Signature

**OFFICIAL USE ONLY**

Selected

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.
- when you meet the admissions requirement and pay the appropriate school fees.

## PROGRAMMES AVAILABLE FOR ENTRY IN 2023/2024 Diploma in Business and Management

### Centre for Distance and Professional Education (CDPE)

ATHE Level 3		ATHE Level 4		ATHE Level 6	
Code	Title	Code	Title	Code	Title
DMBG 03	Diploma in Business	DBMG 04	Diploma in Business Management	EDMG 06	Extended Diploma in Management
DMLW 03	Diploma in Law			EDMO 06	Extended Diploma in Management (Operations)
DMDT 03	Diploma in Information and Digital Technologies			EDMF 06	Extended Diploma in Management (Finance)
DMHS 03	Diploma in Health and Social Care				
		ATHE Level 5		ATHE Level 7	
		Code	Title	Code	Title
		DMBM 05	Diploma in Business and Management	EDSM 07	Extended Diploma in Strategic Management
				EDSF 07	Extended Diploma in Strategic Management (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 campus. There are however hostels situated a few minutes from the campus.