

# UNDERGRADUATE APPLICATION FORM 2023/2024



**CENTRAL  
UNIVERSITY**

FAITH • INTEGRITY • EXCELLENCE

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 | <b>BIOGRAPHICAL INFORMATION</b><br>Surname (family name)<br>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<br>Please tick the title you normally use e.g. Mr. etc.                                                                                                                                                                                                                                                                                                                 | Ms.<br><input type="checkbox"/>  | Miss<br><input type="checkbox"/>         | Mr.<br><input type="checkbox"/>            | Mrs.<br><input type="checkbox"/>        | Dr.<br><input type="checkbox"/>       | Professor<br><input type="checkbox"/>      | Other (Please specify)<br><input type="checkbox"/> <input type="text"/> |
| 03 | Date of birth (e.g. 10-JAN-1990)<br>Note the format: DD/MM/YY                                                                                                                                                                                                                                                                                                                 | Day<br><input type="text"/>      | Month<br><input type="text"/>            | Year<br><input type="text"/>               | <b>Gender</b>                           | Male<br><input type="checkbox"/>      | Female<br><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><br>Email (one address only) Please ensure you provide current email address here.                                                                                                                                                                                                                                                                  |                                  |                                          |                                            |                                         |                                       |                                            | <b>Telephone</b>                                                        |
|    |                                                                                                                                                                                                                                                                                                                                                                               |                                  |                                          |                                            |                                         |                                       |                                            |                                                                         |
| 08 | Correspondence address<br>This address will be used for correspondence                                                                                                                                                                                                                                                                                                        |                                  |                                          |                                            |                                         |                                       |                                            |                                                                         |
| 09 | Name and address of Parent/ Guardian/ Sponsor/ Next of Kin<br>Please give the name and address of a parent or sponsor or next of kin.                                                                                                                                                                                                                                         | Name                             |                                          |                                            |                                         |                                       |                                            |                                                                         |
|    |                                                                                                                                                                                                                                                                                                                                                                               | Address                          |                                          |                                            |                                         |                                       |                                            |                                                                         |
|    |                                                                                                                                                                                                                                                                                                                                                                               | Contact number(s)                |                                          |                                            |                                         |                                       |                                            |                                                                         |
| 09 | <b>PROGRAMME</b><br>Programme Preference<br>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. | 1st choice<br>Programme code     | <input type="text"/>                     | <input type="text"/>                       | <input type="text"/>                    | <input type="text"/>                  | Title of programme<br><input type="text"/> |                                                                         |
|    |                                                                                                                                                                                                                                                                                                                                                                               | 2nd choice<br>Programme code     | <input type="text"/>                     | <input type="text"/>                       | <input type="text"/>                    | <input type="text"/>                  | Title of programme<br><input type="text"/> |                                                                         |
| 10 | Campus and Session<br>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.                                                                                                                                        | Accra Campus*                    | Morning<br><input type="checkbox"/>      | Evening<br><input type="checkbox"/>        | Weekend<br><input type="checkbox"/>     |                                       |                                            |                                                                         |
|    |                                                                                                                                                                                                                                                                                                                                                                               | Miotso Campus*                   | Morning<br><input type="checkbox"/>      | Evening<br><input type="checkbox"/>        | Weekend<br><input type="checkbox"/>     |                                       |                                            |                                                                         |
|    |                                                                                                                                                                                                                                                                                                                                                                               | Kumasi Campus*                   | Morning<br><input type="checkbox"/>      | Evening<br><input type="checkbox"/>        | Weekend<br><input type="checkbox"/>     |                                       |                                            |                                                                         |
| 11 | Halls of Affiliation (Please tick one box only)                                                                                                                                                                                                                                                                                                                               | Male                             | Chancellor Hall <input type="checkbox"/> | Billy Graham Hall <input type="checkbox"/> | Integrity Hall <input type="checkbox"/> | Justice Hall <input type="checkbox"/> |                                            |                                                                         |
|    |                                                                                                                                                                                                                                                                                                                                                                               | Female                           | Joy Otabil Hall <input type="checkbox"/> | Kathryn Kuhlman <input type="checkbox"/>   | Faith Hall <input type="checkbox"/>     | Freedom Hall <input type="checkbox"/> |                                            |                                                                         |
| 12 | Entry Qualification<br>Please list the qualification(s) with which you are applying.                                                                                                                                                                                                                                                                                          | WASSCE                           | SSSCE                                    | A'Levels                                   | Professional                            | Mature                                | Other (Specify)                            |                                                                         |
|    |                                                                                                                                                                                                                                                                                                                                                                               | <input type="text"/>             | <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 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<br>(Example: WASSCE) | Month and Year attempted<br>(Example: June 2019) | Index number<br>(Example: 0111023456) |
|----------------------------------------|--------------------------------------------------|---------------------------------------|
|                                        |                                                  |                                       |
|                                        |                                                  |                                       |
|                                        |                                                  |                                       |
|                                        |                                                  |                                       |

| Subjects Taken<br>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><b>16 Endorsement by Referee</b><br/>This form must be endorsed by someone of high repute who must read and sign the following declaration:</p> <p><b>17</b> 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

| Faculty of Arts and Social Sciences (FASS) |                                                         | Central Business School (CBS)                       |                                                           | School of Architecture and Design (SADe)      |                                                        | School of Engineering and Technology (SET) |                                               |
|--------------------------------------------|---------------------------------------------------------|-----------------------------------------------------|-----------------------------------------------------------|-----------------------------------------------|--------------------------------------------------------|--------------------------------------------|-----------------------------------------------|
| Code                                       | Title                                                   | Code                                                | Title                                                     | Code                                          | Title                                                  | Code                                       | Title                                         |
| SC 01                                      | Bachelor of Science in Economics                        | BM 01                                               | Bachelor of Science in Administration (Accounting option) | AS 01                                         | Bachelor of Architecture (5 years)                     | SE 01                                      | Bachelor of Science in Civil Engineering      |
| SC 02                                      | Bachelor of Arts in Environment and Development Studies | BM 02                                               | Bachelor of Science in Administration (HRM option)        | AS 02                                         | Bachelor of Science in Planning                        | SE 02                                      | Bachelor of Science in Information Technology |
| SC 03                                      | Bachelor of Arts in Communication Studies               | BM 03                                               | Bachelor of Science in Administration (Marketing option)  | AS 03                                         | Bachelor of Science in Real Estate                     | SE 03                                      | Bachelor of Science in Computer Science       |
| SC 04                                      | Bachelor of Science in Psychology                       | BM 04                                               | Bachelor of Science in Banking and Finance                | AS 04                                         | Bachelor of Science in Landscape Design                |                                            |                                               |
| SC 05                                      | Bachelor of Arts in Sociology                           | BM 05                                               | Bachelor of Science in Management Studies                 | AS 05                                         | Bachelor of Science in Interior Design                 |                                            |                                               |
| SC 06                                      | Bachelor of Arts in Social Work                         |                                                     |                                                           | AS 06                                         | Bachelor of Science in Fashion Design                  | School of Pharmacy (SOP)                   |                                               |
| SC 07                                      | Bachelor of Arts in Theology                            |                                                     |                                                           | AS 07                                         | Bachelor of Science in Graphic Design                  | Code                                       | Title                                         |
| SC 08                                      | Bachelor of Education in Social Science                 |                                                     |                                                           | AS 08                                         | Bachelor of Science in Architecture (4 years)          | SP 01                                      | Doctor of Pharmacy                            |
| SC 09                                      | Bachelor of Arts in Family Counselling                  |                                                     |                                                           |                                               |                                                        | SP 02                                      | Doctor of Pharmacy Top-Up                     |
| SC 10                                      | Bachelor of Science in Agribusiness                     | Centre for Distance & Professional Education (CDPE) |                                                           | School of Medicine and Health Sciences (SMHS) |                                                        | Faculty of Laws (FOL)                      |                                               |
| SC 12                                      | Bachelor of Education in Social Science (Secondary)     | Code                                                | Title                                                     | Code                                          | Title                                                  | Code                                       | Title                                         |
|                                            |                                                         | CP01                                                | Bachelor of Science in Banking and Finance                | SM 01                                         | Bachelor of Science in Nursing                         | LW 01                                      | Bachelor of Laws                              |
|                                            |                                                         | CP02                                                | Bachelor of Science in Administration (HRM option)        | SM 02                                         | Bachelor of Science in Physician Assistantship Studies | LW 02                                      | Diploma in Law                                |
|                                            |                                                         | CP03                                                | Bachelor of Science in Administration (Marketing option)  | SM 03                                         | Bachelor of Science in Public Health                   | LW 03                                      | Diploma in Paralegal                          |

## 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                                                                                                                                  | Evening                                     | Weekend                                                                                    |
|----------------|------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|--------------------------------------------------------------------------------------------|
| Miotso Campus  | CBS Programmes<br>Laws (WASSCE holders)<br>SMHS Programmes<br>SET Programmes<br>SADe Programmes<br>FASS Programmes<br>Doctor of Pharmacy |                                             | CBS programmes<br>Laws (1st Degree holders)<br>BSc. Nursing                                |
| Accra Campus   | CBS Programmes<br>Laws (1st Degree holders)<br>FASS Programmes                                                                           | CBS Programmes<br>Laws (1st Degree holders) | CBS Programmes<br>Laws (1st Degree holders)<br>BSc. Nursing<br>FASS Programmes             |
| Kumasi Campus  | Law                                                                                                                                      | CBS Programmes                              | B.A. Theology<br>CBS Programmes<br>Law (1st Degree holders)<br>BSc. Nursing (Professional) |

NB: The university reserves the right to vary the session and location where a programme is offered.

### 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.