



GARDEN CITY UNIVERSITY COLLEGE
APPLICATION FOR ADMISSION TO DIPLOMA PROGRAMMES:

- a) Advanced Business Certificate Examination (ABCE)
b) Diploma in Business Studies (DBS)

FORM TO BE COMPLETED AND RETURNED TO
THE REGISTRAR
GARDEN CITY UNIVERSITY COLLEGE
P. O. BOX KS 12775
KENYASE – KUMASI, GHANA

Please call: 03221- 96382 /024-3108954/0267385354/0269291034

- i. Application fee of GH¢ 45.00. Applicants outside Ghana and Non-Ghanaians are required to pay US \$75.00 or its equivalent in International Money Order.
ii. Certified photocopies of result slips or certificates. Original result slips or certificates must be presented for verification at registration.
iii. Four recent passport-sized photographs. (One of the photographs should be endorsed. See Declaration on page 4. Names should be written on back of remaining photographs).

AFFIX
PASSPORT-
SIZED
PHOTOGRAPH
HERE

1. NAME (Mr./Mrs./Miss.) *Strike out whichever is not applicable.
SURNAME
OTHER NAMES

(Names must correspond exactly with those used for all examinations taken. Provide legal proof for any change in name).

2. Sex (1 - Male 2 - Female)
3a. Date of Birth
3b. Place of Birth
4a. Nationality
4b. Home Town
4c. Region / Country
5a. Marital Status (1 - Single 2 - Married)
5b. Number of Children
6a. Religion
6b. Denomination
7. Address to which communication in connection with this application should be sent
8a. Permanent Home Address (Residence)
8b. Tel. Number
9. Are you physically challenged or do you suffer any form of handicap? Yes / No. If Yes, specify

FOR OFFICIAL USE ONLY

Application Fee: Qualifications vetted by:

Receipt No.: Date: Programmes offered by the Board

I.D. Number:

Table with 3 columns for program details

10a. EDUCATION

Secondary School(s) attended with dates:

Name of School / College & Location	Attendance Dates		Particulars of offices held or participation in other activities at school
	From	To	

10b. Mode of application (tick):

1. SSSCE/WASSCE

2. GBCE

3. Other Specify

11a. Examination details (W.A.E.C./G.C.E.)

LEVEL	SSSCE/WASSCE			GBCE		
	First	Second	Third	First	Second	Third
Attempts						
Month & Year						
Index No.						

11b. Indicate SSSCE/WASSCE; 'O' and 'A' Level grades obtained in each attempt in their respective columns:

SUBJECTS	SSSCE/WASSCE GRADES			'GBCE		
	1st	2nd	3rd	1st	2nd	3rd

DIPLOMA IN BUSINESS STUDIES OPTIONS:

CODE

- | | | | |
|----|-------------------|----|------------------------------|
| 01 | DBS. (Accounting) | 02 | DBS. (Marketing) |
| 03 | DBS (Management) | 04 | DBS. (Purchasing and Supply) |
| 05 | DBS. (Statistics) | | |

ADVANCED BUSINESS CERTIFICATE EXAMINATION:

CODE

- | | | | |
|----|--|----|--|
| 06 | ABCE (Diploma in Accounting) | 07 | ABCE (Diploma in Information Technology) |
| 08 | BBA (Diploma in Business Administration) | | |

Indicate the programme codes in order of programme preference in the box .below:

1 ST	2 ND	3 RD
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. **Full particulars of past and present employment with dates:**

INSTITUTION	POSITION	DATES

13. **Indicate how you will finance your study at the University College.**

- i. Self ii. SLT Loan iii. Study Leave with pay
- iv. Other Specify.....

Note: The University College does not give financial assistance to students admitted to its programmes. All applicants are required to pay fees in full before registration.

14. (a) Names of Parents or Guardian:.....
- (b) Relationship to Candidate:.....
- (c) Address of Parent or Guardian:.....
- (d) Emergency Contact No.:.....
- (e) Occupation of Parent or Guardian:.....

15. Indicate the session you will like to join by ticking the appropriate box

16. If you have ever been admitted to any other University institution, you must supply the following information:

Name of University:.....

Year of Admission:.....

Programme of Study:.....

Last Year in University:.....

Reasons for Leaving:.....

IMPORTANT: AN APPLICANT WHO MAKES A FALSE STATEMENT OR WITHHOLDS RELEVANT INFORMATION, MAY BE REFUSED ADMISSION. IF HE/SHE HAS ALREADY BEEN ADMITTED TO THE UNIVERSITY COLLEGE, HE/SHE WILL BE WITHDRAWN.

Date:.....

Signature of Applicant:.....

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. This person should be a Senior Public Servant or person belonging to recognized professions (e.g. a clergyman, lawyer, medical practitioner, etc.). For candidates who took their examinations in schools, this declaration should be signed by the Headmaster/Principal of their school.

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.

Dr./Mr./Miss/Mrs.:..... who is personally known to me.

I have inspected his/her certificates and I am satisfied that the names on them conform to those which; to the best of my knowledge he/she is officially known.

Date:.....

Signature:.....

Telephone:.....

Status:.....

Address:.....

Name:.....

Note: *All copies of documents submitted in connection with this application become the property of this University College.*