



GARDEN CITY UNIVERSITY COLLEGE
APPLICATION FOR ADMISSION TO FIRST DEGREE PROGRAMME
TO BE COMPLETED AND RETURNED TO
THE REGISTRAR
GARDEN CITY UNIVERSITY COLLEGE
P. O. BOX KS 12775
KENYASE – KUMASI, GHANA

Please call: 03220 – 73927 /0267385354/0269291034

- i. Application fee of GH¢ 45.00 (Diploma) /60.00 (Degree) 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 should be attached to this form. Original result slips or certificates must be presented for verification at registration.
iii. Four recent passport-size photographs should be attached to this form. (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) 2b. Email:
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:



**11c. Examinations (Other than WAEC) passed, taken or to be taken**  
*(Enter all Examinations taken in different years with dates).*

TYPE	DATE OF EXAMINATION	GRADE(S)

**12. PROGRAMME PREFERENCES:**

Refer to programme codes listed below and indicate preferences for the Degree/Diploma Programme(s) for which you wish to be admitted.

**BACHELOR OF SCIENCE PROGRAMMES**

**CODE**

- |    |  |    |                                   |
|----|--|----|-----------------------------------|
| 01 | B.Sc. (Finance and Entrepreneurship Development) | 02 | B.Sc. (Economics with Statistics) |
| 03 | B.Sc. (Accounting with Computing)                | 04 | B.Sc. (Computer Science)          |
| 05 | B.Sc. (Nursing)                                  | 06 | B.Sc. (Information Technology)    |

**BACHELOR OF BUSINESS ADMINISTRATION PROGRAMMES**

**CODE**

- |    |                                 |    |                  |
|----|---------------------------------|----|------------------|
| 07 | BBA (Banking and Finance)       | 08 | BBA (Accounting) |
| 09 | BBA (Human Resource Management) | 10 | BBA (Management) |
| 11 | BBA (Marketing)                 |    |                  |

Indicate programme preferences by placing the appropriate code in the boxes provided below:

1 <sup>ST</sup> <input type="checkbox"/>	2 <sup>ND</sup> <input type="checkbox"/>	3 <sup>RD</sup> <input type="checkbox"/>
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**13. Full particulars of past and present employment with dates:**

INSTITUTION	POSITION	DATES

**14. 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.

15. (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:.....

16. Indicate the session you would like to join by ticking the appropriate box

(i) **Regular School**  (ii) **Weekend School**

17. 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 a recognized profession (e.g. the clergy, legal, medical profession, 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.

**How did you hear of us?(Tick):**

TV	Radio	Newspaper	Friends/Relatives	Other Specify.....
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