



- b. Title: Mr./Mrs./Ms/Others .....
- c. Sex  (M-male, F-female)
- d. Date of Birth  

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- e. Place of Birth ..... Nationality .....
- f. Hometown..... Region..... Country.....
- j. Marital Status:Single  Married
- k. Religion..... Permanent Home Address (Residence).....  
.....
- m. Communicating Address:  
Address to which communication in connection with this application should be sent
- (1) Postal Address.....
- (2) Tel. No..... (3) E-mail .....
- n. Physical Ability:  
Are you physically challenged or do you suffer any form of handicap?  
Yes/No. If Yes, please specify .....

**2. MODE OF APPLICATION (Please Tick):**

- a. BECE
- b. SSSCE
- c. GCE 'O' Levels
- d. Other  (Please specify).....

### 3. EXAMINATION DETAILS

a. Attempts at BECE, SSSCE, and GCE 'O' Level

Level	BECE			SSSCE			GCE 'O' Level		
Attempt (tick)	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
Month									
Year									
1 <sup>st</sup> Index No.									
2 <sup>nd</sup> Index No.									
3 <sup>rd</sup> Index No.									

b. SSSCE

Indicate SSSCE grades obtained in each attempt in the respective columns.

SUBJECTS	GRADES		
	1 <sup>st</sup> Attempt	2 <sup>nd</sup> Attempt	3 <sup>rd</sup> Attempt

c. GCE 'O' Level

Indicate 'O' level grades obtained in each attempt in the respective columns

SUBJECTS	GRADES		
	1 <sup>st</sup> Attempt	2 <sup>nd</sup> Attempt	3 <sup>rd</sup> Attempt

Note

Add copies of certificates and result slips.

**4. COURSE PREFERENCE**

Refer to courses listed below and indicate preference for the course you wish to be admitted into:  
Please Tick

- Advanced Business Certificate Examination (ABCE), Diploma in Accounting
- Advanced Business Certificate Examination (ABCE), Diploma in Business Administration
- Advanced Business Certificate Examination (ABCE), Diploma in Office Management
- Diploma in Information Technology (DIT)
- Certificate in Information Technology (CIT)
- Language Proficiency, Certificate in English
- Language Proficiency, Certificate in French

**6. EMPLOYMENT**

Full particulars of past and present employment with dates (if any)

Institution	Position	Dates

**7. SOURCE OF FINANCE**

Indicate how you will finance your study at the College (Tick appropriate box)

- a. Self       b. Guardian
- c. Corporate Sponsorship       d. Other  Specify .....

**Note:**

- Fees are to be paid in full on registration at the beginning of every semester.
- Fees paid are non-refundable.

**8. PARTICULARS OF PARENT/GUARDIAN**

- a. Name of Parent/Guardian.....
- c. Relationship to Parent/Guardian.....
- d. Occupation of Parent/Guardian.....
- e. Address of Parent/Guardian
  - (1) Postal Address .....
  - (2) Tel. No..... (3) E-mail.....

**9. PARTICULARS OF CORPORATE OR OTHER SPONSOR**

- a. Name of Corporate or Other Sponsor.....
- b. Address of Sponsor .....
- (1) Postal Address .....
- (2) Tel. No..... (3) E-mail.....

**10. EDUCATION DETAILS**

Indicate details of school(s) attended.

School/Institute	Attendance Dates		Offices held and athletic or other activities at school (if any)
	From	To	

**11. PREVIOUS ADMISSION DETAILS**

If you have ever been admitted to this College, you must supply the following information:

Year of Admission	Course of Study	Last Year in College	Reasons for leaving

**12. STUDY OPTIONS**

OPTION	DAYS	TIME	TICK
Day	Monday – Friday	7:00 am – 7:30 pm	
Evening	Monday – Friday	5:30 pm – 8:30 pm	

**13. APPLICANT’S SIGNATURE**

Signature of applicant:..... Date:.....

**14. 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. 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

Mr./Ms/Mrs..... who is personally known to me.

Signature.....

Name.....

Occupation.....

Address.....

**IMPORTANT**

**AN APPLICANT WHO MAKES A FALSE STATEMENT OR WITHHOLDS RELEVANT INFORMATION MAY BE REFUSED ADMISSION. IF HE/SHE HAS ALREADY COME INTO THE COLLEGE, HE/SHE MAY BE ASKED TO WITHDRAW.**

FOR OFFICE USE ONLY	
Application Fee.....	Qualification vetted by
Receipt No..... Date.....	.....