



# Advanced Business College

NAB ACCREDITED AND AFFILIATED WITH UEW

## **APPLICATION FORM FOR ADMISSION TO A HIGHER NATIONAL DIPLOMA PROGRAMME**

### **IMPORTANT**

Candidates are required to send two completed forms to:

**The Registrar  
Advanced Business College  
P. O. Box GP 18640  
Accra**

**A completed form should be submitted to the Registrar with the following enclosures:**

- i. Copy of Receipt for Application Form.
- ii. Photocopies of result slips and certificates.
- iii. One stamped self-addressed foolscap envelope
- iv. Two recent passport-sized photographs (One of the photographs should be endorsed by the same person who makes the declaration at the end of this application. Names should be written on the back of the remaining photograph.)

Affix the unendorsed passport-sized photograph here and clip the endorsed one on the second form
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### **1. PERSONAL DETAILS**

a. Name:

Surname

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Other Names

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

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		
	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>
Attempt (tick)									
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 / DBS

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

- i. Higher National Diploma (HND), Accounting
- ii. Higher National Diploma (HND), Marketing
- iii. Higher National Diploma (HND), Secretaryship and Office Management

**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 at the beginning of every semester.

**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	
Week end	Friday	5:30 pm – 8:30 pm	
	Saturday	8:30 am – 4:00 pm	

**12. APPLICANT’S SIGNATURE**

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

**13. 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.**

<b>FOR OFFICE USE ONLY</b>	
Application Fee.....	Qualification vetted by
Receipt No.....	.....
Date.....	