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Office use only

APPLICATION FOR POSTGRADUATE STUDY

Guidance

BEFORE COMPLETING THIS FORM

- * Please refer to our prospectus or visit our website, www.kuc.edu.gh to check programme details, mode(s) of study available and entry requirements.
- * We recommend that you submit your application as early as possible since the number of places are limited.
- * Please complete one original and three (3) copies of the application form.
- * Kindly note that any false declaration may lead to your dismissal from the university, if and when this comes to the attention of the university.

HOW TO COMPLETE THIS FORM

- Where provided with options - indicated by - please make your selection by ticking the appropriate box -
- Guidance on how to complete the form is indicated *by text in italic characters*. Please refer to this text before completing the relevant section of the form.
- Please complete this form in BLOCK Letters. If a section doesn't apply to you, simply leave it blank.

1 - Programme details

Programme:	<input type="checkbox"/> MBA		
MBA Specialisation:	<input type="checkbox"/> Accounting	<input type="checkbox"/> Human Resources Management	<input type="checkbox"/> Banking & Finance
	<input type="checkbox"/> Strategic Management	<input type="checkbox"/> Risk and Insurance Management	<input type="checkbox"/> Marketing
Sessions:	<input type="checkbox"/> Evening	<input type="checkbox"/> Weekend	

2 - Personal details

Family name:	Previous family name: <i>(If applicable, for example by marriage)</i>
First name(s):	
Title: <input type="checkbox"/> Mr. <input type="checkbox"/> Miss <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms <input type="checkbox"/> Dr. <input type="checkbox"/> Other - please state: _____	

Personal details continued

Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		<i>Applicants not born in Ghana, please complete the following, if applicable:</i> Date of first entry to Ghana: __ / __ / ____ (dd/mm/yyyy) Date granted indefinite leave to remain in Ghana: __ / __ / ____ (dd/mm/yyyy) <i>Please enclose evidence of any indefinite leave to remain.</i>
Date of birth: __ / __ / ____ (dd/mm/yyyy)		
Nationality:		
Country of birth:		
Country of permanent residence:		
Home/permanent address: Address line 1 Address line 2 Address line 3 Post-town Postcode / Zip code Country		Address for correspondence, if different. Address line 1 Address line 2 Address line 3 Post-town Postcode / Zip code Country
Residence number:		Mobile number:
Fax number:		Email address:

3 - Previous University/ Professional Education

Date		Name of University/Professional Institute	Subject/course title(s)	Undergraduate/ Professional result
From (mm/yyyy)	To (mm/yyyy)	<i>Please include location (E.g. Accra)</i>		<i>Indicate if not yet available</i>

4 - Employment History

Date		Organization	Job title and main responsibilities
From (mm/yyyy)	To (mm/yyyy)	<i>Please include location (E.g. Accra)</i>	

5 - English language proficiency

If your first language is NOT English, the University will require evidence of your level of proficiency in English. Please tell us about any English language qualifications (eg. IELTS, ToEFL) which you hold and enclose copies of certificates with your application form.

	Score	Date of test	Certificate number	<i>If you do not meet the required score for your chosen programme, you may be eligible to attend the University's pre-sessional English course.</i>
IELTS:				
ToEFL:				
Other (please specify):				

6 - Aptitude tests

If you have taken, or are taking, the Graduate Management Admissions Test (GMAT) or the Graduate Record Examinations (GRE), complete this section. Please enclose copies of the official results for completed tests with your application form.

	Score	Date of test	<i>These tests are not mandatory, however they may enhance your chances of admission.</i>
GMAT:			
GRE:			

7 - Statement of Purpose

Please state briefly why you want to pursue this programme and how would it help achieve your career objectives. Additional sheets may be attached if space provided below is inadequate.

8 - Welfare information

Disability or special needs

If you have a disability or medical condition which may affect your studies, please use the space below to inform us. This will help our Student Services team to provide you with the necessary support and guidance.

Declaration of criminal conviction

Do you have any criminal convictions? Yes No If yes, please attach details of your conviction.

9 - Additional information

How did you hear about KUC Postgraduate School?

If by advertisement, please specify which publication or website

Have you applied to any other universities for postgraduate studies?

If so, please indicate which ones.

10 - References

Please indicate the names of two referees, at least one of whom should be able to comment on your academic suitability for your chosen programme. **Please ensure that you send a reference form to each of your chosen referees.**

Full name:	Full name:
Relationship to you:	Relationship to you:
Email address:	Email address:
Telephone number:	Telephone number:

11 - Declaration

I certify that the information provided by me in this application is true to the best of my knowledge and belief. I further understand that my admission may be terminated if any information is found false by Kings University College.

Sign:	Date: ___ / ___ / ___ (dd/mm/yyyy)
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Checklist <ul style="list-style-type: none"><input type="checkbox"/> Completed, signed application form<input type="checkbox"/> Degree transcript(s)<input type="checkbox"/> English language test results (where applicable)<input type="checkbox"/> Aptitude test results (where applicable)<input type="checkbox"/> Residency/leave to remain documentation (where applicable)<input type="checkbox"/> Completed Reference forms (from all two referees)	Please send your application to: Admissions office Kings University College Royal Atlantic Resort Aplaku Hills off old Weija Barrier/Bojo Beach Road Weija P. O. Box. GP 18835 Accra- Ghana <i>(Application forms downloaded from our website may be sent by D.H.L. or FedEx with a bankers draft of GH¢ 80.00 or its equivalent in USD payable to Kings University College).</i>
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KINGS UNIVERSITY COLLEGE

POSTGRADUATE STUDY

CONFIDENTIAL REFERENCE FORM

To be completed by the Applicant

Name of Applicant

Surname

Forename(s)

Programme option

(MBA Accounting, Marketing, HRM, Insurance & Risk Mgt., Banking & Finance and Strategic Management)

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To be completed by the Reference

Thank you for agreeing to serve as a referee for the applicant who is seeking admission to the Kings University College. Please provide us with a fair assessment of the candidate's suitability for pursuing postgraduate studies.

Please, respond to the following:

In what capacity and how long do you know the applicant?

Where are his/her strengths and weaknesses?

What have been the applicant's significant professional/academic accomplishment in the last three years?

Please, comment on the applicant's suitability for postgraduate studies?

Overall Recommendation

Recommended

Not recommended

Signature

Date

Name

Position/Title

Occupation

Address

Telephone

Email