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Office use only

## APPLICATION FOR UNDER GRADUATE STUDIES

### Guidance

#### BEFORE COMPLETING THIS FORM

- \* Please refer to our prospectus or visit our website, [www.kuc.edu.gh](http://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.
- \* Kindly note that any false declaration may lead to your dismissal from the university, if and when this comes to the attention of the KUC.

#### 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 USE BLACK INK TO complete this form in BLOCK letters. If a section does not apply to you, leave it blank.

### 1- Programme details

#### A. Certificate Programme

*Specialisations:*  Certificate in Law  Certificate in Business Studies  Certificate in Computer Applications

**Sessions:**  Weekday

#### B. Degree programmes

**1. Faculty of Law:** *Specialisations:*  Law (LLB)

**2. Kings Business School:** *Specialisations:*  Accounting  Human Resources Management  
 Marketing  Banking & Finance

**3. Faculty of Computer Science & Information Technology:**  
*Specialisations:*  Information Technology  Computer Science

**Sessions:**  Weekday  Evening  Weekend

### 2 - Personal details

**Family name:**

**Previous family name:** *(if applicable, for example by marriage)*

**First name(s):**

**Title:**  Mr  Miss  Mrs  Ms  Other - please state: \_\_\_\_\_

## Personal details continued

**Gender:**  Male  Female

**Date of birth:** \_\_\_ / \_\_\_ / \_\_\_\_\_ (dd/mm/yyyy)

**Nationality:**

**Country of birth:**

**Country of permanent residence:**

**Home/permanent address:**

*Applicants not born in Ghana, please complete the following, if applicable:*

**Date of first entry to Ghana:** \_\_\_ / \_\_\_ / \_\_\_\_\_ (dd/mm/yyyy)

**Date granted indefinite leave to remain in Ghana:** \_\_\_ / \_\_\_ / \_\_\_\_\_ (dd/mm/yyyy)

*Please enclose evidence of any indefinite leave to remain.*

**Address for correspondence, if different.**

**Residence number:**

**Country**

**Fax number:**

**Mobile number:**

**Email address:**

## 3 - Previous High School Education / Professional Education

Date		Name of Institute <i>Please include location (E.g. Accra)</i>	Examination & Qualification	Results <i>Indicate if not yet available</i>
From (mm/yyyy)	To (mm/yyyy)			

## 4 - Employment History

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

## 5 - 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.*

## 6 - 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.

## 7 - Additional information

### How did you hear about KUC Undergraduate Programme?

If by advertisement, please specify which publication or website

### Have you applied to any other universities for undergraduate studies?

If so, please indicate which ones.

## 8 - References

Please provide 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:

## 9 - Residential Status

Residential

Non-Residential

## 10 - Declaration

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

Sign:

Date: \_\_\_ / \_\_\_ / \_\_\_ (dd/mm/yyyy)

### Checklist

- Completed, signed application form
- Educational certificate (include professional)
- Completed and signed reference forms & letters (from 2 referees)
- Other Transcripts

### Please send your application to:

Admissions office  
Kings University College  
Aplaku Hills  
off old Weija Barrier/Bojo Beach Road Weija  
P. O. Box. GP 18835  
Accra- Ghana



# KINGS UNIVERSITY COLLEGE

## CONFIDENTIAL REFERENCE FORM

### To be completed by the Applicant

Name of Applicant

Surname

First name(s)

Programme Option

(Bsc. - Accounting, Banking & Finance, Marketing, Human Resource Management, Computer Science, Information Technology and Law - LLB)

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### To be completed by the Referee:

Thank you for agreeing to serve as a referee for the applicant who is seeking admission to the Kings University College undergraduate school. Please provide us with a sincere assessment of the candidate's ability and potential.

### Peer Comparison:

Please, rate how the individual compare to his/her peers in terms of the characteristics listed below. Kindly indicate the reference group for his comparison.

Characteristic	Unable to judge	Below average	Average	Above Average	Excellent
Intellectual Ability					
Quantitative Ability(i.e. ability to cope with the course demand)					
Oral Communication					
Written Communication					
Initiative and Independence					
Team work and Cooperative					
Leadership quality					
Managerial Potential or Ability					
Integrity, honesty etc.					

## Oral Recommendation

Highly Recommended

Recommended

Recommended with reservation

Not recommended

### Please, answer the questions below giving a much details as possible:-

In what capacity and how long have you known the applicant?

What do you consider to be the applicant's unique personal characteristics?

What are his/her strengths and weaknesses?

Please comment on the applicant's suitability for pursuing graduate studies

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Signature:.....

Date:.....

Name:.....

Position/Title:.....

Institution:.....

Address:.....

Telephone:.....

Email:.....