

# UNDERGRADUATE APPLICATION FORM 2021/2022



**CENTRAL  
UNIVERSITY**

FAITH • INTEGRITY • EXCELLENCE

Please read all the instructions in the shaded area carefully before completing this form. Apply as early as possible. Use black ink and BLOCK LETTERS when completing this form. DO NOT submit more than one application

Completed forms should be returned to:  
The Admissions Officer,  
Central University Miotso Campus,  
Near Dawhenya (off the Accra-Aflao Road)

01	<b>BIOGRAPHICAL INFORMATION</b> <b>Surname (family name)</b> This is the name under which your file will be registered. Change of name is not permitted after registration.	Surname						
		First Name						
		Other Names						
02	<b>Title</b> Please tick the title you normally use e.g. Mr. etc.	Ms. <input type="checkbox"/>	Miss <input type="checkbox"/>	Mr. <input type="checkbox"/>	Mrs. <input type="checkbox"/>	Dr. <input type="checkbox"/>	Professor <input type="checkbox"/>	Other (Please specify) <input type="checkbox"/> <input type="text"/>
03	<b>Date of birth (e.g. 10-JAN-1990)</b> Note the format: DD/MM/YY	Day <input type="text"/>	Month <input type="text"/>	Year <input type="text"/>	<b>Gender</b>	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
04	<b>Marital Status (Please tick)</b>	Married <input type="checkbox"/>	Single <input type="checkbox"/>					
05	<b>Nationality</b>							
06	<b>Religion</b>							
07	<b>CONTACT INFORMATION</b> <b>Email (one address only)</b> Please ensure you provide current email address here.							<b>Telephone</b>
08		<b>Correspondence address</b> This address will be used for correspondence						
09	<b>PROGRAMME</b> <b>Programme Preference</b> Please state the code and full title of the programme(s) to which you are applying. You may list up to two choices provided you are academically qualified for each choice. Your choices will be considered in series starting with your first choice. Please refer to the next page for all programmes available and their code.	<b>Name and address of Parent/ Guardian/ Sponsor/ Next of Kin</b>	Name					
		Address						
		Contact number(s)						
09		<b>1st choice</b>	Programme code <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Title of programme <input type="text"/>				
		<b>2nd choice</b>	Programme code <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Title of programme <input type="text"/>				
10	<b>Campus and Session</b> Please indicate your choice of offering type and campus by ticking the appropriate box. Admission to offering type is on a first come first served basis after payment of school fees. Please tick one box only.	<b>Accra Campus*</b>	Morning <input type="checkbox"/>	Evening <input type="checkbox"/>	Weekend <input type="checkbox"/>			
		<b>Miotso Campus*</b>	Morning <input type="checkbox"/>	Evening <input type="checkbox"/>	Weekend <input type="checkbox"/>			
		<b>Kumasi Campus*</b>	Morning <input type="checkbox"/>	Evening <input type="checkbox"/>	Weekend <input type="checkbox"/>			
11	<b>Halls of Affiliation (Please tick one box only)</b>	Male	Chancellor Hall <input type="checkbox"/>	Billy Graham Hall <input type="checkbox"/>	Faith Hall <input type="checkbox"/>	Freedom Hall <input type="checkbox"/>		
		Female	Joy Otabil Hall <input type="checkbox"/>	Kathryn Kuhlman <input type="checkbox"/>	Integrity Hall <input type="checkbox"/>	Justice Hall <input type="checkbox"/>		
12	<b>Entry Qualification</b> Please list the qualification(s) with which you are applying.	WASSCE	SSSCE	A'Levels	Professional	Mature	Other (Specify)	
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

\*Please refer to page 3 on availability of programmes on the various campuses

**13 SCHOOL LEAVING DETAILS**  
Please list in chronological order all academic institutions attended. Also state the dates you attended

Name of Institution and Region	Dates Attended (example: 2019-2020)

**14 ENTRY QUALIFICATIONS**  
Please list the entry qualification with which you are applying, including grades obtained in every examination you took. Attach transcripts and photocopies of certificates of all examinations results you list below.

Examination Title (Example: WASSCE)	Month and Year attempted (Example: June 2019)	Index number (Example: 0111023456)

Subjects Taken Please specify 1st, 2nd and/or 3rd attempt(s)	WASSCE GRADES			SSCE GRADES			O'LEVEL GRADES			A' LEVEL GRADES			OTHER (SPECIFY)	
	1st	2nd	3rd	1st	2nd	3rd	1st	2nd	3rd	1st	2nd	3rd	1st	2nd

**15 Endorsements**  
Declaration and Signature of Applicant  
I declare that the statements on this form are correct.  
I understand that any offer of admission may be withdrawn if the information provided is fraudulent or if I cannot provide documentary evidence.

	Signature	Date

**16 Endorsement by Referee**  
This form must be endorsed by someone of high repute who must read and sign the following declaration:

**17** I certify that the applicant is personally known to me, and that I have vetted both the photograph attached, and the claims contained in this application and that to the best of my knowledge, the information can be said to be true.

	Name	Address
	Signature	

**OFFICIAL USE ONLY**

Selected  Incoming Level   
 Not  Reasons if not  Signature \_\_\_\_\_  
 Date

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Receipt Number:  Sold by:

## GUIDELINES FOR APPLICANTS

### How to avoid delays

Please read this section carefully. We realise that this is an anxious time for applicants and we aim to process your application quickly and efficiently and convey a feedback as soon as possible. To avoid delays we recommend that you follow the procedure below:

- **Check that you have filled in all the relevant sections on both sides of the form.** If any necessary information is omitted this will slow down or stop the application process (e.g. programme code/title).
- **Make sure that your email address is written clearly as we will use this to contact you.** Please ensure you provide a valid email account and check your mail regularly.
- **Send all supporting documentation with your application form.** Include in one package all supporting documents to avoid delays. Make sure that documents bear your name and your date of birth as they appear on your application.
- **Attach two endorsed passport photographs to your application before submission.**  
All documents should be submitted with one duplicate.
- **Supply all documentation in English.** If your transcript and/or independent translations bearing the stamp/signature of the translator as well as the original documents. We do not accept unofficial translations.
- **Central University Admissions Office deals with all application correspondence.** Do not send any documents to any other office, or hand them over to any individual for submission on your behalf. All forms must be submitted to the Admissions Office in Miotso, Near Dawhenya, Accra.  
Please retain a photocopy of your entire application form.
- **The University cannot guarantee admission into a particular programme, level or session.** Your admission is guaranteed when you meet the admissions requirement and pay the appropriate school fees.

## PROGRAMMES AVAILABLE FOR ENTRY IN 2021/2022

Central Business School (CBS)		Faculty of Arts and Social Sciences (FASS)		School of Architecture and Design (SADe)		School of Engineering and Technology (SET)	
Code	Title	Code	Title	Code	Title	Code	Title
BM 01	Bachelor of Science in Administration (Accounting option)	SC 01	Bachelor of Science in Economics	AS 01	Bachelor of Architecture	SE 01	Bachelor of Science in Civil Engineering
BM 02	Bachelor of Science in Administration (HRM option)	SC 02	Bachelor of Arts in Environment and Development Studies	AS 02	Bachelor of Science in Planning	SE 02	Bachelor of Science in Information Technology
BM 03	Bachelor of Science in Administration (Marketing option)	SC 03	Bachelor of Arts in Communication Studies	AS 03	Bachelor of Science in Real Estate	SE 03	Bachelor of Science in Computer Science
BM 04	Bachelor of Science in Banking and Finance	SC 04	Bachelor of Science in Psychology	AS 04	Bachelor of Science in Landscape Design	SE 04	Bachelor of Science in Environmental Engineering
BM 05	Bachelor of Science in Management Studies	SC 05	Bachelor of Arts in Sociology	AS 05	Bachelor of Science in Interior Design		
BM 06	Bachelor of Science in Agribusiness	SC 06	Bachelor of Arts in Social Work	AS 06	Bachelor of Science in Fashion Design		
		SC 07	Bachelor of Arts in Theology	AS 07	Bachelor of Science in Graphic Design		
School of Medicine and Health Sciences (SMHS)		Centre for Open and Distance Education (CODE)		School of Pharmacy (SOP)		Faculty of Laws (FOL)	
Code	Title	Code	Title	Code	Title	Code	Title
SM 01	Bachelor of Science in Nursing	CP01	Bachelor of Science in Banking and Finance	SP 01	Doctor of Pharmacy	LW 01	Bachelor of Laws
SM 02	Bachelor of Science in Physician Assistantship Studies	CP02	Bachelor of Science in Administration (HRM option)				
SM 03	Bachelor of Science in Public Health	CP03	Bachelor of Science in Administration (Marketing option)				

## ADDITIONAL INFORMATION

### Accommodation

The university has accommodation on the Miotso campus and there are a number of private hostels situated just a few minutes away from the campus. On-campus accommodation is limited and places are given on a first come, first serve basis. Prospective students are advised to start making arrangements as soon as practicable.

The university does not have accommodation on the Accra and Kumasi campuses. There are however hostels situated a few minutes from the campuses.

### Information on Sessions

Campus/Session	Morning	Evening	Weekend
Miotso Campus	CBS Programmes Laws (WASSCE holders) SMHS Programmes SET Programmes SADe Programmes FASS Programmes Doctor of Pharmacy		CBS programmes Laws (1st Degree holders) BSc. Nursing
Accra Campus	CBS Programmes Laws (1st Degree holders) FASS Programmes	CBS Programmes Laws (1st Degree holders)	CBS Programmes Laws (1st Degree holders) BSc. Nursing FASS Programmes
Kumasi Campus	CBS Programmes	CBS Programmes B.A. Theology	CBS Programmes

**NB: The university reserves the right to vary the session and location where a programme is offered.**

### INSTRUCTIONS:

KINDLY TICK ONLY ONE ANSWER FOR EACH QUESTION.

WHERE YOU ARE REQUESTED, PLEASE PROVIDE MORE RESPONSES.

1. How did you get to know about Central University?

- Social media     An individual (word of mouth reference)     University publications (e.g. catalogues, brochures, flyers etc.)  
 Newspaper     Television     Billboards     ICGC Churches     Radio     University website

2. From what medium did you obtain the most directly relevant information about Central University or your course at the time you applied?

- Radio     Newspaper     Family/Parents     Friends     Church     Former Students of Central University     Social Media

3. Where did you get information about the Central University admissions at the time you applied?

- Parents     Friends     T.V     Radio     University website     Campus visit     On The Spot outreach team  
 Online     Others

4. What influenced your choice of Central University?

- Family and friends     Location of University     Catchy Central University advert     No other option available to me  
 Program of study     Beautiful campus

5. On a scale of 1-5, how would you rate the application process with regards to ease?

Where 1 means it is difficult and 5 it is easy

- 1     2     3     4     5

6. Do you have any suggestion about improving the admission process?

- Yes     No

7. Please state your suggestion if any.