

APPLICATION FORM 2022/2023



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.

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

01	BIOGRAPHICAL INFORMATION Surname (family name) 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	Title 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	Date of birth (eg. 10-JAN-1990) Note the format: DD/MM/YY	Day <input type="text"/>	Month <input type="text"/>	Year <input type="text"/>	Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
04	Marital Status (Please tick)	Married <input type="checkbox"/>	Single <input type="checkbox"/>					
05	Nationality	<input type="text"/>						
06	Religion	<input type="text"/>						
07	CONTACT INFORMATION Email (one address only) Please ensure you provide current email address here.							Telephone
		<input type="text"/>						
08	Correspondence address This address will be used for correspondence	<input type="text"/>						
09	PROGRAMME Programme Preference Please state the code and full title of the programme(s) Level to which you are applying. Applicants with SSSCE/WASSCE can ONLY apply for level 3. Those with HND or higher qualification can apply for Level 6. and 7 Please refer to the next page for all programmes available and their code.	Name and address of Parent/ Guardian/ Sponsor/ Next of Kin	Name					
			Address					
			Contact number(s)					
10		ATHE Level 3	Programme code	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
			Title of programme	<input type="text"/>				
		ATHE Level 6	Programme code	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
11	Halls of Affiliation (Please tick one box only)	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	Entry Qualification Please list the qualification(s) with which you are	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"/>	

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: 2003-2008)

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 2005)	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:

Name	Address

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.

Signature

OFFICIAL USE ONLY

Selected Signature _____
 Not Reasons if not _____ Date _____

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.
- when you meet the admissions requirement and pay the appropriate school fees.

PROGRAMMES AVAILABLE FOR ENTRY IN 2022/2023

ATHE Level 3		ATHE Level 6	
Code	Title	Code	Title
DMBM03	Diploma in Business	DMFI06	Diploma in Management (Finance)
DMHS03	Diploma in Health and Social Care	DMMP06	Diploma in Management (Management people)
DMIT03	Diploma in Information and Digital Technologies	DMKT06	Diploma in Management (Sales and Marketing)
DMTE03	Diploma in Award in Training and Education	DMOM06	Diploma in Management (Operations Management)
DMLW03	Diploma in Law		
ATHE Level 7			
Code	Title		
DMSM07	Extended Diploma in Strategic Management		
DMEL07	Extended Diploma in Strategic Educational Leadership and Management.		

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 campus. There are however hostels situated a few minutes from the campus.