



UNIVERSITY COLLEGE OF MANAGEMENT STUDIES

SCHOOL OF GRADUATE STUDIES

APPLICANT INFORMATION FORM

Affix Your
Passport
Picture
Here

IMPORTANT : Answer all questions on the form or indicate N/A if not applicable. All information will be kept confidential and used only in determining your eligibility for the program. Candidates are required to send completed forms with the following enclosure :

- (1) Certified photocopies of result slips or certificates
- (ii) Three recent passport-sized photographs (One of the photographs should be endorsed)

Form No.:ADM

I PERSONAL INFORMATION

Last names:.....First name:.....

Current holded degree or title(s):.....

Current Occupation and Qualification:.....

Date / place of birth:.....Nationality:.....

Permanent Street Address:.....City & ZIP:.....

State:.....Country:.....Tel:.....

E-mail:.....National ID/Passport-Number:.....

Gender (Male/Female):..... First language: / PrimerIdioma.....

Foreign languages:..... Proficiency Level(25%, 50%, 75%, 100%):.....

Study language:.....

Are you currently enrolled in the university at a different programme?:.....

How did you first learn about us?.....

Have you ever applied to the University College of Management Studies?.....

II APPLICANT'S PREVIOUS EDUCATION

List in chronological order all secondary schools, colleges, universities, and/or professional postsecondary schools you have attended

INSTITUTION	LOCATION	DATE	MAJOR	DEGREE EARNED

III PROGRAMME OF STUDY

Choose the programme(s) you want to pursue.

- Master
- Doctorate/PhD
- Others

What is your field of interest (major)?
.....

Please fill in below the exact study area and degree you want to pursue.

I do hereby apply for enrolment. If accepted, I agree to pay Tuition Fees based on the approved payment schedule. I have read and accept the terms and conditions. Upon careful review, I freely submit this application for admission to the University. I am not in violation of any of the laws of my country by applying for admission. I am fully aware of the consequences of presenting misleading or false information. All of the information I have provided is absolutely correct and I authorize University College of Management Studies to conduct any and all information verification reviews as needed. I am fully aware that if my application is accepted, any funds paid will not be refunded due to issues beyond the control of the university. I have read and fully understand the innovative, alternative concepts of education utilized by the University. I have read carefully and hereby make application for admission to the University. I hereby certify under oath that the information provided in this application is true, accurate and complete, to the best of my knowledge and I understand that any misrepresentation or omission will void my application, resulting in dismissal and loss of any funds paid. The University will not refund any tuition or any fees paid in case of false or misleading information. I understand that this application and all other records gathered for my admission files are confidential and will not be disclosed to me or any other person, except by the applicant's written request or judicial order. The applicant is fully aware that University College of Management Studies is a recognised and accredited Private University in Ghana.

Please type Date, Passport-number and Sign on the line below

.....
Date Signature National ID/Passport No.

Enclosures & Application checklist

- Fully complete the application form
- Duly signed form
- Copies of all academic & professional certificates and credentials awarded or issued by accredited or recognised colleges, universities, postsecondary institutions of education.
- Copies of all transcripts.
- All applicants are required to provide a resume or CV.
- National ID or Biodata Page of Passport (Coloured Copy).
- Picture passport type.

Please, return this form to

DEAN, SCHOOL OF GRADUATE STUDIES
UNIVERSITY COLLEGE OF MANAGEMENT STUDIES

via

www.ucoms.edu.gh/graduateschool or sogs@ucoms.edu.gh

Note: Please allow up to fourteen (14) working days to process your application and assessment.

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Received & Processed by:	
Approved by:	
Campus Assigned:	
Assigned Student ID No:	
Database Control No:	

