



UNIVERSITY COLLEGE OF MANAGEMENT STUDIES

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Form No: _____

Application for Admission

NABPTEX

Diploma Programmes

Please read the contents carefully before completing this form. Incomplete response will delay processing

IMPORTANT: Candidates are required to send completed FORMS with the following enclosure:

- (i) Certified photocopies of result slips or certificates
- (ii) Two (2) recent passport-sized photographs (One of the photographs should be endorsed)

IMPORTANT: Answer all questions on the form if applicable.

Please write clearly in **BLOCK CAPITAL LETTERS** and tick boxes where applicable.

1.0 Personal Information

Surname First Name(s)

Postal Address

Residence Address

Gender Male Female Date of Birth DD/MM/YY Age

Place of Birth Nationality:

Telephone No Email

2.0 Entry Requirements

- Applicants must have three passes not below D7 (WASSCE) or D(SSSCE) in Core subjects including English and Mathematics PLUS two credit passes in relevant elective subjects.
- O'LEVEL/GBCE and A'LEVEL/ABCE Applicants must have Five passes in O'LEVEL/GBCE including English Language and Mathematics.
- MATURE Applicants must be 25 years and above, must provide documentary evidence of relevant work experience, must pass a Departmental examination and interview.

3.0 Choice of Programme

Please tick the Course Programme you intend to pursue:

- Diploma in Computerized Accounting
 Diploma in Business Administration

PROSPECTS: Students who are successful in obtaining Credit Passes or better after the programme shall be admitted into the Degree Programme at Level 200.

4.0 Provide details of SSSCE/WASSCE results obtained at the last school attended.

Subject (s)	Grade / Result	Year Obtained
Core		
Elective		

Attach photocopy of qualification(s) obtained plus a Testimonial from a responsible person who knows you well (at least two years) and who can testify about your ability to do the course. Please note that photocopy of Certificate(s) or Detailed Result(s) submitted are not returnable. Mature candidates should come with birth certificate.

Attach two (2) passport-size photographs.

5.0 Parent/Guardian/Sponsor:

Name Relationship

Phone No E-mail

Residence Address

Postal Address

If by an Organisation, the Authorization Officer's Name and Rank

Name Rank

Address

Phone No:

6.0 Are you working? (i.e. Applicant) if 'Yes', state name and address of the Establishment

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Present Position

7.0 When do you want to enter the University College? (Eg. 2016, 2017, or 2018 etc.) *Please Tick*

January/February 20..... June/July 20..... September/October 20.....

8.0 Which of the study campuses would you like to enroll? *Please Tick*

Accra Campus

Kumasi Campus

SESSIONS Morning Evening Weekend

9.0 Request for Student Residence: *Please Tick* **Yes** **No**

If yes, please secure a place with the Admissions Officer before the College re-opens.

10.0 Undertaking

In respect of my application for a place, I will obey the standing rules and regulations of the University College and will attend lectures regularly, subject myself to all assignments and tests. I further acknowledge that once Tuition Fees have been paid **No Refund** is effected when lectures have started and that no partial refund can be given for any classes not attended.

The University College cannot accept responsibility for unforeseen changes in a student's circumstances that may prevent attendance. In the event of discontinuing the course of study, I am bound to give a Semester's notice in writing or else the College has the right to claim a Semester's Fee in lieu of notice from me.

Applicant's Signature

Date: DD/MM/YY

If Applicant is under 18 years of age Parent or Guardian's consent.

Name

Parent/Guardian/Sponsor

Signature



Please return the completed form to:

Accra Campus

The Admissions Office
University College of Management Studies
Address: P. O. Box GP. 482, Accra
Accra - Kasoa Road, near West Hills Mall
Tel.: 030 285 3304 / 030 290 2720

Kumasi Campus

The Admissions Office
University College of Management Studies
Address: P. O. Box UP. 12, Kumasi
Ayeduase Town near KNUST
Tel.: 032 249 1179 / 035 219 7424

WEBSITE: www.ucoms.edu.gh

EMAIL: info@ucoms.edu.gh | imscolle@yahoo.co.uk