



ACADEMIC CITY

APPLICATION FOR UNDERGRADUATE ADMISSION

(All fields must be completed for your application to be considered; where not applicable please state N/A)

PERSONAL INFORMATION

1. NAME:

FIRST

MIDDLE

LAST

2. DATE OF BIRTH:

3. ☐ FEMALE ☐ MALE

DAY / MONTH / YEAR

4. EMAIL ID:

5. NATIONALITY:

6. PHONE NUMBER:

7. HOME REGION:

8. ADDRESS:

STREET ADDRESS

TOWN/CITY

STATE/PROVINCE/REGION

COUNTRY

9. ID TYPE:

10. ID NUMBER:

PROGRAM DETAILS

1. PLEASE SELECT YOUR PROGRAM OF CHOICE

ENGINEERING

- ☐ B.Sc. ELECTRONICS & COMMUNICATION ENGINEERING
- ☐ B.Sc. COMPUTER ENGINEERING
- ☐ B.Sc. MECHANICAL ENGINEERING
- ☐ B.Sc. ELECTRICAL & ELECTRONICS ENGINEERING
- ☐ B.Sc. INDUSTRIAL AND SYSTEMS ENGINEERING
- ☐ B.Sc. ROBOTICS ENGINEERING
- ☐ B.Sc. BIOMEDICAL ENGINEERING

BUSINESS

- ☐ B.B.A. ACCOUNTING
- ☐ B.B.A. BANKING & FINANCE
- ☐ B.B.A. HUMAN RESOURCE MANAGEMENT
- ☐ B.B.A. MARKETING
- ☐ B.B.A. ENTREPRENEURSHIP

INFORMATION TECHNOLOGY

- ☐ B.Sc. INFORMATION TECHNOLOGY
- ☐ B.Sc. COMPUTER SCIENCE

COMMUNICATION ARTS

- ☐ B.A. JOURNALISM & MASS COMMUNICATION
- ☐ B.A. ADVERTISING & PUBLIC RELATIONS

2. PLEASE LIST ADDITIONAL PROGRAMS OF INTEREST

2nd CHOICE:

3rd CHOICE:

ACADEMIC HISTORY

Please submit copies of your official transcripts or report cards and result slips (other language documents translated in English)

HIGH SCHOOLS ATTENDED OR ATTENDING

| Qualification (e.g. A Levels/WASSCE/HND) | School/College Name | Enrolment Period From (MM/YY) - To (MM/YY) | Country |
|---|---------------------|---|---------|
| | | | |
| | | | |
| | | | |

DISTINCTIONS & EXTRA-CURRICULARS

1. List any distinctions, awards or honours you received or won

| Name of Award, Honour or Distinction | Name of Institution | Year Received |
|--------------------------------------|---------------------|---------------|
| | | |
| | | |
| | | |

2. State most recent work experience

| Employer Name | Your Role/Title | Employment Period | No. of hours per week |
|---------------|-----------------|--|-----------------------|
| | | From _____ (MM/YY) To _____ (MM/YY) | |

HOUSING

As part of the Academic City experience, all first-year students are encouraged to live on campus.

Would you require on-campus hostel accommodation?

☐ YES

☐ NO

PARENT / GUARDIAN / SPONSOR DETAILS

PARENT / GUARDIAN / SPONSOR NAME:

RELATIONSHIP:

EMAIL ID:

PHONE NUMBER:

CURRENT OCCUPATION: ☐ OWN BUSINESS

INDUSTRY TYPE:

☐ EMPLOYMENT

JOB TITLE:

COMPANY NAME:

ADDITIONAL INFORMATION

1. How did you hear about us?

☐ Academic City Website

☐ Social Media (Facebook, Instagram, Twitter, etc.)

Please specify: _____

☐ Newspaper; Please specify: _____

☐ Educational Fair; Please specify: _____

☐ Referral; Please specify who: _____

☐ Flyer / Brochure

Please specify where: _____

☐ Radio; Please specify: _____

☐ Billboard;

Please specify Location: _____

☐ School Visit; (School's Name): _____

☐ Television; Please specify: _____

☐ Agent; Please specify: _____

☐ Other

Please specify: _____

2. Do you have any disability or learning difficulty that may affect your learning while at Academic City

☐ NO ☐ YES If yes, please provide a brief explanation: _____

SHORT ESSAY RESPONSE

Submit this short essay response with your application (**max.** 400 words). Choose **ONE** of the following two options:

1. **Describe an experience** from your life that *demonstrates your character* or that helped *shape who you are*
(OR)

2. **Describe a situation** in your life when you *faced a challenge* and how you *managed that situation*

Your essay will help us get to know you better, so please be open and honest.

APPLICATION CHECKLIST

- ☐ Completed and signed Academic City application with two passport size photos signed on the back
- ☐ Copy of transcripts or senior high school terminal reports / final year certificate
- ☐ One admission essay
- ☐ Documents to justify equivalence of qualifications (for candidates from foreign institutions)
- ☐ Passport and/or non-citizen ID card copy for foreign nationals
- ☐ Proof of payment of application fee: GHC 100 (Ghanaian Students), 50\$ (Foreign Students). Payment options below:

Bank Deposit or Transfer

Bank: Access Bank Ghana Limited
Company Name: Academic City College (Gh) Limited
Ghana Cedi Account Number: 0180223309771
US Dollar Account Number: 0181013309771
Bank Address: Starlets' 91 Road, Opposite Accra Sports Stadium,
Osu, Accra, Ghana
SWIFT CODE- ABNGGHAC

MTN Mobile Money Number: +233 (0)242538304 *(In Ghana only)*

Cash at on-campus fee counter in Ghana *(In Ghana only)*

FOR PAYMENT IN NIGERIA ONLY

Bank Name: Union Bank, Nigeria
Account Name: Vista International Limited - Academic City
College Ghana
Naira Account Number: 0148476247
US Dollar Account Number: 0148587062

Candidates awaiting final exam results can apply for admission (admission to be confirmed after final results)

Mail/drop application at **the Admissions Office**, Academic City University College (OR) email to **admissions@acity.edu.gh**
(P.O. Box AD 421, Adabraka, Accra)

PLEASE NOTE

- Candidates awaiting final exam results can provide all other documents to be reviewed for admission. Final exam results must be submitted as soon as released (admission to be confirmed after final results).
- English translated copies to be submitted for supporting documents (e.g. transcripts) in other languages.
- Admissions eligibility of foreign candidates will be governed by the equivalency norms set by the National Accreditation Board (NAB) and affiliating university.

DECLARATION BY APPLICANT

I hereby solemnly affirm and declare that the information provided in this form is correct and the supporting documents submitted are genuine in all respects. In case any information or document is found to have been falsified, then the same shall render the application form null and void, and shall result in automatic cancellation of my admission, and liable to disciplinary action by Academic City. I understand that my admission and continuous enrolment are governed by the statutes of Academic City. I shall abide by all rules and regulations applicable to Ghanaians / foreign nationals in Ghana.

DATE:

SIGNATURE OF APPLICANT:
