



ACADEMIC CITY

APPLICATION FOR UNDERGRADUATE ADMISSION

September 2019 Entry

(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. CURRENT POSTAL 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 SCIENCE & ENGINEERING
- B.Sc. MECHANICAL ENGINEERING
- B.Sc. ELECTRICAL & ELECTRONICS ENGINEERING¹

BUSINESS

- BACHELOR OF BUSINESS ADMINISTRATION - ACCOUNTING
- BACHELOR OF BUSINESS ADMINISTRATION - BANKING & FINANCE
- BACHELOR OF BUSINESS ADMINISTRATION - HUMAN RESOURCE MANAGEMENT
- BACHELOR OF BUSINESS ADMINISTRATION - MARKETING

INFORMATION TECHNOLOGY

- B.Sc. INFORMATION TECHNOLOGY

COMMUNICATION ARTS

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

2. APPLIED TO ACADEMIC CITY BEFORE? YES NO

IF YES, WHICH SESSION & YEAR: _____

¹In development

ACADEMIC HISTORY

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

1. HIGH SCHOOLS ATTENDED OR ATTENDING

	Most Recent	Previous
High School Name		
Country		
Enrolment Period From (MM/YY) - To (MM/YY)		
Language of Instruction		

2. COLLEGES OR UNIVERSITIES ATTENDED

List any colleges or universities attended (maximum two), starting with the most recent

	Most Recent	Previous
Institution Name		
Country		
Type of Program (e.g. HND, B.Sc. etc.)		
Area of Study or Major		
Enrolment Period From (MM/YY) - To (MM/YY)		
Language of Instruction		

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. List any extra-curricular initiatives or Interests of yours

Name of initiative or interest	Your Role	Name of Institution	Year of initiative

3. 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 NAME:

RELATIONSHIP:

EMAIL ID:

PHONE NUMBER:

CURRENT OCCUPATION: OWN BUSINESS

INDUSTRY TYPE:

EMPLOYMENT

JOB TITLE:

COMPANY NAME:

(OR)

NAME OF SPONSOR *(if not parent/guardian)*:

CONTACT PERSON NAME:

POSITION/RELATIONSHIP:

EMAIL:

PHONE NO.:

ADDITIONAL INFORMATION

1. How did you hear about us?

Academic City Website

Radio; Please specify: _____

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

Billboard;

Please specify: _____

Please specify Location: _____

Newspaper; Please specify: _____

School Visit

Educational Fair; Please specify: _____

Television; Please specify: _____

Referral; Please specify who: _____

Agent; Please specify: _____

Flyer / Brochure

Other

Please specify where: _____

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:

3. Have you ever been dismissed or suspended from an academic institution?

NO YES If yes, Institution Name:

Country:

Briefly explain the reason:

4. I LIVE BY MYSELF I LIVE WITH MY PARENTS/GUARDIAN I LIVE IN AN ORPHANAGE

5. Scholarship/Financial Aid is available for select qualifying students. Contact the admissions office for further details.

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:

Ecobank Deposit or Transfer

Company Name: Academic City College (Gh) Limited
Ghana Cedi Account Number: 0010134415403101
US Dollar Account Number: 0012104415403101
Bank Name: Ecobank Ghana Limited
Bank Address: 19, Seventh Avenue, Ridge West, Accra
Swift Code: ECOCGHAC

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

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

APPLICATION DEADLINES (ADMISSIONS IN PROGRESS NOW)

APPLICATION DEADLINE **30th September, 2019**

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 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:
