

# 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:

<i>FIRST</i>	<i>MIDDLE</i>	<i>LAST</i>
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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*

<i>TOWN/CITY</i>	<i>STATE/PROVINCE/REGION</i>	<i>COUNTRY</i>
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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 ENGINEERING<sup>1</sup>

#### 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

<sup>1</sup>In development

## 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

☐ 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:

### **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)*

### **For Payment in Nigeria Only**

Bank Name: EcoBank Nig Plc.  
Account Name: Academic City College (GH) Limited  
Naira Account Number: 2813061976  
USD Account Number: 2813063664

*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:

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