UNDERGRADUATE AND GRADUATE STUDIES

SUPPLEMENTARY APPLICATION FORM TO BE FILLED IN WHEN APPLYING AND ATTACHED TO THE ORIGINAL APPLICATION FORM

TO BE COMPLETED BY THE APPLICANT:
ACADEMIC YEAR: .................................................. SEMESTER: ..............................................

TRANSFER STUDENT: ...................................... OR DIRECT ENTRY: ......................................
Type or Print in Block Letters:
COURSE APPLIED FOR: (Please specify Bachelor’s degree, Diploma, Master’s degree or Post-graduate Diploma (PGD) and certificate)

OPTION 1: ..............................................................................................................................

OPTION 2: ..............................................................................................................................

OPTION 3: ..............................................................................................................................

Programme applied for (i.e. Regular/ full time, evening, weekend or Distance learning):

*Surname: ..............................................................................................................................

*Other names: ....................................................................................................................... 

Gender: Male .................................. Female ................................................................................

Marital status: ....................................................................................................................... 

Citizenship/ Nationality: .................... Date of Birth: Date/month/year: ......................... 

Postal address: .................................................................................................................... 

Tel. No.: ............................................. Fax No. ............................................................... 

E-mail: ...............................................................................................................................
*Names must be those that appear on the applicant’s academic documents*

Where did you hear of this course? i.e. media, friend colleague, family, etc.

Educational background:

Secondary schools and colleges attended *(ATTACH copies of certificates)*

“O” Level
Name of Institution: .................................................................
Grade attained: .................................................................

“A” Level
Name of Institution: .................................................................
Grade attained: .................................................................

College (where applicable)
Name of Institution: .................................................................
Qualification attained: .................................................................
First degree qualifications: *(attach copies of academic transcripts & certificates)*
Degree or equivalent.................................................................

Class/Division .................................................................

Awarding University/Institution .................................................................

Year of completion................................. Date of Award .................................................................

Declaration by applicant
I declare that to the best of my knowledge, the information given above is correct

Signature of applicant ................................................................. Date.................................................................

NOTES:
1. No student is allowed to register for more than one University programme at the same time. Breach of this regulation leads to automatic cancellation of admission to the University.

2. Cases of impersonation, falsification of documents or giving false/incomplete information whenever discovered either at registration or afterwards, will lead to automatic cancellation of admission. **NB:** please present also a copy of your former school (s)’s / Workplace’s identity cards.

3. Copies (not originals) of the academic document should be attached to each Application form. The copies of or the Degree certificate(s) and Academic Transcript(s) should be certified.
4. The University reserves the right to choose a course from the options given by the applicant before the admission letter is issued.

5. Three passport size photographs showing your current likeliness (head and shoulders) should be attached. Write your name (s) at the back of each photo.

6. For Foreign / International Applicants only:-

a) Students whose Academic papers i.e. result slips, certificates and transcripts and any other relevant documents are not in English should ensure that translations of these papers is done at only the officially recognized and acceptable translation centers before they are submitted.

b) Equating of Foreign qualifications is done by NCHE and the students are advised accordingly.

c) Candidates whose first language is not English or who did not go through an Education System with English as the medium of instruction, will be required to prove their English language proficiency by doing an aptitude test or otherwise do an English course at cost of USD $100 (paid for separately) to cope with Graduate Studies.