

Ghana Baptist University College Application Form



For Office Use Only

Application Fee:

Date:

Receipt No:

Received:

Sign:

Personal Details (As it appears on your passport/driver's licence or other official ID)

Family Name: _____ Previous Name: _____

First Name: _____ Date Of Birth: (DD/MM/YY) _____

Middle Name(s): _____ Gender: Male Female

Title: (Mr/Ms etc) _____

Permanent Address: _____ Correspondence Address: (If different from permanent) _____

Country: _____ Country: _____

Tel No: _____ Mobile: _____

Email: _____

Course(s) Applied For (Indicate Preferred Choice)

First Choice (Programme Title): _____

Level Of Study: Undergraduate Postgraduate

Mode Of Study: Full Time Part Time Other: (Specify) _____

Intake Year: _____ Month: Jan Sept

Preferred Campus : City Campus Abuakwa Campus

Second Choice (Programme Title): _____

Level Of Study: Undergraduate Postgraduate

Mode Of Study: Full Time Part Time Other: (Specify) _____

Intake Year: _____ Month: Jan Sept

Preferred Campus: City Campus Abuakwa Campus

Disabilities/Special Needs

The University College encourages you to disclose any disability/medical condition which could disadvantage your ability to study. All offers are made on academic grounds only and the information you submit will be used to help Ghana Baptist University College provide appropriate support. Please tick all that apply.

No Disability 0

Wheelchair User/Mobility Issues 1

Other disability not listed here 2

Please detail other disability or additional support needs:

Residential Information

Please provide information relating to your nationality and residence. Attach copies of any pertinent Home Office documentation. Further information may be requested.

Country of permanent residence:

Country of birth: _____

Nationality (as on passport): _____

Fee Payment

Please provide details of how you intend to pay your tuition fees. Applicants may be asked to supply details of their financial position and their provision for the payment of fees.

Who will pay your tuition fees? Self-Funded: Yes

Employer (please specify): _____

Other (Specify): _____

Highest Qualification

If you previously studied at Ghana Baptist , please enter Student ID:

Please enter your highest level of education, e.g. SSCE/WASSCE /Dip /HND /BSc : _____

If award was taken in Ghana enter institution name: _____

If taken elsewhere please enter name and country: _____

Academic Qualifications

Please list all qualifications in chronological order with the most recent first. Provide copies of certificates and transcripts where appropriate. If not accompanying this form, please ensure any documentation is submitted to the Admissions Office, clearly stating the programme you are applying for.

Note: Printouts from self-service/web portal systems will not be accepted. The documentation being submitted must be formally issued by the awarding institution/exam body.

International students must submit documentation both in the original language and as an officially endorsed English language translation.

Qualifications Pending				
Award Type & Subject	Award Date	Grade (Including Predicted)	Institution & Address	Dates From – To
Qualifications Achieved Including Professional Qualifications				
Award Type & Subject	Award Date	Grade Achieved	Institution & Address	Dates From – To

Employment And Work Experience (Most recent first)

Employer's Name & Address	Role & Brief Description Of Duties	FT or PT	Dates Employed

Declaration Of Criminal Record

In an effort to help the University College reduce the risk of harm or injury to their staff and students caused by the criminal behaviour of other students we must know about any relevant criminal convictions an applicant has.

In this matter relevant criminal convictions are deemed only to be those convictions for offences against a person, whether of a violent or sexual nature and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking.

Do you have a relevant unspent criminal conviction? _____

Yes

Applicants who have a previous conviction will not be automatically excluded from the application process. However, if you have ticked **Yes**, please disclose details of your offence and conviction, including dates and courts convicted at. This information should be submitted along with your application form in a separate sealed envelope, clearly marked confidential with your name and date of birth on it. Any information disclosed will be handled and disposed of securely by the University College in compliance with the Criminal Records Bureau Act, the Data Protection Act and other relevant legislation.

If you are convicted of a relevant criminal offence after your application has been submitted, you must notify us. The University College may request further disclosure from you and your offence may affect your application.

References

For **Undergraduate** applications please submit a single academic reference. For **Postgraduate** applications please submit two references. The first reference should be academic and the second character reference can be from an employer or other source. Any reference received must be signed and on headed paper.

If not accompanying this form, references should be submitted along with completed coversheets, on letter headed paper or otherwise officially endorsed.

References from friends and family members will not be accepted

First Referee

Second Referee

Full name: _____ Full name: _____

Occupation: _____ Occupation: _____

Relationship: _____ Relationship: _____

Address: _____ Address: _____

Postcode: _____ Postcode: _____

Tel No: _____ Tel No: _____

Email*: _____ Email*: _____

*Private email address not acceptable

Checklist

Before submitting this application form, please ensure that all sections of the form have been completed and where appropriate the following items have been attached. Failure to include these items may slow the processing of your application. Do not send original documentation at this stage. The University College will not normally return documentation submitted and will not be held liable for original documentation which is lost or damaged in any manner. Please be prepared to present original copies of all documentation to the University at enrolment for verification.

- Copies of all academic documentation including transcripts, certificates, etc
- Personal Statement
- References as applicable
- Photocopies of passport to include photograph and personal detail pages
- Resume/Curriculum Vitae if applicable

Declaration

Any statements on this form which prove to be untrue or purposely misleading will render the application void. Furthermore if inaccuracies are highlighted at a later stage we retain the right to retract any offer made or expel the student with no refund of fees.

I confirm that the information given on this form is true, complete and accurate. No information requested or other material has been omitted. I consent to the storage and processing of this data by Ghana Baptist University College under the provision of Data Protection Act.

Signed: _____ Date: _____

PLEASE RETURN THIS COMPLETED FORM TO

**The Admissions Office
Ghana Baptist University
College
P.M.B
Amakom-Kumasi
Ghana**

Tel: + 233 (0) 32 2080 195

Fax: + 233 (0)26-5498983

Email: info@gbuc.edu.gh

Web: www.gbuc.edu.gh

Marketing Monitoring

Please indicate how you heard about Ghana Baptist University :

- | | | |
|----------------------------------------|------------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> GBUC Website | <input type="checkbox"/> Newspaper/Magazine | <input type="checkbox"/> Social Networking Site |
| <input type="checkbox"/> GBUC Open Day | <input type="checkbox"/> Careers Adviser/Tutor | <input type="checkbox"/> Student/ Alumni |
| <input type="checkbox"/> Main Campus | <input type="checkbox"/> Friend/Family | <input type="checkbox"/> GBUC Education Fair |
| <input type="checkbox"/> Google | | <input type="checkbox"/> Other: (please specify) |