

ISLAMIC UNIVERSITY COLLEGE, GHANA (IUCG)

GUIDELINES

FOR COMPLETING IUCG APPLICATION FORM [PLEASE, WRITE CLEARLY IN BLOCK LETTERS]

<p><u>SECTION A: PERSONAL DETAILS</u></p> <p>1. <u>Title and Name of Applicant</u> (a) Choose and Tick the appropriate Titlebox. (b) Enter your name: <u>Surname/family name</u>, followed by <u>First name</u>, and then <u>Other name(s)</u>. Full names (in the order stated here) must be the same as those used for all examinations taken. Provide legal proof for any change in name.</p>	<p>9. <u>Religious Affiliation</u> For Islam and Christianity, tick as appropriate and specify which sect or denomination you belong to. Islamic sects include Sunni (Ahlul-Sunna/Tijaniyya), Ahmadiyya, Shia, etc.) and Christian denominations include Catholic, Methodist, Anglican, Presbyterian, SDA Adventists, Pentecostals, Charismatics, etc. For the other religions, indicate/specify the name and place of worship currently.</p>
<p>2. <u>Date of Birth of Applicant</u> (a) Enter your birthday in the format dd/mm/yyyy. Example: 10/05/1995 for 10th May 1995. (c) Enter your Birth Certificate number and place of Issue (town/city). Attach a copy.</p> <p>3. <u>Gender</u> Tick as appropriate (Male or Female)</p>	<p>10. <u>Address for Correspondence</u> Write the address to which correspondence on this Application should be sent. Also, indicate the phone and/or fax numbers as well as e-mail address by which you may be reached quickly.</p>
<p>4. <u>Marital Status</u> (a) Tick in the appropriate box for your current marital status. (b) Indicate the number of children you have (if any) by ticking the appropriate box</p>	<p>11. <u>Permanent Address</u> Write the permanent address to which all correspondence (now and in the future) can be reach you. This could be the address of your parent/guardian or your Family House.</p>
<p>5. <u>Physical Disability</u> (a) Tick in the appropriate box – YES <u>or</u> NO (b) If you are physically challenged, let us know the intensity or complexity of your disability. This information will assist the University to determine the sort of help you may need and will be kept confidential.</p>	<p><u>SECTION B: EDUCATION AND QUALIFICATION</u></p> <p>12. <u>Secondary and Tertiary Institutions Attended</u> Give a brief account of any academic and other achievements whilst in previous schools/colleges. YOU MAY continue with additional information on page 8.</p> <p>13. <u>Certificates Already Obtained</u> Tick in the appropriate box or boxes all the relevant certificates already obtained by you.</p>
<p>6. <u>Nationality</u> (a) For Ghanaians – Tick appropriately, and <u>specify</u> which legal document(s) you have to show or prove your Ghanaian citizenship. (b) For International students or Foreigners, specify your country of nationality and passport number. If available, state residence permit for staying in Ghana</p>	<p>14. <u>Qualifying Examinations and Exam Results</u> Indicate in sections (a), (b) and (c), the exam results of the type of qualification you intend to use for seeking admission to IUCG. State your Index No. for each Examination. NOTE: List EXAMS AND ATTEMPTS chronologically; also, list all subjects taken (PASSED or FAILED) at eachExam sitting.</p>
<p>7. <u>Place of Birth</u> State the current name of village or town (and the District, Region and country) where you were born. Must be filled by all applicants.</p> <p>8. <u>Home Town</u> State the name of village or town where your father’s ancestry (for paternal communities) or your mother’s ancestry (for maternal communities) can be traced to. Must be filled by all applicants.</p>	<p>15. <u>Consideration for Admission to IUCG</u> Tick the appropriate box (or boxes) of the qualifying exam results or certificate(s) that should be considered by IUCG for your admission to the University. For Applicants intending to take the Mature Students Examinations, indicate in writing your preference for one Examination Centre: Accra, Kumasi, Tamale and Wa. NOTE: ADMISSION REQUIREMENTS (<i>seepage 3</i> of these GUIDELINES) MAY NOT PERMIT YOU TO TICK a combination of boxes.</p>

SECTION C: PROGRAMME OF STUDY

16. Preference for Undergraduate Programme

Tick only one box in (a)or(b)or(c) to indicate the undergraduate programme you intend to pursue at IUCG.

17. Lecture Session

Tick the Lecture Session you prefer -- DAY Session or WEEKEND Session.

NOTE:EVENING Session is NOT available NOW.

The Applicant is encouraged to check with the Students Admissions Office and/or IUCG website if the Evening Session is available at a future time

18. The Entry Level

Tick the appropriate box to indicate your preference for admission to Level 100 (First Year) or Level 200 (Second Year). Under certain conditions, the University may admit you directly into Level 300 – see the write-up on “**Entry Requirements**” and “**Re-Admission Application**” and “**Transfer Students**” (pages3 and 4 herein).

19. Special Skills

Indicate any special skills or talents you may have. Other non-listed skills may include fundraising ability, event organizing skills, etc.

20. Reasons for Choosing IUCG

Write a brief statement on why you decided to choose IUCG for your Undergraduate study.

SECTION D: MISCELLANEOUS EXPERIENCES

21. Languages (Spoken and Written)

For each of the foreign and local (Ghanaian) languages, tick (in the appropriate column) the level or ability of your familiarity with the relevant language. For “Other(s)”, specify other foreign language(s) such as Spanish, German, Russian, Chinese, and tick the appropriate columns.

22. Past and Present Employment

Indicate the full particulars of your past and present employment, with dates and positions held.

State any additional information on page 8.

Leave BLANK, if you have NEVER worked.

23. Universities Previously Attended

Fill in the name and location of any University (including IUCG) you have previously attended or been admitted to, the course of study undertaken there, the period (years) you stayed there and the reason(s) for leaving. You may provide additional information on page 8.

Leave BLANK if not applicable.

SECTION E: INFORMATION ON PARENTS

24. Fill in your **father’s** details, whether he is alive or deceased. If deceased, write **DECEASED** in (g).

25. Fill in your **mother’s** details, whether she is alive or deceased. If deceased, write **DECEASED** in (g).

SECTION F: INFORMATION ON SPONSOR

26. Financing of My Study at IUCG

Tick the appropriate box which indicates how you would finance your study at the University. If by Scholarship or Sponsorship, specify the name or type of Scholarship or Sponsorship (such as Cocoa Marketing Board scholarship, Ahlul Bait scholarship, etc.). If you intend to pay fees by “Other Means”, indicate/specify how or by whom. State any additional information on page 8.

27. Details of Sponsoring Person or Organization

Clearly state the name, address and type of occupation of the parent/guardian/sponsor taking responsibility for paying your fees during your study at IUCG.

SECTION G: DECLARATIONS

28. Applicant’s Declaration

By signing this declaration, you (the Applicant) certify that, to the best of your knowledge, you have given true, accurate and complete answers to all information required of you. **NOTE** that if you (the Applicant) make a false statement or deliberately withhold relevant information, you may be refused admission or you may be withdrawn from the University even if you have previously been granted admission.

29. Declaration by a Referee

Someone of high repute (who is expected to know the Applicant personally) **MUST SIGN** the Declaration in this section of the Application Form. If this **Referee’s Declaration** is not signed and the Applicant’s photograph is not endorsed on the reverse side, the Application Form shall **NOT** be considered complete for processing for admission.

ADMISSION AND RE-ADMISSION REQUIREMENTS

1. ENTRY REQUIREMENTS FOR UNDERGRADUATE PROGRAMMES

The University shall admit the following categories of students into Level 100 (First or Freshman Year) of the Four-Year Bachelor's Degree Programme:

- a. Holders of Senior Secondary School Certificate Examination (SSSCE) of West African Examinations Council (WAEC) with passes (at Grade D or better) in core English, core Mathematics and Integrated Science or Social Studies *plus* three elective subjects, with an aggregate of 24 or better.
- b. Holders of West African Senior Secondary (School) Certificate Examination (WASSCE) of WAEC with passes (at Grade C6 or better) in core English, core Mathematics and Integrated Science or Social Studies *plus* three elective subjects, with an aggregate score of 36 or better.
- c. Candidates with a combination of SSSCE and WASSCE may also apply.
- d. Cambridge GCE 'O' Level with five (5) credits including English Language and Mathematics plus at least two (2) GCE 'A' Level passes and a pass in General Paper. One of the 'A' Level passes must be at grade D or better.
- e. Holders of (i) Ghana GCE 'O' Level with five (5) credits including English Language and Mathematics, (ii) Teachers' Post-Secondary School Certificate (2- or 3-year) without Diploma, and (iii) other High-School-equivalent certificates (local or foreign) are encouraged to apply as Mature applicants.
- f. Holders of other qualifications [such as Professional certificates and Diplomas: HND (First and Second Class), ICA, CIM, etc.; RSA II and above, DBS (with Distinction), GIJ certificate, Teachers' Diploma, a University degree in unrelated subject] can apply and would be considered for placement into Level 200 or 300 on a case-by-case basis at an interview. [Applications should include relevant transcripts and SSSCE/WASSCE/GCE result slips].
- g. Mature applicants with a minimum age of 27 years who do not necessarily satisfy the above standard requirement for admission but have reasonable educational background and 3 years working experience or have demonstrated ability for academic work. Such applicants shall have to pass a University Entrance Examination in English (Essay, Comprehension, Grammar and Usage) and General Paper (Quantitative Methods, Critical and Logical Thinking, and Current Affairs) and may be required to pass an interview. [Applications should include a copy each of Birth Certificate, Letters showing First and Current Employment, and any other relevant examination results].
- h. Foreign/International students with qualifications equivalent to those in (a), (b), (c) and (d) above may be considered for admission. They must, however, show evidence of proficiency in English Language.

2. CONDITIONS FOR ADMISSION INTO IUCG AS A STUDENT

After **completion** of the Application Form by the Applicant, the Form must be submitted to the University College (IUCG) for processing. If the Applicant satisfies the admission requirements, he/she shall be informed of his/her admission into IUCG as a student/candidate through a *Student Admission Letter*. **No student shall be admitted to any course or programme in IUCG without an *Application Form* signed by the student and a Referee.** At the beginning of the Semester or Trimester of the student's first entry into IUCG, the student ***must register in person*** after fulfilling the following conditions:

- a. Presentation of a *Student Admission Letter*, implying qualification in terms of the admission requirements
- b. Must have previously passed a medical examination conducted by a Government hospital/clinic or a hospital/clinic recognized by the University College.
- c. Acceptance of Islamic codes of behaviour whilst at the University College campus and at IUCG-organized social, cultural and sporting programmes as well as at public seminars and conferences.
- d. Proof of ability to pay appropriate fees as required. A student who does not hold an award granted by the Government of Ghana or a reputable institution shall be required to settle all approved fees during or before registration. A continuing student with unpaid fees at the beginning of the academic year shall normally NOT be allowed to register for courses or attend lectures.

3. RE-ADMISSION APPLICATION

All students (whether matriculated at IUCG or not) who have NOT ENROLLED at the University College for a continuous period of one calendar year (first and second semesters or first, second and third trimesters) must re-apply to the University College for re-admission. The re-applying students must pay the appropriate application fee.

The re-admitted students will be required to follow the relevant academic programme in effect at the time of re-admission.

4. TRANSFER STUDENTS

The University College admits a limited number of students who have already enrolled in other Universities and have earned academic credits there. Such students may apply for transfer of credits to the IUCG with the purpose of completing their course of study for a degree/diploma/certificate at the Islamic University College, Ghana (IUCG). Such a transfer application must be made on the prescribed form and must be accompanied by all supporting documents (including official transcripts from the University or Universities attended), and must reach the Academic Administration Department at IUCG at least two calendar months before the beginning of the new academic year.

It is the responsibility of the transferring student to ensure that official transcript is sent from the transferring University directly to IUCG in time. To help determine academic equivalence of the courses for which Transfer Credits are being requested, the course description and course syllabus/outline (indicating courses covered) must also be made available to IUCG. A transfer student should have a CGPA (Cumulative Grade Point Average) of 2.00 [“C”] or higher on a scale of 4.00.

A transfer student should accumulate a minimum study period of 4 semesters or 6 trimesters as a full time student at IUCG before he/she becomes eligible for graduation.
