

In The Name of The Most High



**ISLAMIC UNIVERSITY COLLEGE,
GHANA (IUCG)**



**APPLICATION FOR ADMISSION TO
UNDERGRADUATE STUDIES**

IF YOU have previously applied for admission, ENTER past Application Form No.	U-									of 20....
IF YOU have previously attended IUCG, ENTER your previous Student ID Number										

**Please, READ the attached GUIDELINES
BEFORE COMPLETING this Application Form.**

P.O. Box CT-3221, Accra. GHANA / West Africa

**Location: Adjiringanor/East Legon, Accra. GHANA
(Near Trassaco Estate)**

Telephone: (030) 282-4064, (030) 282-4069, (030) 282-4072

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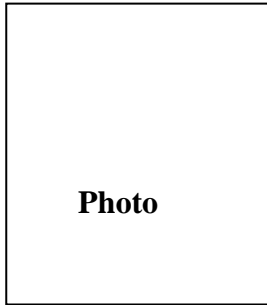
Website: www.iug.edu.gh

ISLAMIC UNIVERSITY COLLEGE, GHANA

APPLICATION FORM FOR ADMISSION TO UNDERGRADUATE PROGRAMMES

THE COMPLETED APPLICATION FORM SHOULD BE ADDRESSED TO:

The Vice President (Academic Affairs)
 Islamic University College, Ghana (IUCG)
 P. O. Box CT-3221, Accra
 GHANA. WEST AFRICA.



- A Completed Application Form should reach the Vice President (Academic Affairs) with the following:
- i. Copy of receipt of the Application Fee **OR** Payment Order addressed to the University College.
 Ghanaian students pay in Ghana Cedi and ALL Foreign/International students pay in US Dollars.
NOTE: Application Fee may vary from one year to another. Please, CHECK with IUCG website.
 - ii. Certified photocopies of examination results slips or certificates.
 - iii. One stamped self-addressed envelope.
 - iv. One recent passport-size photograph. [The photograph should be endorsed; see **Declaration by a Referee** (paragraph 29, page 7)].

Please read the **GUIDELINES (attached) BEFORE COMPLETING** this Application Form. In completing the Form, make SURE you tick the appropriate box (where provided).

SECTION A PERSONAL DETAILS

1. TITLE AND NAME OF APPLICANT:

Title: Mr. ; Alhaji Mrs. Ms ; Hajia Other

Surname/Family Name/Last Name	
First Name	
Other Name(s)	

[Name must correspond exactly with those used for all examinations taken. Provide legal proof for any change in name]

2. (a) DATE OF BIRTH:

Day	Month	Year

(b) DETAILS OF BIRTH CERTIFICATE

Birth Certificate No.	
Place of Issue:	

3. **GENDER:** Male Female

4. a) **MARITAL STATUS** Single Married Separated Divorced Widowed

b) **Number of Children** 0 1 2 3 4 or more

5. PHYSICAL DISABILITY:

a) Are you physically disabled or do you suffer from any form of handicap? Yes No

b) If yes, specify and elaborate:.....

6. **NATIONALITY:** (a) Ghanaian *Passport No.:* *National ID No.:*

Voter's ID No.: *Other (Specify) No.:*

(b) International Student *Country* *Passport No.*

7. **PLACE OF BIRTH:** (Village or Town, District/Region/Country).....

8. **HOME TOWN:** (Village or Town, District/Region/Country).....

9. **RELIGIOUS AFFILIATION:** 1. Islam Sect:
 2. Christianity Denomination
 3. African Indigenous Religion Specify
 4. Oriental Religion Specify:
 5. Other Specify.....

10. **ADDRESS TO WHICH COMMUNICATION ON THIS APPLICATION SHOULD BE SENT:**
 (a) Address (*Residential or Postal*):.....

(b) Telephone No.:..... (c) Fax No.:..... (d) e-mail:.....

11. **PERMANENT ADDRESS:** (a) (House No. & Street):.....

 (b) Mailing/Postal Address:.....

SECTION B. EDUCATION AND QUALIFICATION

12 Secondary School(s) and Tertiary Institution(s) Attended, with Dates

No.	Name of School/College/ Institution and location	Attendance Dates		Particulars of offices held and other activities engaged in at the Institution
		From	To	

13. **CERTIFICATE(S) ALREADY OBTAINED:**

- (i) SSS/SHS (ii) GCE O-Level (iii) GCE A-Level (iv) Certificate/Diploma
 (v) Professional Certificate (vi) University Degree (vii) Others (Specify):.....

14. **QUALIFYING EXAMINATIONS TAKEN AND EXAM RESULTS**

(a) **Type of Examination Taken**

	SSSCE / WASSCE			GCE O-LEVEL			GCE A-LEVEL		
	First Attempt	Second Attempt	Third Attempt	First Attempt	Second Attempt	Third Attempt	First Attempt	Second Attempt	Third Attempt
Month (mm)									
Year (yyyy)									

(b) **Examination Results – SSSCE / WASSCE (GRADES)**

SUBJECTS	SSSCE GRADES			WASSCE GRADES		
	1 st Attempt	2 nd Attempt	3 rd Attempt	1 st Attempt	2 nd Attempt	3 rd Attempt
Index Number(s)						

(c) Examination Results – GCE O-LEVEL AND GCE A-LEVEL (GRADES)

SUBJECTS	GCE O-Level Grades			GCE A-Level Grades		
	1 st Attempt	2 nd Attempt	3 rd Attempt	1 st Attempt	2 nd Attempt	3 rd Attempt
Index Number(s)						

15. CONSIDERATION FOR ADMISSION TO ISLAMIC UNIVERSITY COLLEGE (IUCG)

- a. By SSSCE/WASSCE Examination Results
- b. By GCE O-Level and A-Level Results
- c. By Professional Certificate or Diploma
- d. By Mature Exams (**to be taken LATER**) **CHOOSE** Exam Centre:.....
- e. Other Results/Certificates (specify).....

SECTION C. PROPOSED PROGRAMME OF STUDY

16. STUDENT PREFERENCE FOR UNDERGRADUATE PROGRAMME

(Choose **ONLY ONE Option/Specialization** in the selected Undergraduate Programme)

- (a) Bachelor of Arts (Religious Studies) degree with one option in Islamic Studies
- (b) Bachelor of Business Administration (BBA) degree, with five options/specialization:
 - i. Accounting
 - ii. Banking and Finance
 - iii. Marketing
 - iv. Human Resource Management (HRM)
 - v. Management Information Systems (MIS)
- (c) Bachelor of Arts in Communication Studies degree, with three options/specializations:
 - i. Journalism
 - ii. Public Relations
 - iii. Advertising

17. PREFERENCE FOR LECTURE SESSION

- i. **DAY SESSION** (Monday-to-Friday: 08.00 to 17:15 hrs)
- ii. **EVENING SESSION** (Monday-to-Friday: 16.00 to 21.00 hrs)
- iii. **WEEKEND SESSION** (Friday Evening and Saturday)

18. ENTRY LEVEL ON ADMISSION

With my academic results and qualifications (as evidenced by copies of the Exam Results and/or Transcripts attached hereto), I like TO BE ADMITTED to ISLAMIC UNIVERSITY (IUCG) at

- LEVEL 100 LEVEL 200 LEVEL 300

19. SPECIAL SKILLS

Indicate your special talents, if any (e.g. wrestling, boxing, martial arts, football, basketball, athletics, acting, singing, painting, computer skills, literally writing skills, debating skills, etc)

.....

20. WHAT ARE THE REASONS FOR YOUR CHOICE OF ISLAMIC UNIVERSITY (IUCG)?

.....

SECTION D. MISCELLANEOUS EXPERIENCES

21. LANGUAGES (Spoken and Written):

Language	Spoken			Reading			Writing		
	Excellent	Good	Weak	Excellent	Good	Weak	Excellent	Good	Weak
English									
French									
Arabic									
Akan									
Hausa									
Other(s) (specify									

22. FULL PARTICULARS OF PAST AND PRESENT EMPLOYMENT, WITH DATES:

INSTITUTION/ORGANIZATION	POSITION HELD	DATE

23. IF YOU HAVE BEEN PREVIOUSLY ADMITTED TO ANY UNIVERSITY, YOU MUST SUPPLY THE FOLLOWING INFORMATION

Name of University and Location	Year of Admission	Course of Study	Last Year in University	Reasons for Leaving

SECTION E. INFORMATION ON PARENTS

24. Father's Details:

- (a) Father's Name:..... (b) Title:.....
- (c) Father's Nationality: (d) Tel. No.: :
- (e) Hometown (Village or Town, District/Region/Country)
- (f) Profession/Occupation:
- (g) Present Address (Residential address):

25. Mother's Details:

- (a) Mother's Name:..... (b) Title:.....
- (c) Mother's Nationality: (d) Tel. No.::
- (e) Hometown (Village or Town, District/Region/Country)
- (f) Profession/Occupation:
- (g) Present Address (Residential address):

SECTION F. INFORMATION ON FEE-SPONSORING PERSON OR ORGANISATION

26. INDICATE HOW YOU WOULD FINANCE YOUR STUDY AT THE UNIVERSITY

- (i) Myself Source of income:..... (ii) Parent/Guardian/Family
- (iii) Study Leave with pay Sponsor:..... (iv) SSNIT Loan
- (v) Scholarship/Sponsorship Sponsor:..... (vi) Other specify:.....

NOTE: (1) The University does not give financial assistance to students accepted for its programmes.
(2) Foreign students are required to pay fees in full on registration after admission.

27. DETAILS OF SPONSORING PERSON OR ORGANISATION

- (a) Name of Sponsoring Person or Organisation:
- (b) Relationship with Applicant.....
- (c) Address of Sponsor (Location of House or Office):
- (d) Occupation of Sponsor:
- (e) Telephone No.:
- (f) Fax Number: (g) e-mail:

SECTION G: DECLARATIONS

28. APPLICANT’S DECLARATION OF VERACITY OF INFORMATION PROVIDED

NOTICE: AN APPLICANT WHO MAKES A FALSE STATEMENT OR WITHHOLDS RELEVANT INFORMATION SHALL BE REFUSED ADMISSION. EVEN IF HE/SHE HAS ALREADY BEEN ADMITTED INTO THE UNIVERSITY, HE/SHE SHALL BE REQUESTED TO WITHDRAW.

- (a) I,, **certify that the information given by me in pages 2 to 5 (above) is correct.**

- (b) If I am admitted to the Islamic University College, Ghana (IUCG), the information stated herein by me should be used as part of my student records **and** I promise to abide by all the policies, rules and regulations of the IUCG.

Signature of Applicant: **Date:**.....

29. DECLARATION BY A REFEREE WHO KNOWS THE APPLICANT PERSONALLY

NOTE: (1) This Declaration should be signed by a Referee who is expected to be **someone of high repute** (such as an Imam or a Priest, Lawyer, Medical practitioner, Senior Public Officer, Head/Principal of a Secondary School, University Lecturer, etc.). The Referee **must endorse** the reverse side of the passport-size **photograph** of the Applicant.

- (2) For a candidate who wrote his/her Qualifying Examinations in school, the current Head/Principal of that school should sign this Declaration.
- (3) The Application Form shall NOT be considered complete if this Referee’s Declaration is not signed

I certify that the photograph endorsed by me is the true likeness of the Applicant, Mr./Miss/Mrs./Alhaji/Hajia.:....., who is personally known to me.

I have inspected his/her certificates/results and I am satisfied that the names on each examination slip or certificate do agree with the name(s) by which, to the best of my knowledge, he/she is officially known.

Signature:..... **Name:**.....

Profession/Status..... **Address**.....

.....

FOR OFFICIAL USE ONLY

Date Received:.....

Application Fee Paid: GHC / US\$

Official Receipt No.:.....

APPLICATION FORM No.:.....

Qualifications vetted by:

(Name):

(Signature):

ACCEPTED for Further Processing: YES NO

MATRICULATION / ID No.:.....

ADDITIONAL INFORMATION PROVIDED BY APPLICANT

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ATTACHED DOCUMENTS

1. (a) Copy of **Receipt** of the Application Fee Paid -- for Ghanaian student: **GHC**
 - (b) Copy of **Receipt** of the Application Fee Paid -- for Foreign/International student: **US\$**
 - (c) **Payment Order** addressed to the University College: **Type:**
 2. (a) Certified photocopies of examination result slips or certificates: **WASSCE** or **SSSCE**
 - (b) Certified photocopies of examination result slips or certificates: **GCE O-Level + A-Level**
 - (c) Certified photocopies of examination result slips or certificates: **Other results/certificates**
 3. One stamped self-addressed envelope
 4. Two recent passport-size photographs (**one attached to Form**, and one **duly endorsed/signed by the Referee**).
 5. Copy of **Birth Certificate**
 6. **Letter of Guarantee** from the Fee-paying parent/guardian/sponsor (individual or organization)
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