

ISLAMIC UNIVERSITY COLLEGE, GHANA
(IUCG)

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

SECTION A: PERSONAL DETAILS

<p>1. <u>Title and Name of Applicant</u> (a) Choose and Tick the appropriate Title box. (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>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>4. <u>Marital Status</u> Tick in the appropriate box for your current marital status.</p>
<p>5. <u>Physical Disability</u> (a) Tick in the appropriate box – YES or NO (b) Specifying the type of disability will assist us determine the sort of assistance you may need.</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.</p>
<p>7. <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>8. <u>Religious Affiliation</u> For Islam and Christianity, tick as appropriate For the other religions, indicate/specify the name of religion</p>
<p>9. <u>Permanent Address</u> Write the permanent address to which all correspondence (now and in the future) can be used to reach you. This could be the address of your parent/guardian or your Family House.</p>	
<p><u>SECTION B: EDUCATION AND QUALIFICATION</u></p>	
<p>10. <u>Secondary and Tertiary Institutions Attended</u> Give a brief account of any academic and other achievements whilst in previous schools/colleges.</p>	<p>11. <u>Qualifying Examinations and Exam Results</u> Indicate in sections (a) and (b), 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 each Exam sitting.</p>
<p>12. <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>see</i> page 3 of these GUIDELINES) MAY NOT</p>	

SECTION C: PROPOSED PROGRAMME OF STUDY

13. Student Preference for Undergraduate Programme

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

14. Lecture Session

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

15. 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

16. Reasons for Choosing IUCG

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

SECTION D: MISCELLANEOUS EXPERIENCES

17. Past and Present Employment

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

18. 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.

19. Emergency Contact

Provide the Name and Contact Address of a person to be contacted in case of Emergency.

SECTION D: DECLARATIONS

20. 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.

21. 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.
