



# Islamic University College, Ghana

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## APPLICATION FORM FOR ADMISSION TO FIRST DEGREE PROGRAMMES

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PHOTO

Name: \_\_\_\_\_  
(Surname/First/Middle)

*Please return this completed Form to:*

The Vice-President [Academic Affairs]  
Islamic University College, Ghana  
P.O. Box CT 3221  
Cantonments – Accra  
Ghana

Tel: 233-22-252033/21-821149

Fax: 233-21-821145

Email: [info@islamicug.com](mailto:info@islamicug.com)

Website: [www.islamicug.com](http://www.islamicug.com)

All Completed Application Forms should reach the Vice-President [Academic Affairs] with the following:

- (a) Application fee of **US\$50.00** (for applications outside Ghana and Non-Ghanaian)
- (b) Certified Photocopies of Results Slips or Certificates
- (c) One Stamped Self-Address Envelope
- (d) One Recent Passport-Size Photograph (write your full name at the back)

**Matriculation No:** \_\_\_\_\_

*[For Official Use Only]*

**PLEASE READ THE ATTACHED GUIDELINES (PAGE 6) BEFORE COMPLETING THE APPLICATION FORM.**

**PROVIDE YOUR PERSONAL INFORMATION**

**1. NAME**

TITLE: MR.  MRS.  MS.  ALHAJI  HAJIA

<b>SURNAME</b>																				
<b>OTHER NAME</b>																				

**2. DATE OF BIRTH**

<b>DAY</b>	<b>MONTH</b>	<b>YEAR</b>					

**3. SEX:** MALE  FEMALE

**4. MARITAL STATUS:** SINGLE  MARRIED  **NO. OF CHILDREN [IF ANY]:** \_\_\_\_\_

**5. ARE YOU PHYSICALLY DISABLED OR DO YOU SUFFER FROM ANY FORM OF HANDICAP?**

YES  NO . IF YES, SPECIFY & ELABORATE: \_\_\_\_\_

**6. NATIONALITY:** \_\_\_\_\_

**7. PLACE OF BIRTH:** \_\_\_\_\_

**HOME TOWN (IF DIFFERENT):**

i. District: \_\_\_\_\_

ii. Region: \_\_\_\_\_

iii. Country: \_\_\_\_\_

**8. RELIGION:** \_\_\_\_\_ *[MAZHAB (SECT)]* \_\_\_\_\_

**9. ADDRESS:** \_\_\_\_\_

HOME PHONE

CELL PHONE

E-MAIL

10. PERMANENT HOME ADDRESS [IF DIFFERENT FROM ABOVE]: \_\_\_\_\_  
 \_\_\_\_\_

11. PLEASE PROVIDE THE FOLLOWING ACADEMIC INFORMATION

SECONDARY SCHOOL (S) AND TRAINING COLLEGE (S) ATTENDED WITH DATES

NAME OF INSTITUTION	LOCATION	DATES ATTENDED		PARTICULAR OF OFFICES HELD/OTHER ACTIVITIES ENGAGED IN AT SCHOOL
		FROM	TO	

12. MODE OF CERTIFICATION:

- SSS       'O' & 'A' LEVEL       DIPLOMA       MATURE

OTHERS: \_\_\_\_\_

13.A. INDICATE SSSCE [DETAIL GRADES OBTAINED IN THE RESPECTIVE COLUMNS]

SUBJECT	SUBJECT CODE	SSSCE GRADES		
		1 <sup>ST</sup> ATTEMPT	2 <sup>ND</sup> ATTEMPT	3 <sup>RD</sup> ATTEMPT

13 B. INDICATE GCE 'O' AND 'A' LEVEL [DETAIL GRADES OBTAINED IN EACH ATTEMPT IN THEIR RESPECTIVE COLUMNS]

SUBJECTS	'O' LEVEL GRADES			'A' LEVEL GRADES		
	1 <sup>ST</sup> ATTEMPT	2 <sup>ND</sup> ATTEMPT	3 <sup>RD</sup> ATTEMPT	1 <sup>ST</sup> ATTEMPT	2 <sup>ND</sup> ATTEMPT	3 <sup>RD</sup> ATTEMPT

14. PROGRAMME PREFERENCES:

- BACHELOR OF ARTS RELIGIOUS STUDIES  
 REGULAR CLASSES       EVENING CLASSES
- BACHELOR OF BUSINESS ADMINISTRATION  
 INTENDED AREA (S) OF SPECIALISATION?  
 ACCOUNTING  
 BANKING & FINANCE  
 MARKETING  
 REGULAR CLASSES       EVENING CLASSES

15. **SPECIAL SKILLS**

[INDICATE YOUR SPECIAL TALENTS, IF ANY (e.g. Wrestling, Writing, Painting, Computer Skills etc.)]

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16. **LANGUAGES**

LANGUAGE	SPOKEN			READING			WRITING		
	EXCELLENT	GOOD	WEAK	EXCELLENT	GOOD	WEAK	EXCELLENT	GOOD	WEAK
ARABIC									
ENGLISH									
FRENCH									
OTHER (S)									

17. **[FULL PARTICULARS OF] PAST AND PRESENT EMPLOYMENT [WITH DATES]**

INSTITUTION/ORGANISATION	POSITION	DATES

18. **INDICATE HOW YOU WOULD FINANCE YOUR STUDY AT THE UNIVERSITY**

SELF                       SSNIT LOAN                       STUDY LEAVE WITH PAY

OTHER (SPECIFY) \_\_\_\_\_

**NOTE 1.** The University does not give financial assistance to students accepted for its programmes. Foreign applicants are required to pay fees in full on registration.

19. **PLEASE PROVIDE THE FOLLOWING FAMILY INFORMATION**

NAME OF GUARDIAN: \_\_\_\_\_

RELATIONSHIP WITH APPLICANT: \_\_\_\_\_

ADDRESS OF GUARDIAN: \_\_\_\_\_

OCCUPATION OF PARENT OR GUARDIAN: \_\_\_\_\_

20. **IF YOU HAVE EVER BEEN ADMITTED TO ANOTHER UNIVERSITY, YOU MUST SUPPLY THE FOLLOWING INFORMATION:**

NAME OF UNIVERSITY	YEAR OF ADMISSION	COURSE OF STUDY	LAST YEAR IN UNIVERSITY	REASON FOR LEAVING

21. **WHAT ARE YOUR REASONS FOR CHOICE OF THIS INSTITUTION?**

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**IMPORTANT NOTICE**

**22. AN APPLICANT WHO MAKES A FALSE STATEMENT OR WITHHOLDS RELEVANT INFORMATION MAY BE REFUSED ADMISSION. IF HE/SHE HAS ALREADY COME INTO THE UNIVERSITY, HE/SHE MAY BE REQUESTED TO WITHDRAW.**

I, \_\_\_\_\_ certify that the information given above is correct.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

**23. DECLARATION**

The declaration below should be signed by someone of high repute who should endorse the passport-size photograph [on the reverse side (e.g. An Imam, Lawyer, Medical Practitioner, etc.)].

For candidates who wrote their examinations in school, the Heads/Principals of their schools should sign this declaration. The application will not be complete if this declaration is not signed.

I certify that the photograph endorsed by me is the true likeness of the applicant,

Mr/Mrs/Ms: \_\_\_\_\_,  
who is personally known to me.

I have inspected his/her certificates and I am satisfied that the names on them conform to those by which, to the best of my knowledge, he/she is officially known.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Status: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

**FOR OFFICIAL USE ONLY**

RECEIPT NO.: \_\_\_\_\_

APPLICATION FEE: \_\_\_\_\_

DATE: \_\_\_\_\_

QUALIFICATION VETTED BY: \_\_\_\_\_

## GUIDELINE FOR COMPLETING APPLICATION FORM

### COMPLETE FORM IN BLOCK LETTERS

#### PERSONAL DETAIL [1-9]

- 1. Enter your name:** surname followed by other names. Name must correspond with those used for all examinations taken. Provide legal proof for any change in name.
- 2. Date of Birth:** Enter birth date in this format day/month/year e.g. 01/05/1978.
3. Tick as appropriate.
- 4. Marital Status** – Tick in the appropriate box to indicate whether you are single or married.
5. We would like to know the level of intensity or complexity of your disability. This information will be useful for determining the sort of help you may need and will be treated confidentially.
6. Nationality Legal proof of this may be required in certain cases.
- 7. Place of Birth:** Write down the current name of place where you were born.  
Under home town, i. Enter District – this applies only to Ghanaian applicant.  
ii. Region – State name of Region (in Ghana)  
iii. Country – Enter country. This applied only to foreigners.
- 8. Religion:** State the Religion/Sect to which you belong.  
Muslim sects may include Sunni (Ahlul Sunna/Tijaniyya), Ahmadiyya, Shia etc.  
Christian Sects may include Catholic, Methodist, Anglican, Presbyterian, Adventist, Charismatic etc.
- 9. Permanent Home Address:** Enter your permanent home address if it is different from the one for correspondence.
- 11. Education:** Give a brief account of any academic details or achievement that this form did not cater for.
- 12. Mode of Certification:** Applicants are expected to indicate type of qualification they are using to seek admission into the institution. If not listed,
- 13.a** Provide details of the West African Examination Council (WAE)/London General Certificate of Education (LGCE) Examinations taken.
- 13b.** Indicate the results you obtained In all SSS Examinations. Write the subjects and fill in the grades obtained in the respective cells.
- 13c. 'O' & 'A' Level Grades:** Fill in subjects offered and grades obtained at both 'O' & 'A' Levels at each attempt.
- 14. Programme Preference:** Tick in appropriate box to indicate your preference.
- 15. Special Skills:** Indicate any special skills or talent you may have. For example you may be skillful in playing on the piano, a black belt in a particular brand of the martial arts, a footballer (defender or forward, an athlete (short or long distance), boxer, artiste etc.
- 16. Language:** Tick in the appropriate column your ability in each of the language listed. For "other", fill in foreign (not local) languages e.g. Spanish, German etc.
- 17.** Full particulars of past and present employment: Complete the table to show full particulars of your past and present employment with dates.
- 18.** Indicate how you would finance your study at the University. Tick appropriate box).
- 19.** Clearly State:  
**Name of Guardian**  
**Relationship between you and guardian**  
**Address of Guardian**  
**Occupation of Guardian**
- 20. Previous University Education:** Fill in name of universities you have attended as well as the year(s) you stayed in those universities.
- 21. Important:** By signing this portion of the form, you certify that you have given a true, accurate and complete information as required of you to the best of your Knowledge.
- 22. Declaration:** Someone of high repute who is expected to know the applicant personally signs this portion of the Form. He/She endorses the applicant's photographs and certifies that certificates and other documents are authentic.

**FOR POINTS 13a, 13b, 13c, APPLICANTS ARE EXPECTED TO LIST ALL SUBJECTS TAKEN [PASSED OR FAILED], PRESENTED IN CHRONOLOGICAL ORDER, GROUP ALL SUBJECTS TAKEN AT ONE SITTING.**

