



AKIM STATE COLLEGE

AFFILIATED TO KWAME NKRUMAH UNIVERSITY OF SCIENCE AND TECHNOLOGY (KNUST)

ADMISSION FORM

Affix
Two Pictures
here

Form No:

COMPLETED FORM SHOULD BE RETURNED TO:
THE REGISTRAR,
AKIM STATE COLLEGE
P.O. BOX DA 908, AKIM ODA

Please fill this form using **BLOCK LETTERS** and preferably black ink. Names must correspond exactly with those appearing on your certificates and any other personal documents you may attach.

A. PERSONAL PARTICULARS OF APPLICANT:

1	Surname(Mr/ Mrs/ Miss):							
2	Other Name(s):							
3	Title(Tick as appropriate):	Mr.	Miss	Mrs.	4	Gender	Male	Female
5	Date of Birth	Day	Month	Year	6	Marital Status	Single	Married
6	Town/ Country of Birth							
7	Nationality		Hometown		Region			
8	Religion							
9	E- mail Address	Telephone Number						
		Cell Phone						
10	Are you physically challenged?	Yes []	If Yes, specify:	Blind	Deaf	Other:		
		No []						
11	Residential Address (not P.O. Box)			Permanent Postal Address				
12	Correspondence Address:							
13	Name and Address of Parent/ Guardian / Next of Kin			Relationship to applicant				
				Occupation				
				E-mail				
				Phone				

			Code
14	Degree Programme Preference (Select from list on page 6)	1 st Choice	
		2 nd Choice	
		3 rd Choice	

If for any reason you cannot be given your Programme of 1st Choice, the College reserves the right to give you your Programme of 2nd or 3rd Choice.

15	Mode of Admission	Regular	Evening*	Weekends			Preliminary

16	Qualification	SSSCE/WASSCE/ABEC	'O' Level	'A' Level	HND	Mature	Other (specify)

*Evening Session is not available now.

B. EDUCATIONAL BACKGROUND:

- List in chronological order all academic institutions attended and the type of certificates awarded. Attach photocopies of all certificates to this application.

	Name of Institution	Location	From(Month/Year)	Certificate awarded
1.				
2.				
3.				
4.				

- Examinations passed or taken (Attach all certificates where applicable)

i. SHS Certificate (SSSCE/WASSCE/ABEC): (ATTACH ALL CERTIFICATES)

		1 st SITTING	2 nd SITTING	3 rd SITTING
1	Month/Year			
2	Exam Index Number			
3	Centre of Exam			
4	Type of Exam Board			

TITLE OF SUBJECTS		EXAMINATION RESULTS (GRADES)		
		1 st SITTING	2 nd SITTING	3 rd SITTING
Coresubjects				
1	English			
2	Mathematics			
3	Integrated Science			
4	Social Studies			
Elective Subjects				
1				
2				
3				
4				

FOREIGN STUDENTS

TITLE OF SUBJECTS		EXAMINATION RESULTS (GRADES)		
		1 st SITTING	2 nd SITTING	3 rd SITTING
Coresubjects				
1	English			
2	Mathematics			
3	Agricultural Science			
OtherSubjects				
1				
2				
3				
4				
5				
6				

ii. POLYTECHNICS OR UNIVERSITY ATTENDED

INSTITUTION	YEAR	BASIC QUALIFICATION	CLASS

PROFESSIONAL QUALIFICATION AND YEAR OBTAINED (IF ANY)
CERTIFICATES)

(ATTACH ALL

INSTITUTION	YEAR	PROFESSIONAL QUALIFICATION AND YEAR OBTAINED

iii. GCE (ADVANCED LEVEL) EXAMINATION/HIGHER SCHOOL CERTIFICATE (ATTACH ALL CERTIFICATES)

		1 st SITTING	2 nd SITTING	3 rd SITTING
1	Month/Year			
2	Exam Index Number			
3	Centre of Exam			
4	Type of Exam Board			

TITLE OF SUBJECT		EXAMINATION RESULTS (GRADES)		
		1 st SITTING	2 nd SITTING	3 rd SITTING
1				
2				
3				
4				

iv. NON-DEGREE PROFESSIONAL CERTIFICATE(3) HND, TEACHER’S CERTIFICATES- A:

- 1) Type of Certificate.....
- 2) Awarding Board/Institution 3) Date obtained
- 4) Professional Registration No. (Where applicable)

NO.	TITLE OF SUBJECTS	EXAMINATION RESULTS (GRADES)		
		1 st SITTING	2 nd SITTING	3 rd SITTING
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

C. FOREIGN STUDENTS

(Foreign students should provide all necessary certificates and documents on the examination taken).

D. EMPLOYMENT/ NATIONAL SERVICE:

- i. Name of Organisation.....
- ii. Position held (with dates).....

E. BOND:

- i. Are you bonded? NO [] YES []
 - ii. If YES indicate name of organization to which you are bonded:
.....
- Date of Expiration of bond.....

F. PREVIOUS ATTENDANCE AT A UNIVERSITY:

- i. Have you ever enrolled in a University? YES [] NO [] If YES answer the following:
- ii. Name of the University.....
- iii. The name you used in the University.....
- iv. Year of Admission.....v. Hall of Residence (if applicable).....
- vi. Programme of Study.....vii. Last year of study.....
- viii. Reason(s) for leaving the University.....

G. DECLARATION BY APPLICANT

I hereby declare that all the above information provided by me is true and correct, and that I could be denied admission, or be withdrawn from the University after admission, if any information on this form proves to be false.

SIGNATURE OF APPLICANT..... DATE.....

PROGRAMMES AVAILABLE: TERTIARY

Code	Bachelor of Science (Administration) – Option	Code	Bachelor of Science (Engineering)
001	BSc. Accounting	005	BSc. Electrical/Electronics Engineering
002	BSc. Banking and Finance	006	BSc. Computer Science
003	BSc. Marketing	007	BSc. Computer Engineering
004	BSc. Human Resource Management		

NON-TERTIARY PROGRAMMES:

Code Programme

NTP1- Diploma in Accounting Studies

NTP2- Diploma in Marketing Studies

NTP3- Diploma in Human Resource Studies

NTP4- Diploma in Computer Studies

NTP5- Diploma in Business Studies-General

NTP6- Diploma in Micro-Finance Studies

ADMISSION OFFICE USE ONLY

FORM SOLD BY				
RECEIPT NO.:		INDEX NUMBER		
APPLICATION STATUS	ADMITTED	NOT ADMITTED	ADMISSION OFFICER	DATE
REMARKS			SIGNATURE	

Guidelines to fill this form

1. All relevant documents supporting the application must be attached.
2. Supply all documentation in English. If your transcripts and/ or reference are not in English, official and independent translations which bear the signature/ stamp of the translator must be sent.
3. Attach two endorsed passport photographs to your application.
4. Check that all relevant portions of the form have been filled.
5. Please retain a copy of your entire application.