



**UNDERGRADUATE ADMISSION FORM**



IMPORTANT: CANDIDATES ARE REQUESTED TO SEND THE COMPLETED FORM TO:  
 Admissions Office GCTU Tesano , Accra and other  
 GCTU Learning Centres (Ho, Koforidua, Takoradi , Kumasi) or  
 mail to GCTU, PMB100, Accra-North

Please provide all of the following information. Incomplete applications will not be accepted.

- i) Certified True Copies of certificates and any other academic records.
- ii) Two (2) recent passport sized photographs one of which should be affixed to the form.

**Personal Data**

- 1. Full Name: .....
- 2. Date of Birth: ..... Age: .....3. Gender.....
- 4. Place of Birth (Country): ..... 5. Marital Status: .....
- 6. Nationality: .... if international, provide passport number.....
- 7. Applicant's Mailing Address: .....Emergency Name/Contacts.....
- 8. Telephone ..... 9. E-mail: .....
- 10. Hostel Required? Yes [ ] No [ ]
- 11. Do you have any disability which requires special attention? Yes [ ] No [ ]

If "Yes" explain:

.....  
 .....

12. Institution(s) Attended / Qualifications

No.	Name of institution(s)	Date (DD/MM/YY)	Certificate Awarded	Index Number (Provide Index Number if awaiting results)
1				
2				
3				



13. How did you hear about us?

- a. Referral    Through current student    [ ]    State Name / Index No. of student.....  
                   Through Employee    [ ]    State Name .....
- Through Alumnus    [ ]
- b. Social Media    Facebook [ ]    Twitter [ ]    LinkedIn [ ]    Other .....
- c. Outreach    Visit to your school [ ]    Visit to your Organisation [ ]    Other .....
- d. Print Media    Daily Graphic [ ]
- e. GCTU Website [ ]    Radio Adverts [ ]    Banner/Posters[ ]    Other .....

14. PROGRAMMES

**A. (i) Faculty of Engineering**

No.	Programme	Tick Where Applicable (✓)
1.	BSc. Telecommunications Engineering	<i>Regular(4yrs)</i> [ ] <i>Topup</i> [ ]
2.	BSc. Computer Engineering	<i>Regular(4yrs)</i> [ ] <i>Topup</i> [ ]
3.	BSc. Electricals and Electronics Engineering	<i>Regular(4yrs)</i> [ ] <i>Topup</i> [ ]
4.	BSc. Mathematics	<i>Regular(4yrs)</i> [ ] <i>Topup</i> [ ]
5.	Diploma in Telecommunications Engineering	

**(ii) Faculty of Computing and Information Systems (FoCIS)**

No.	Programme	Tick Where Applicable
1.	BSc. Information Technology	<i>Regular(4yrs)</i> [ ] <i>Topup</i> [ ]
2.	BSc. Mobile Computing	<i>Regular(4yrs)</i> [ ] <i>Topup</i> [ ]
3.	BSc. Software Engineering	<i>Regular(4yrs)</i> [ ] <i>Topup</i> [ ]
4.	BSc. Information Systems	<i>Regular(4yrs)</i> [ ] <i>Topup</i> [ ]
5.	BSc. Computer Science	<i>Regular(4yrs)</i> [ ] <i>Topup</i> [ ]
6.	BSc. Data Science and Analytics	<i>Regular(4yrs)</i> [ ] <i>Topup</i> [ ]
7.	BSc. Computer Science (Cyber Security)	<i>Regular(4yrs)</i> [ ] <i>Topup</i> [ ]
8.	Diploma in Information Technology	
9.	Diploma in Data Science and Analytics	
10.	Diploma in Computer Science	
11.	Diploma in Cyber Security	
12.	Diploma in Web Application Development	
13.	Diploma in Multimedia Technology	



**(iii) GCTU Business School**

No.	Programme	Tick Where Applicable (✓)
1.	BSc. Business. Administration (HRM Option)	<i>Regular(4yrs)</i> [ ] <i>Topup</i> [ ]
2.	BSc. Business. Administration (Marketing Option)	<i>Regular(4yrs)</i> [ ] <i>Topup</i> [ ]
3.	BSc. Business. Administration (Banking and Finance Option)	<i>Regular(4yrs)</i> [ ] <i>Topup</i> [ ]
4.	BSc. Business. Administration (Accounting Option)	<i>Regular(4yrs)</i> [ ] <i>Topup</i> [ ]
5.	BSc. Business. Administration (Management Option)	<i>Regular(4yrs)</i> [ ] <i>Topup</i> [ ]
6.	BSc. Economics	<i>Regular(4yrs)</i> [ ] <i>Topup</i> [ ]
7.	BSc. Procurement and Logistics	<i>Regular(4yrs)</i> [ ] <i>Topup</i> [ ]
8.	BSc. Accounting with Computing	<i>Regular(4yrs)</i> [ ] <i>Topup</i> [ ]
9.	Dip. in Public Relations	[ ]
10.	Dip. Business. Administration (Marketing Option)	[ ]
11.	Dip. Business. Administration (Management Option)	[ ]
12.	Dip. Business. Administration (Accounting Option)	[ ]

15. Please repeat the selected programmes in order of preference in the spaces provided below

Choice of Programme (See item #14)	
1.	
2.	

16. Enrollment Options

**a. Regular Applicant**

WASSCE [ ]      NAPTEX [ ]      Mature Applicant [ ]  
 SSSCE [ ]      International Baccalaureate [ ]      City and Guilds [ ]  
 ABCE/GBCE [ ]      Other..... [ ]      Transfer [ ]

**b. Select Preferred Session**

1. Day [ ]	2. Evening [ ]	3. Weekend [ ]
------------	----------------	----------------

**c. Select Preferred Campus**

1. Accra Campus [ ]	2. Ho Campus [ ]	3. Koforidua Campus [ ]
4. Kumasi Campus [ ]	5. Takoradi Campus [ ]	



d. Select Intake option

1.	January (Degree and Diploma Programmes)	[ ]
2.	May (Degree and Diploma Programmes)	[ ]
3.	September (Degree and Diploma Programmes)	[ ]

17 Language Proficiency

(i) Level of English Proficiency [ ] Beginner [ ] Intermediate [ ] Advance

(ii) Mother Tongue.....

(iii) State other languages you are proficient in.....

18. Record of Employment: (Starting with Present Employment) if applicable

No.	Employer	Position	Date	
			From	To
1.				
2.				
3.				
4.	Total Number of Years Worked			

19. (1) Sponsorship (Tick as appropriate):

1. Employer [ ] 2. Self [ ] 3. Other (please specify) .....

(2) If employer sponsored, the head/representative of the organization should kindly complete this section :

I wish to nominate..... for admission to

undertake an Undergraduate Degree in .....

Name of Head/Representative .....

Rank/Title..... Name of Organization .....

.....

Signature and Official Stamp.....

Date.....



20. DECLARATION

I hereby acknowledge that the information submitted is true and correct. I grant GCTU permission to forward any pertinent information to authorized offices and agencies. I agree to respect the traditions of GCTU.

*GCTU and its partner institutions do not discriminate on the basis of sex, age, race, religion, sexual orientation, national or ethnic origin, or veteran status in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its educational programmes and activities.*

Date:.....

Applicant's Signature.....

<b>FOR OFFICE USE ONLY</b>	
Application Fee: GH¢.....	Ref No:.....
Received and Acknowledged:.....	Date:.....
Applicant Admitted    Yes [ <input type="checkbox"/> ]            No [ <input type="checkbox"/> ]	
Course Admitted to:.....	
Signature of Officer:.....	Date:.....



## ADMISSION REQUIREMENTS

To apply for admission to our Undergraduate programmes, applicant must possess:

1. **SSSCE/WASSCE** - credit passes in English Language, Core Mathematics, Integrated Science and Three (3) elective subjects relevant to the chosen programme with aggregate 24/36 or better respectively.
2. **'O' Level/'A' Level** – credits in at least Five (5) subjects at the GCE'O' Level (or its equivalent including English Language and Mathematics, plus at least three (3) Credit passes in the relevant subjects at the Advanced level.
3. **GBCE** - credit passes in Mathematics, English Language and Integrated Science and three (3) elective subjects.

### OTHER CERTIFICATIONS FOR DEGREE PROGRAMMES

1. **Stage 1 of ACCA, ICA, Associates of Chartered Institute of Bankers (ACIB), Chartered Institute of Marketing (CIM)** with five (5) credits at GBCE or GCE'O' Level including English language and Mathematics. Such professional qualification will need verification from the National Accreditation Board (NAB).
2. **American Grade 12**
3. **City and Guilds Technician Diploma/Advanced Diploma** in relevant area of study. Such professional qualification will need verification from the National Accreditation Board (NAB).
4. **International Baccalaureate (IB)/Diploma** holders will go through a compulsory three (3) months English Proficiency class before starting their programme. They should also submit both the original and translated versions of their results slips.

### ADMISSION REQUIREMENT FOR "TOP UP" APPLICANTS

1. **Higher National Diploma (HND)** relevant to the programme of study recognized Polytechnic with at least 2nd Class Lower Division.
2. **Verifiable Diplomas** relevant to the programme of study from accredited tertiary institutions.

### ADMISSION REQUIREMENT FOR DIPLOMA PROGRAMMES

1. WASSCE applicants must have at most three (3) "D7" grade in their core and elective subjects. This includes, English Language, Mathematics and Integrated Science/Social Studies and any three elective subjects which are relevant to the applicant's area of specialization.
2. SSSCE/GBCE applicants must have at most three (3) "D" grade in both their core and elective subjects. This includes English Language, Mathematics and Integrated Science/Social Studies and any three elective subjects which are relevant to the applicant's area of specialization.



## DOCUMENT CHECKLIST

Kindly tick the check boxes of items added to application and ensure they are all attached before presented presenting the application form.

NB: Applications without the required items will not be received.

### CHECK LIST

- 2 passport size pictures
- WAEC Result Checker/Scratch card (One for each result)
- WAEC Results
- Awaiting results (Index number) .....

#### **Additional Documents ( HND/Diploma holders )**

- Official Transcript
- Other academic records
- Certified true copy of certificates
- Copy of birth Certificate / Ghana Card

#### **International Students**

- Bio data page of passport

#### **Additional Documents ( Non-English speaking applicants )**

- English proficiency certificate
- Translated result slip(s)
- Certified true copy of certificates

#### **Additional Documents ( Mature Applicants)**

Document must be dated 5 years or more as at the time of application

- Copy of birth certificate or
- Copy of birth weighing card or
- Copy of baptismal certificate
- Ghana Card

## CONTACTS

### **Main Campus:**

Tel: 0303940446

Moblie/Whatsapp: 0501579732

### **Kumasi Learning Centre:**

Tel: 0501341932/0205435952

### **Takoradi Learning Centre:**

Tel: 0558504228

### **HO Learning Centre:**

Tel: 0505663496

### **Koforidua Learning Centre:**

Tel: 0342094196



**Tel: 0303940446 | Moblie/Whatsapp: 050157973**

**Email: [info@gctu.edu.gh](mailto:info@gctu.edu.gh) , Website: [www.gctu.edu.gh](http://www.gctu.edu.gh)**