



UNDERGRADUATE ADMISSION FORM



IMPORTANT: CANDIDATES ARE REQUESTED TO SEND THE COMPLETED FORM TO:

The 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: Gender
4. Place of Birth (Country):..... 5. Marital Status:.....
6. Nationality:..... if international student, provide passport number.....
7. Applicant's Mailing Address:
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	Certificate Awarded
1			
2			
3			

13. PROGRAMMES

(1) Faculty of Engineering

No.	Programme	Tick (<input type="checkbox"/>)
1.	Bachelor of Science in Telecommunications Engineering	
2.	Bachelor of Science in Telecommunications Engineering (Top Up)	
3.	Bachelor of Science in Computer Engineering	
4.	Bachelor of Solar Engineering in collaboration with Anhalt Germany (3 years)	



(2) Faculty of Computing & Information Systems

No.	Programme	Tick (√)
1.	Bachelor of Science in Information Technology	
2.	Bachelor of Science in Information Technology (Top Up)	
3.	Bachelor of Science in Informatics	
4.	Bachelor of Science in Mobile Computing	
5.	Diploma in Information Technology	

3 Year Degree Programmes (top up option available) offered in collaboration with Coventry University, UK

No.	Programme	Tick (√)
1.	BSc. Computing Science	
2.	BSc. Software Engineering	
3.	BSc. Business Information Systems	

(3) Faculty of IT Business

Programme options :

No.	Programme	Tick (√)
1.	Bachelor of Science in Human Resource Management	
2.	Bachelor of Science in Marketing	
3.	Bachelor of Science in Banking & Finance	
4.	Bachelor of Science in Accounting	
5.	Bachelor of Science in Management	
6.	Bachelor of Science in Economics	
7.	Bachelor of Science in Procurement and Logistics	
8.	Bachelor of Science in Accounting with Computing	

2 Year Diploma programmes

No.	Programme	Tick (√)
1.	Diploma in Marketing	
2.	Diploma in Public Relations Management	
3.	Diploma in Management	
4.	Diploma in Accounting	

14. For Top Up applicants only

No.	State preferred Business Programme Top Up option below
1.	
2.	



15. Enrollment Options

(1) Select Preferred Session :

1. Day []	2. Evening []	3. Weekend []
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NB: CU Programmes - Day & weekend sessions only

(2) Select Preferred Campus :

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

(3) Select Intake :

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

16. Please indicate two (2) programmes you wish to pursue in order of preference in the spaces provided below.

Choice of Programme (See Item # 13)	
1.	
2.	

17. Level of English Proficiency [] Fluent [] Non Fluent

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

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.....

FOR OFFICE USE ONLY

Application Fee: GH¢.....

Ref No:.....

Received and Acknowledged:.....

Date:.....

Applicant Admitted Yes [] No []

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)
- ★ How did you hear about GCTU ?

Additional Documents (HND/Diploma holders)

- ☐ Official Transcript
- ☐ Other academic records
- ☐ Certified true copy of certificates

Additional Documents (Diploma applicants)

- ☐ Copy of birth certificate

International Students

- ☐ Bio data page of passport
- ☐ Police report

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



CONTACTS

Main Campus :

Telephone:

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Ho Campus:

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Kumasi:

0322091197 / 92331 / 92333 / 0202698214

Takoradi Campus:

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