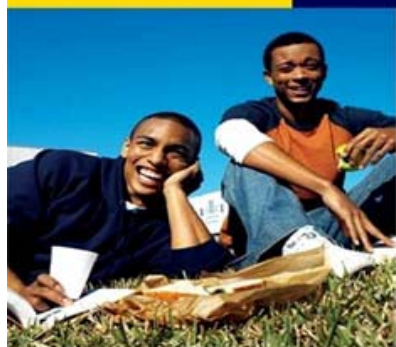




**The University of the Future**

**ACCRA INSTITUTE OF TECHNOLOGY**



## **APPLICATION FORM**



**ACCRA INSTITUTE OF TECHNOLOGY (AIT)**

**OFFICE OF ADMISSIONS AND RECORDS**

P.O Box AN-19782, Accra-North, Ghana

Tel. 233-21-786022, 233-21-786053, 233-28-8181817

Websites: [www.ait.edu.gh](http://www.ait.edu.gh), [www.ait.edu.gh/open](http://www.ait.edu.gh/open)

*Dear Prospective AIT Student:*

*On behalf of Professor Francis Allotey, Chairman of the AIT Board of Trustees, and on behalf of the members of the Board of Trustees, the Faculty and Staff of AIT, I want to take this opportunity to express our appreciation to you for the interest you have shown in AIT.*

*We are delighted that you are applying to pursue your university education with us. You will see from the questions we ask that we are interested in who you are, and in your academic and other accomplishments. Please do take your time to study the questions asked and compose your responses carefully. The best applications come from students who have spent time on their applications, editing them and refining their key responses. Please endeavour to give the application form your best attention*

*Let me assure you that we on our part will also read your completed application form thoughtfully, deliberately, and fairly. In the event that you make it to AIT, we will do all we can to provide you with a quality education utilizing our technological and learning resources to deliver your chosen program smartly and innovatively. We are committed to educating and training of tomorrow's global leaders in all disciplines and fields. Our highest obligation as a university is to prepare our students who will live most of their lives in the 21st Century --- a century that will no doubt provide our graduates with significant new challenges and opportunities.*

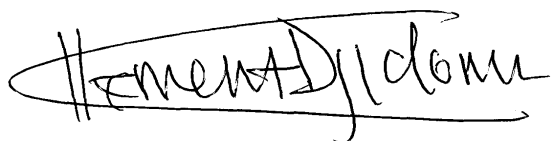
*At AIT, we believe that we are preparing our students for the work-place, the economy, and the society of the future. The future is technology, and AIT is the **University of the Future**. – We provide technology-focused quality university education and training, specially trademarked and customized for the future.*

*We wish you well, and we eagerly look forward to having you at AIT.*

*Please let us know if we can be of further help to you.*

*God Bless You!*

*Best regards,*

A handwritten signature in black ink, appearing to read 'Clement K. Dzidonu', written in a cursive style with a large loop at the end.

**Professor Clement K. Dzidonu**  
AIT President

**THE PROJECT MANAGEMENT INSTITUTE (PMI) CERTIFICATION PROGRAMS  
APPLICATION FOR ADMISSION FORM**

**PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY**

To be considered for admission, you must submit:

**1. A COMPLETED APPLICATION FORM**

**Please Complete the Application in BLOCK CAPITALS.** Complete ALL sections of the application form. Illegible or incomplete forms may not be processed.

Visit the AIT website ([www.ait.edu.gh](http://www.ait.edu.gh)) and read the relevant web pages or consult the AIT Handbook/Brochure for the details (including admission requirements) of the program you wish to pursue.

**2. SUBMIT THREE (3) PASSPORT-SIZE PHOTOGRAPHS.** The picture must be recently taken and it should be on a white background.

**3. OFFICIAL TRANSCRIPTS AND CERTIFICATES**

(a) A copy of your complete academic record indicating the subjects studied, grades achieved, and diploma(s)/degree(s) granted must be sent directly to AIT from each of the institutions attended and must bear the official seal/stamp of that institution/examination body.

(b) Unofficial statements of transcripts/grades/results may be submitted as interim working documents; however, an official final transcripts/grades/results must follow them.

(c) If the certificates which you are submitting are not in English, you will be required to provide notarized English translations together with copies of the original certificates.

(d) AIT transcripts need not be submitted.

**Direct all inquiries and documents to:**

**DIRECTOR OF ADMISSIONS AND RECORDS  
AIT ADMISSIONS OFFICE  
ACCRA INSTITUTE OF TECHNOLOGY  
P.O BOX AN-19782, ACCRA-NORTH, GHANA**

**Tel. 233-21-786022, 233-21-786053, 233-28-8181817**

E-mail enquiries may be forwarded to: [admissions@ait.edu.gh](mailto:admissions@ait.edu.gh)

Website: [www.ait.edu.gh](http://www.ait.edu.gh)

**Note:** Students must note that neither this application nor supplementary acknowledgement material constitutes an offer of admission to study at AIT. Successful candidates will receive admission letters clearly outlining the program of admission and other pertinent details. Students are also advised that supporting material cannot be returned.

## A. Personal Details

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Sex: ☐ Male ☐ Female Date of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_

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

Tel.: (Landline) \_\_\_\_\_ (Mobile) \_\_\_\_\_ E-mail: \_\_\_\_\_

## B. Parent/Guardian Details

### Guardian/Father

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Surname: \_\_\_\_\_

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

Tel.: (Landline) \_\_\_\_\_ (Mobile) \_\_\_\_\_ E-mail: \_\_\_\_\_

### Guardian/Mother

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Surname: \_\_\_\_\_

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

Tel.: (Landline) \_\_\_\_\_ (Mobile) \_\_\_\_\_ E-mail: \_\_\_\_\_

### In Case of Emergency AIT Should Contact:

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

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

Tel.: (Landline) \_\_\_\_\_ (Mobile) \_\_\_\_\_ E-mail: \_\_\_\_\_

## C. Educational Background

### C.1: Which of the following best describe the highest level of your educational attainment?

☐ Senior Secondary School/High School ☐ Technical/Vocational School

☐ Post-Secondary Education/Training (e.g. Certificate, Diploma Level Courses). Please specify which course and level:

Course: \_\_\_\_\_ Level: \_\_\_\_\_

☐ University/Polytechnic/College [State Diploma/Degree Obtained]: \_\_\_\_\_

**C.2: Sec/High School/University/Polytechnic/College Attended**

Name of Institution	Town/City	Country	From YY	To YY	Qualification (WASSCE/HND/BSc/MSc etc)

**C.3: Senior Secondary School/High School/Technical/Vocational School Grades**

For those applying for Undergraduate certificate/diploma/degree programs and have completed Senior Secondary School/High School/Technical/Vocational School: please list the courses taken and the grades obtained at the End-of-School Certificate/Diploma examinations (e.g. Senior Secondary/High School Certificate Examination (SS/HSCE) or West African Senior Secondary School Certificate (WASSCE), 'O' Level Certificate, 'A' Level Certificate Examinations OR Other Equivalents)

Subject	Grade	Subject	Grade

**C.4: Additional Training** (Certificate/Diploma Courses, Professional Training/Courses/Programs Industrial Training/Work)

Subject/Course/Program	Institution/Examination Body	Completion Date	
		MM	YY

## D. Employment History/Work Experience

Employer & Location (Town/City Country)	Nature of Work	PT/FT	From	To
			MM/YY	MM/YY

## E. Program Selection

Please Select (Tick) which Program You want to Apply For.

**Note:** Please check the minimum entry/admission requirements for each of the programs before applying for it.

The Project Management Institute (PMI), USA Programs	
<input type="checkbox"/> Certified Associate in Project Management (CAPM)	
<input type="checkbox"/> PMI-Risk Management Professional (PMI-RMP)	
<input type="checkbox"/> Project Management Professional (PMP)	
<input type="checkbox"/> Program Management Professional (PgMP)	

## F. Further Information

**F.1:** Use the space below to provide us with any further information you want us to take into account in evaluating your application for admission

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**F.2: In few words please tell us your reasons for choosing to come and study at AIT**

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**G. Referees**

Names and Address of Two Referees	
<b>Name in Full:</b> _____ <b>Address:</b> _____ _____ _____ <b>Tel:</b> _____ <b>Email:</b> _____	<b>Name in Full:</b> _____ <b>Address:</b> _____ _____ _____ <b>Tel:</b> _____ <b>Email:</b> _____

**H. How to Submit/Deliver Your Completed Application for Admission Form**

1. In case you download the Application Form from our Website, You can either Post the Completed Form to: **AIT, Admissions Office, P.O Box AN-19782, Accra-North, Ghana** OR Come to our Cantonments Campus and deliver the completed form in person. We are opposite Aquinas Sec. Sch/Morning Star Sch, Behind the Government Secretariat School. You may want to call us on **028-8181817, 028-9181817**.
2. In case you purchase the Application Form from any of AIT's campuses/offices or from any of our Agents, Please submit the Completed Form to where you purchased it unless told otherwise.

**Note:** Completed Application Forms submitted to AIT will be processed only after the payment of the non-refundable Application Processing Fees.

**I. How to Pay Your (Non-Refundable) Application Processing Fees**

Note: Application Processing Fees are not transferable, non-refundable and cannot be deferred.

The Application Processing Fees (APF):

**Ghanaian Students: GH¢20.00**

**Foreign Students: \$30.00**

**Note:** Foreign Students applying from within Ghana should use the current Forex Bureau buying rate for the US Dollar to calculate the Ghana Cedi equivalent of the Application Processing Fee. If in doubt, please call us on 028-8181817, 028-9181817 for the current exchange rate.

### Payment Instructions for Applicants in Ghana

For those who download the Application Form from our Website you will need to pay the Application Processing Fee. Please follow the instructions below:

1. Go to any branch of Ghana Commercial Bank in the country and Pay-in Your Application Processing Fee into our Ghana Commercial Bank Account. The Bank Account Details are:

Name of Account: ACCRA INSTITUTE OF TECHNOLOGY  
 BANK BRANCH: GHANA COMMERCIAL BANK, CIRCLE BRANCH, ACCRA  
 ACCOUNT NUMBER: **127 113 000 3725**

2. Send (by Post or Registered Mail) the Completed Application Form with a photocopy of the pay-in slip to us or Come to our Cantonments Campus and deliver the completed form and the pay-in slip in person.

## J. Declaration

I confirm that the information given on this application form is correct and complete. I accept that the University has the right to cancel my application if it is found out that I have provided false or inaccurate information. I have read the instructions, in particular those regarding this section and I understand what they say. I agree to abide by the conditions set out there, which I accept as a condition of this application.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### FOR OFFICIAL USE ONLY

AFRN								APFC								DATE		
TRPT		CHK	ACT	RJT	CERT		CHK	ACT	RJT	DATE								
DN	R	L1	L2	L3	E		CH			DF			E-EXM		DATE			
					Y	N	1	2	3	1	2	3	Y	N				
REGD	Y	N	Student ID Number															