



The University of the Future

ACCRA INSTITUTE OF TECHNOLOGY



SPCP

The School of Professional Certification Programs

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, 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,

Professor Clement K. Dzidonu
AIT President

APPLICATION FOR ADMISSION FORM [UNDERGRADUATE PROGRAMS]

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/spcp) 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. 233-302-786022, 233-302-786053, 233-28-8181817, 233-28-9181817

E-mail enquiries may be forwarded to: spcp@ait.edu.gh

Website: www.ait.edu.gh/spcp

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. Program Selection

Please Select (Tick) which Program You want to Apply For. You are Allowed Three (3) Choices – Ranked in order of Preference. For each Program you Select, Please indicate in the far right column [1 for 1st ; 2 for 2nd ; 3 for 3rd Choice]

IT Certification Programmes	
Select (Tick) Programme	Rank Your Choice [1,2,3]
School of Professional Certification Programmes	
<input type="checkbox"/> MCSE Windows Server	
<input type="checkbox"/> MCSA	
<input type="checkbox"/> Oracle OCP	
<input type="checkbox"/> Oracle OCA	
<input type="checkbox"/> Oracle OAD	
<input type="checkbox"/> MCTS MS Exchange 2007	
<input type="checkbox"/> MCITP MS Exchange 2007	
<input type="checkbox"/> MCTS MS SQL Server	
<input type="checkbox"/> MCITP MS SQL Server	
<input type="checkbox"/> CCNP	
<input type="checkbox"/> CCNA	
<input type="checkbox"/> Comptia N+	
<input type="checkbox"/> Linux network admin	
<input type="checkbox"/> Linux Systems Administrator (SUSSE/SOLARIS/RED HAT)	
<input type="checkbox"/> Web development	
<input type="checkbox"/> IT Service Mgt	
<input type="checkbox"/> SPSS/EPI info	
<input type="checkbox"/> ASP.Net	
<input type="checkbox"/> VB	
<input type="checkbox"/> VB / .net	

E. Program Delivery Mode/Session/Schedule Selection

For those opting for campus-based program delivery mode, Please select which of the following schedules is most appropriate for you:

- ☐ **Day Session:** 8.00 am to 5.00 pm
- ☐ **Evening Session:** 6.00 pm – 9.00 pm
- ☐ **Weekend Session:** Friday [6.00 pm -9.00 pm] and Saturday [8.00 am – 6.00 pm]

F. Employment History/Work Experience

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

G. Work-Study Scholarship Programs

G.1: If you want to be considered for AIT's Work Study Scholarship Program, indicate (tick) below the work area(s) of interest to you:

<input type="checkbox"/> Computer Lab. Assistant	<input type="checkbox"/> Engineering Lab Assistant
<input type="checkbox"/> Campus Maintenance - Cleaning	<input type="checkbox"/> Campus Maintenance - Handyman
<input type="checkbox"/> Campus Maintenance - Gardening	<input type="checkbox"/> University Catering Services
<input type="checkbox"/> Teaching Assistant	<input type="checkbox"/> University Cyber Café Assistant
<input type="checkbox"/> Secretarial Work	<input type="checkbox"/> Software Development Support
<input type="checkbox"/> University Radio Station	<input type="checkbox"/> Teaching/Lessons/Tutorial Support
<input type="checkbox"/> University Band	<input type="checkbox"/> University Cultural Troupe
<input type="checkbox"/> StudentFirst Services	<input type="checkbox"/> Administrative Support

G.2: List/Describe below relevant Skills, Work Experience or Expertise that best qualifies you for your choice of work-study area(s)

<hr/> <hr/> <hr/>

H. Further Information

H.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

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

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

1. This is a fillable form, meant to be completed on the computer in an electronic format. Please send the completed electronic form to us as an e-mail attachment to: spcp@ait.edu.gh
2. In case you instead printed and completed the hard (printed) copy of the form, you have 3 choices: (i) You can scan the completed form and send it to us as an e-mail attachment to: spcp@ait.edu.gh or (ii) Post/Courier the completed Application Form with photocopies of your certificates, transcripts and 3 passport-size photographs to: **AIT, Admissions Office, P.O Box AN-19782, Accra-North, GHANA** or (iii) Come to our Cantonments Campus and deliver the completed form in person. We are opposite Aquinas Sec. Sch/Morning Star Sch, Behind the Government Secretarial School. You may want to call us on **028-8181817, 028-9181817**.

Note: Completed Application Forms submitted to AIT either online or in person will be processed only after the payment of the non-refundable Application Processing Fees.

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							

TRPT	CHK	ACT	RJT	CERT	CHK	ACT	RJT

DATE		

DN	R	L1	L2	L3	E		CH			DF			E-EXM	
					Y	N	1	2	3	1	2	3	Y	N

[illegible]