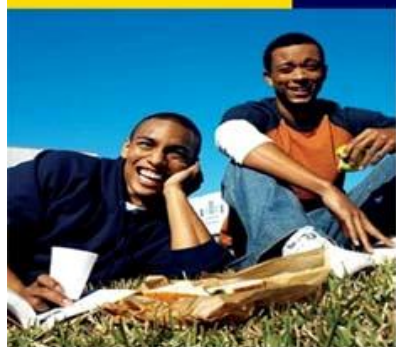




**The University of the Future**

**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's Open University academic programs.*

*In today's global knowledge-driven society, learning is required throughout our lives - not only to remain competitive in the job market, but also to enhance one's participation in the economy and society. The need to effectively participate in the emerging knowledge economy has made it necessary for most people to learn new skills and acquire relevant expertise to remain competitive in the job market. Open/Online Learning is providing new, faster and effective ways to obtain higher education and learn new skills. The age of 'work-and-learn' is now here. At AIT's Open University, you can now pursue your undergraduate university education without having to leave your job. We are no doubt 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.*

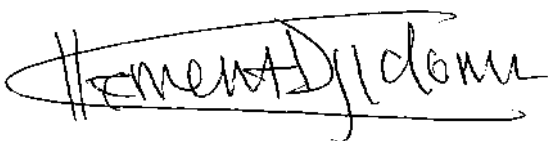
*At AIT, we believe that we are preparing our students for the work-place, the economy, and the society of the future. The future is technology, and AIT is the **University of the Future**. – We provide technology-focused quality university education and training, specially trademarked and customized 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 [DEGREE 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/open](http://www.ait.edu.gh/open)) 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, 233-28-9181817**

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

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

**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/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 (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/Subject/Program	Institution/Exam Body	Completion Date YY	YY
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## D. Employment History/Work Experience

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

## E. 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 1<sup>st</sup>; 2 for 2<sup>nd</sup>; 3 for 3<sup>rd</sup> Choice]

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

### Undergraduate (Open University) Degree Programs

Select ( <i>Tick</i> ) Program	Rank Your Choice [1,2,3]
<input type="checkbox"/> Bachelor of Science (BSc) in Business Administration (Human Resource Management)	----
<input type="checkbox"/> Bachelor of Science (BSc) in Business Administration (Finance)	----
<input type="checkbox"/> Bachelor of Science (BSc) in Business Administration (Marketing)	----
<input type="checkbox"/> Bachelor of Science (BSc) in Business Administration (International Business)	----
<input type="checkbox"/> Bachelor of Science (BSc) in Business Administration (Information Technology)	----
<input type="checkbox"/> Bachelor of Science (BSc) in Business Administration (General Management)	----
<input type="checkbox"/> Bachelor of Science (BSc) in Human Resource Management	----
<input type="checkbox"/> Bachelor of Science (BSc) in Accounting	----
<input type="checkbox"/> Bachelor of Science (BSc) in Hospitality Management	----
<input type="checkbox"/> Bachelor of Science (BSc) in Tourism Management	----
<input type="checkbox"/> Bachelor of Science (BSc) in Information Tech (IT)	----
<input type="checkbox"/> Bachelor of Science (BSc) in Information Tech (IT) with Software Engineering	----
<input type="checkbox"/> Bachelor of Science (BSc) in Information Technology with Network Computing	----
<input type="checkbox"/> Bachelor of Science (BSc) in Information Technology with E-Commerce	----
<input type="checkbox"/> Bachelor of Science (BSc) in Information Technology with Accounting	----
<input type="checkbox"/> Bachelor of Science (BSc) in Information Technology and Management	----

<input type="checkbox"/> Bachelor of Science (BSc) in Multimedia Technology	----
<input type="checkbox"/> Bachelor of Science (BSc) in Manufacturing Management	----
<input type="checkbox"/> Bachelor of Education (BEd) (Science)	----
<input type="checkbox"/> Bachelor of Education (BEd) (Primary Education)	----
<input type="checkbox"/> Bachelor of Education (BEd) (Education Administration)	----
<input type="checkbox"/> Bachelor of Education (BEd) (Mathematics)	----
<input type="checkbox"/> Bachelor of Science (BSc) in Computer Science	----
<input type="checkbox"/> Bachelor of Business Administration (BBA)	----
<input type="checkbox"/> Bachelor of Science (BSc) in Multimedia Communications	----

## F. Campus/Student Activities

**F.1: Indicate your interests in campus activities: (check all that apply)**

<input type="checkbox"/> Bands	<input type="checkbox"/> Dance	<input type="checkbox"/> Debate
<input type="checkbox"/> Campus Service	<input type="checkbox"/> Cultural Troupe	<input type="checkbox"/> Departmental Clubs
<input type="checkbox"/> Event Planning	<input type="checkbox"/> University Choir	<input type="checkbox"/> Instrumental Music
<input type="checkbox"/> Intercollegiate Athletics	<input type="checkbox"/> Sports	<input type="checkbox"/> Leadership
<input type="checkbox"/> Publications	<input type="checkbox"/> Religious Organizations	<input checked="" type="checkbox"/> Study Abroad
<input type="checkbox"/> Student Government	<input type="checkbox"/> Radio-TV	<input type="checkbox"/> Drama/Theatre
<input type="checkbox"/> Vocal Music	<input checked="" type="checkbox"/> Teaching/Tutorials	<input type="checkbox"/> Traditional Dancing
<input type="checkbox"/> Keep Fit Club	<input checked="" type="checkbox"/> Walking/Jogging	<input type="checkbox"/> Business Club
<input type="checkbox"/> Fishing	<input type="checkbox"/> Camping	<input type="checkbox"/> Site Seeing/Excursions
<input type="checkbox"/> Public Speaking	<input type="checkbox"/> Voluntary Service	<input checked="" type="checkbox"/> Community Service
<input type="checkbox"/> Others (Specify) _____		

## 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)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 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. Referees

### Provide Name 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> _____
---	---

## J. 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: [open@ait.edu.gh](mailto:open@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: [open@ait.edu.gh](mailto:open@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

## K. 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 for Undergraduate Admission is as follows:

**Ghanaian Students:** GH¢30.00

**Foreign Students (Based in Ghana):** GH¢100.00

**Foreign Students (Residing Outside Ghana):** \$100.00

### **Payment Instructions for Applicants in Ghana**

1. If you are submitting your application form in-person, you can pay the Application Processing Fee at the time of the submission of the Form
2. If you are sending the completed form to us as an e-mail attachment, Please follow the instructions below:

- a. 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**

- b. Write your FULL NAME on top of the pay-in (cash deposit) slip.

2.3 Either scan and send the pay-in slip to us as an e-mail attachment to **open@ait.edu.gh** or send a photocopy of the pay-in slip and photocopies of your certificates, transcripts and 3 passport-size photographs to: **AIT, Admissions Office, P.O Box AN-19782, Accra-North, GHANA**

### **Payment Instructions for Applicants outside Ghana**

You can select one of the following payment methods:

1. Send us an International Money Order payable to the Accra Institute of Technology (AIT)
2. Transfer the Application Processing Fees (APF) to us by Western Union Money Transfer
3. In case you are having difficulty using options 1 or 2 above, Please Send an e-mail to us at [apf@ait.edu.gh](mailto:apf@ait.edu.gh) or call us on **233-28-8181817** or **233-21-786022** for advise on other payment possibilities.

## **L. 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.

**Name:** \_\_\_\_\_

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

**Please visit our website [www.ait.edu.gh/open](http://www.ait.edu.gh/open) and learn more about AIT and our programs**

**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-XAM ☐ ITV ☐

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

**REGD:** \_\_\_\_\_

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

**Student ID Number:** \_\_\_\_\_