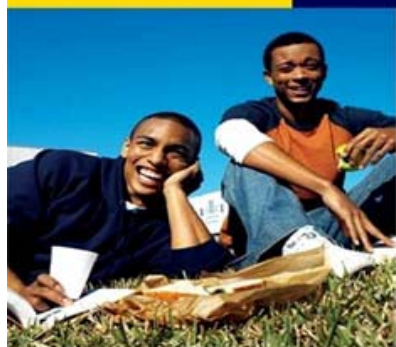




The University of the Future

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, 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.

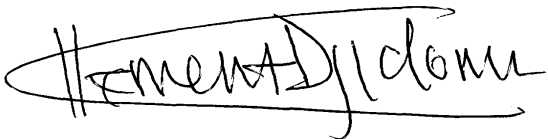
*At AIT, we believe that we are preparing our students for the work-place, the economy, and the society of the future. The future is technology, and AIT is the **University of the Future**. – We provide technology-focused quality university education and training, specially trademarked and customized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

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) 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: admissions@ait.edu.gh

Website: 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/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/Subject/Program	Institution/Exam Body	Completion Date MM YY
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

D. Employment History/Work Experience

Employer & Location (Town/City, Country)	Nature of Work	PT/FT	From MM/YY	To MM/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 1st ; 2 for 2nd ; 3 for 3rd Choice]

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

Undergraduate Degree Programs	
<i>Select (Tick) Program</i>	<i>Rank Your Choice [1,2,3]</i>
AIT Business School (ABS)	
<input type="checkbox"/> Certificate of Technology (CTech) in Business Administration & Info Tech (IT)	
<input type="checkbox"/> Certificate of Technology (CTech) in Accounting and Finance	
<input type="checkbox"/> Certificate of Technology (CTech) in Marketing & Information Technology (IT)	
<input type="checkbox"/> Certificate of Technology (CTech) in Management Information System (MIS)	
<input type="checkbox"/> Diploma of Technology (DTech) in Business Administration and IT	
<input type="checkbox"/> Diploma of Technology (DTech) in Accounting and Finance	
<input type="checkbox"/> Diploma of Technology (DTech) in Marketing & Information Tech (IT)	
<input type="checkbox"/> Diploma of Technology (DTech) in Management Information System (MIS)	
<input type="checkbox"/> Bachelor of Science (BSc) in Business Administration (Accounting & Finance)	
<input type="checkbox"/> Bachelor of Science (BSc) in Business Administration (E-Commerce)	

Advanced School of Systems and Data Studies (ASSDAS)	
<input type="checkbox"/> Certificate of Technology (CTech) in Information Technology (IT)	
<input type="checkbox"/> Certificate of Technology (CTech) in Computer Science	
<input type="checkbox"/> Diploma of Technology (DTech) in Information Technology (IT)	
<input type="checkbox"/> Diploma of Technology (DTech) in Computer Science	
<input type="checkbox"/> Bachelor of Science (BSc) in Information Tech (IT) (Network Systems)	
<input type="checkbox"/> Bachelor of Science (BSc) in Information Tech (IT) (Web Dev. & Engineering)	
<input type="checkbox"/> Bachelor of Science (BSc) in Information Tech (IT) (Multimedia Systems)	
<input type="checkbox"/> Bachelor of Science (BSc) in Information Tech (IT) (E-Commerce)	
<input type="checkbox"/> Bachelor of Science (BSc) in Information Tech (IT) (Software Development)	
<input type="checkbox"/> Bachelor of Science (BSc) in Computer Science	
School of Advanced Technologies, Engineering and Science (SATES)	
<input type="checkbox"/> Certificate of Technology (CTech) in Computer Engineering	
<input type="checkbox"/> Certificate of Technology (CTech) in Civil Engineering	
<input type="checkbox"/> Certificate of Technology (CTech) in Electrical and Electronic Engineering	
<input type="checkbox"/> Certificate of Technology (CTech) in Electromechanical Engineering	
<input type="checkbox"/> Certificate of Technology (CTech) in Industrial Engineering	
<input type="checkbox"/> Certificate of Technology (CTech) in Telecommunications Engineering	
<input type="checkbox"/> Certificate of Technology (CTech) in Software Engineering	
<input type="checkbox"/> Diploma of Technology (DTech) in Computer Engineering	
<input type="checkbox"/> Diploma of Technology (DTech) in Civil Engineering	
<input type="checkbox"/> Diploma of Technology (DTech) in Electrical and Electronic Engineering	
<input type="checkbox"/> Diploma of Technology (DTech) in Electromechanical Engineering	
<input type="checkbox"/> Diploma of Technology (DTech) in Industrial Engineering	
<input type="checkbox"/> Diploma of Technology (DTech) in Telecommunications Engineering	
<input type="checkbox"/> Diploma of Technology (DTech) in Software Engineering	
<input type="checkbox"/> Bachelor of Engineering (BEng) in Computer Engineering	
<input type="checkbox"/> Bachelor of Engineering (BEng) in Civil Engineering	
<input type="checkbox"/> Bachelor of Engineering (BEng) in Electrical and Electronic Engineering	
<input type="checkbox"/> Bachelor of Engineering (BEng) in Electromechanical Engineering	
<input type="checkbox"/> Bachelor of Engineering (BEng) in Industrial Engineering	
<input type="checkbox"/> Bachelor of Engineering (BEng) in Telecommunications Engineering	
<input type="checkbox"/> Bachelor of Engineering (BEng) in Software Engineering	
<input type="checkbox"/> UK Engineering Council Certificate	
<input type="checkbox"/> UK Engineering Council Graduate Diploma	
<input type="checkbox"/> UK Engineering Council Post Graduate Diploma	

F. Program Delivery Mode/Session/Schedule Selection

F.1: Mode of Delivery

Please select (*Tick*) which of the following course/program delivery mode(s) is suitable for you:

☐ **Campus-Based** (Will Attend face-to-face Classes/Lectures at one of AIT's Physical Campuses)

☐ **Online: Over the Internet** (Will not attend face-to-face Classes at any of AIT's Physical Campuses, but will instead access my courses online via the Internet using the AIT LeMASS System).

_____ **Online: Not Over the Internet** (Will not attend face-to-face Classes at any of AIT's Physical Campuses, but will instead receive my courses and learning materials on CDs/printed format and/or access my courses at an AIT E-Learning Center in Accra/Kumasi/Tamale/Takoradi, etc).

F.2: Online Program Option Selection

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

_____ **Online – Instructor-Led** (Students selecting this lecturer-assisted online learning option will have full access to all the relevant learning materials and resources of our learning management system – LeMASS and will in addition have access to and interact with AIT lecturers online. They will also attend scheduled campus-based tutorial sessions with the involvement of these lecturers).

_____ **Online – Independent-Study** (Students selecting this option will have full access to all the relevant learning materials and resources of our learning management system – LeMASS and will in addition attend scheduled campus-based tutorial sessions with the involvement of AIT lecturers).

F.3: Campus-Based Program 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]

G. Campus/Student Activities

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

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

H. Work-Study Scholarship Programs

H.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

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

I. Further Information

I.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

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

J. Referees

Provide Name and Address of Two Referees

Name in Full: _____ Address: _____ _____ _____ Tel: _____ Email: _____	Name in Full: _____ Address: _____ _____ _____ Tel: _____ Email: _____
-------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------

K. 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: admissions@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: admissions@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.

L. 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) for Undergraduate Admission are:

CTech/DTech Programs

Ghanaian Students: GH¢15.00

Foreign Students: \$30.00

Degree Programs

Ghanaian Students: GH¢30.00

Foreign Students: \$50.00

Note: Ghanaian Students 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

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:

2.1 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**

2.2 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 **admissions@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 or call us on **233-28-8181817** or **233-21-786022** for advise on other payment possibilities.

M. 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 websites (www.ait.edu.gh and 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 _____ **CT** _____ **DT** _____ **L1** _____ **L2** _____ **L3** _____ **E** _____ **CH** _____ **DF** _____ **E-XAM** _____

ITV _____

Date: _____

REGD: _____ **Date:** _____ **Student ID Number:** _____