



ACCRA INSTITUTE OF TECHNOLOGY

The University of the Future

APPLICATION FORM

ACCRA INSTITUTE OF TECHNOLOGY (AIT)

OFFICE OF ADMISSIONS AND RECORDS

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

Tel. 233-0302-786022, 233-0302-786053, 233-28-8181817

Website: www.aitopen.us / www.aitedu.us

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

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 or www.aitopen.us) 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 Website: www.ait.edu.gh/open or www.aitopen.us

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 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) **[Note: Only complete this section if you are applying for undergraduate programs. Those applying for postgraduate/graduate degree programs should go to straight to C.4]**

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.1. Program Selection-Undergraduate Degree Programs

For those Applying for Undergraduate Degree Programs, 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 (Open University) Degree Programs

Select (Tick) 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	

E.2. Program Selection- Postgraduate (Graduate) Degree Programs

For those Applying for Postgraduate Degree Programs, 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.

Postgraduate (Open University) Degree Programs -Masters

Select (Tick) Program		Rank Your Choice [1,2,3]
<input type="checkbox"/> Master of Human Resource Management	[By Coursework]	
<input type="checkbox"/> Master of Project Management	[By Coursework]	
<input type="checkbox"/> Master of Business Administration (MBA)	[By Coursework]	
<input type="checkbox"/> Master of Management	[By Coursework]	
<input type="checkbox"/> Master of Information Technology (IT)	[By Coursework]	
<input type="checkbox"/> Master of Software Engineering	[By Coursework]	
<input type="checkbox"/> Master of Science (MSc) (Computer Science)	[By Coursework]	
<input type="checkbox"/> Master of Education	[By Coursework and Research]	
<input type="checkbox"/> Master of Science (Business Administration)	[By Research]	
<input type="checkbox"/> Master of Science (MSc) [Science]	[By Research]	
<input type="checkbox"/> Master of Engineering	[By Research]	
<input type="checkbox"/> Master of Instructional Design and Technology	[By Coursework]	
<input type="checkbox"/> Master of Multimedia Communication	[By Coursework]	
<input type="checkbox"/> Master of Environmental Science (Integrated Water Resource Management)	[By Coursework and Research]	

Postgraduate (Open University) Degree Programs -PhD

Select (Tick) Program		Rank Your Choice [1,2,3]
<input type="checkbox"/> Doctor of Philosophy (PhD) in Education	[By Coursework and Research]	
<input type="checkbox"/> Doctor of Philosophy (PhD) in Engineering	[By Research]	
<input type="checkbox"/> Doctor of Philosophy (PhD) in Business Administration	[By Research]	
<input type="checkbox"/> Doctor of Philosophy (PhD) in Information Technology	[By Research]	
<input type="checkbox"/> Doctor of Philosophy (PhD) in Computer Science	[By Research]	
<input type="checkbox"/> Doctor of Philosophy (PhD) in Management	[By Research]	
<input type="checkbox"/> Doctor of Business Administration (DBA)	[By Research]	

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 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 type="checkbox"/> Teaching/Tutorials	<input type="checkbox"/> Traditional Dancing
<input type="checkbox"/> Keep Fit Club	<input 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 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

Names and Address of Two Referees

Name in Full: _____

Address: _____

Tel: _____

Email: _____

Name in Full: _____

Address: _____

Tel: _____

Email: _____

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

1. In case you download the Application Form from our Website, You can either (i) 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 (ii) Come to our Cantonments Campus and deliver the completed form and other documents 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**
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 and other documents 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.

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: \$30.00 (or equivalent in Ghana Cedis); **Foreign Students:** \$100.00

The Application Processing Fees for Postgraduate Admission is as follows:

Master's Degree Programs

Ghanaian Students: \$50.00 (or equivalent in Ghana Cedis); **Foreign Students:** \$100.00

PhD Degree Programs

Ghanaian Students: \$75 (or equivalent in Ghana Cedis); **Foreign Students:** \$150.00

Note: 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 and photocopies of your certificates, transcripts and 3 passport-size photographs to us or Come to our Cantonments Campus and deliver the completed Application Form, the pay-in slip and other documents in person.

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 **233-28-9181817** 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.

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															

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