

# APPLICATION FOR UNDERGRADUATE PROGRAMME



## 1. PERSONAL INFORMATION

Title (*Mr/Mrs/Miss/Rev/Prof/etc.*).....

Surname .....

First name .....

Middle name .....

Date of Birth (DD/MM/YY) ...../...../.....

Place of Birth (Town, Region & Country).....

Gender Male  Female

Nationality.....

Postal Address (P.O. Box)

Residential Address (House number, Street & Area)

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Mobile phone:..... Home phone:.....

Regular Email Address:.....

Please attach a current photograph of yourself here. Please write name and chosen programme on the reverse

## 2. PROPOSED PROGRAMME OF STUDY (Please refer from the programme list)

Please state the Programme you are applying for in order of preference (Applicants must note that all students are offered the same course during the first year)

1<sup>ST</sup> Choice.....

2<sup>ND</sup> Choice.....

3<sup>RD</sup> Choice.....

What session would you prefer- Morning  Evening  Weekend

## 3. SOURCE OF INFORMATION ON REGENT-GHANA

University Fair  Presentation  Radio  TV  Personal Recommendation  Internet

Publication/Advertisement (*Please state*).....

Other.....



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## 4. ACADEMIC RECORD

### 4a. Secondary School(s) Attended

	FROM (eg. 1999)	TO (eg.2003)
a.....	.....	.....
b.....	.....	.....
c.....	.....	.....

Subjects	Grade <small>eg. A, C/ 1,2 etc.</small>			Index Number
	1 <sup>ST</sup> sitting	2 <sup>ND</sup> sitting	3 <sup>RD</sup> sitting	

### 4b. Give details of other qualifications (e.g. HND, Diploma, etc.)

QUALIFICATIONS	FROM (e.g. 2000)	TO (e.g. 2003)
a.....	.....	.....
b.....	.....	.....
c.....	.....	.....

### 4c. Please indicate any business or management courses or seminars you have attended in the last 3 years

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## 5. CURRENT & PREVIOUS EMPLOYMENT RECORDS

Dates		Organization	Position	Salary
From	Till			





## 6. SPONSORSHIP

Relationship of Sponsor to Applicant:

(Employer/Parent/Guardian/etc.).....

Name of Sponsor:.....Nationality:.....

Address of Sponsor: .....

Phone number of Sponsor: .....Email Address.....

Country of Residence: .....

## 7. ENGLISH REQUIREMENTS

Is English your first language? Yes  No

If English is not your first language, please provide English language qualifications or test scores.

Was English the language of instruction for your studies? Yes  No

## 8. PHYSICAL CHALLENGE (S)

Do you have any special needs or require support as a consequence of any disability or medical condition?

Yes  No

If you have answered "Yes" to the above question, please describe the disability or medical condition.

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## 9. PERSONAL INFORMATION: *(Please continue on a separate sheet if necessary)*

Why do you wish to pursue th programme you have chosen?

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Please give a frank impression of yourself, indicating what you believe to be your main strengths and weaknesses.

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What do you consider your most significant achievement to date? Why is it significant to you?

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## 10. APPLICATION REQUIREMENTS

The application requirements are as follows- each applicant must provide the relevant and correct information in.

- \* SSSCE/WASSCE/O'LEVEL applicants must produce WAEC /certified certificate or results.
- \* Applicants with other qualifications (e.g.) diploma/HND must endeavour to add their SSCE/O'level results/certificate to their diploma qualification.
- \* Two recommendation forms, filled by the appropriate people.
- \* Three passport photographs, taken within the past three months, without any head covering.
- \* A copy of the receipt of payment for this application.
- \* A signed Honour Pledge.

Please note that until we have received all the required items your application shall not be processed.

## REGENT-GHANA SOCIETIES

The University Community is divided into five groups (in the future, they will be Residential halls) called Societies.- Anim Society, McKweon Society, Nkrumah Society, Ubuntu Society & John Stott Society. You will be assigned a Society to belong to and participate in its various activities.

## REFEREE INSTRUCTIONS

Attached to this application form are two reference forms to be filled by your referees. One of these referees must endorse a photograph. Regent-Ghana does not accept recommendations from family members or relatives.

We accept three types of Referees:

- \* A Clergy Recommendation (someone who understands your spiritual goals and objectives such as a pastor, priest, or religious/moral leader),
- \* A Faculty Recommendation (someone who is in the Academic field, preferably someone who taught you),
- \* Employer/Professional Recommendation (Someone who has currently or formerly employed you or someone in any Professional field).

Please give the recommendation forms to either of the above-mentioned people. Their signatures should be across the envelope flap and should be submitted with the completed application form. It is our normal practice to contact referees on receipt of your application.

**Please return a completed application form to**

**The Admissions Officer**  
**Regent University College of Science and Technology**  
**P. O. Box DS 1636 Dansoman, Accra, Ghana**  
**Telephone: +233-0302-681132, 662885 Fax: 0302-662531**

## 11. OFFICIAL USE ONLY

Amount paid: GH¢: ..... Receipt no: .....Date: .....  
Accounts Office Signature & Stamp:

Application Received by:.....Date:.....

Application Reviewed by:.....Date:.....

- |   |   |
|---|---|
| <input type="checkbox"/> Admissions Interview | <input type="checkbox"/> Student notified of decision |
| <input type="checkbox"/> Accepted             | <input type="checkbox"/> Signed Honour Pledge         |
| <input type="checkbox"/> Denied               | <input type="checkbox"/> Program changed              |
| <input type="checkbox"/> Recommendation forms | <input type="checkbox"/> Transcript present           |
| <input type="checkbox"/> GPA checked          | <input type="checkbox"/> File requested               |
| <input type="checkbox"/> Writing Sample       | <input type="checkbox"/> Advising service needed      |
| <input type="checkbox"/> Photographs          | <input type="checkbox"/> Basic Results                |

Comment:

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## HONOR PLEDGE

I fully recognize that Regent University College of Science & Technology is founded to be and is committed to being a Christian University offering a lifestyle of academic pursuit, developing human potential in a Christ-like manner to meet, compete with and lead changing needs in the global environment.

I fully recognize that in signing this pledge, I become part of a purpose driven community committed to spiritual renewal, social renewal, economic renewal and technological renewal bolstered by knowledge and Christian ethical values.

I PLEDGE to apply myself wholeheartedly to my intellectual pursuits, using them to the glory of God and my Country.

I PLEDGE to cultivate good social relationships; treating others as I would have myself treated. I will refrain from lies, thievery, cheating, using improper language or inappropriately collaborate with other students on assignments. I will be courteous at all times.

I PLEDGE to refrain from immoral and illegal activities, off and on campus as well as other prohibited behaviour listed in the Students Handbook.

I PLEDGE to attend classes; all required Chapel services on campus and participate in all Regent-Ghana activities, conducting myself with integrity and in a well behaved manner.

I PLEDGE to dress decently and properly at all times during my education period in Regent-Ghana. If my dressing is found to be unacceptable at any time, I shall obey instructions to change immediately.

I PLEDGE to abide by the rules and regulations of the University. I accept that as a private institution, The University reserves the right to require the withdrawal of a student at any time, if such an action is deemed right by the Disciplinary Committee of the School.

I will keep this pledge to the best of my ability, so help me God.

Name: .....

Date: .....

Signature: .....



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## RECOMMENDATION FORM

### APPLICANT DETAILS:

Full name of Applicant: .....

Program of Choice: .....

### REFEREE DETAILS:

Full name of Referee: .....

Position/Occupation: .....

Work Address: .....

Phone number: ..... Email: .....

### Please answer the following questions as truthfully as possible:

1. How long have you known the applicant and in what capacity?

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2. Please comment on the applicant's personal integrity, emotional and spiritual maturity.

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3. What can you say about the applicant's sense of responsibility, time consciousness, and forward planning?

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4. Please comment on the applicant's Leadership ability/potential.

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5. Do you know of any thing that will inhibit the applicant's educational objectives?

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6. What other comments do you think would be useful in evaluating this applicant for admission in Regent-Ghana?  
Attach a separate sheet if necessary.

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Signature & Stamp:.....

Date:.....





## LIST OF ACADEMIC PROGRAMMES

### SCHOOL OF ARTS & SOCIAL SCIENCES

- Accounting & Information Systems (B.Sc.)
- Banking & Finance with French (B.Sc.)
- Economics with Computing (B.Sc.)
- Management with Computing (B.Sc.) (*options in Human Resource Management & Marketing*)
- Human Development and Psychology (B.Sc.)
- Bachelor of Business Admin (E-Commerce Option)

### SCHOOL OF INFORMATICS & ENGINEERING

- Computer Science (B.Sc.)
- Computing with Education (B.Sc.)
- Electrical Engineering (M.Eng)
- Applied Electronics & Systems Engineering (B.Eng) (*options in Telecommunication Engineering, Instrumentation Engineering & Computer Engineering*)

