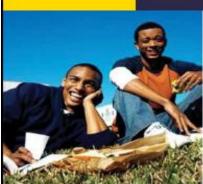


# ACCRA INSTITUTE OF TECHNOLOGY

# 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 (0) 28-9181817, +233 (0) 28-8181817
E-mail: ait@ait.edu.gh / open@ait.edu.gh
Websites: www.ait.edu.gh / www.ait.edu.gh/open

#### **AIT-The University of the Future**

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 AND POSTGRADUATE 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 (<u>www.ait.edu.gh</u>) 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. 233-28-9181817, 233-21-786053, 233-28-8181817

E-mail enquiries may be forwarded to: <a href="mailto:admissions@ait.edu.gh">admissions@ait.edu.gh</a> Website: <a href="mailto:www.ait.edu.gh">www.ait.edu.gh</a> or <a href="mailto:www.ait.edu.gh">www.ait.edu.gh</a>

<u>Note</u>: 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.

**AIT-This is Where You Want to go to University** 

# **AIT-The University of the Future**

A. Personal Details					
First Name:		_ Middle Name: _		Surname:	
Sex:	Male	_Female	Date of Birth:	Nati	onality:
Address:					
Tel.: (Lan	dline)	(	Mobile)	E-mail:	
B. Pare	nt/Guard	lian Deta	ails		
<u>Guardia</u>	n/Father				
First Nam	ıe:		_ Middle Name: _		_ Surname:
Address:					
Tel.: (Lan	dline)	(	Mobile)	E-mail:	
<u>Guardia</u>	n/Mother				
First Nam	ıe:		_ Middle Name: _		Surname:
Address:					
Tel.: (Lan	dline)	(]	Mobile)	E-mail:	
In Case (	of Emerger	ocy AIT SI	nould Contact:		
		-		Relationshin:	
Name: Relationship: Address:					
	dline)	O	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 SchoolTechnical/Vocational School					
Post-Secondary Education/Training (e.g. Certificate, Diploma Level Courses). Please specify which course/level:					
	Course: Level:				
Univ	ersity/Polytec	hnic/College	e [State Diploma/Degree	ee Obtained]:	

# **AIT-The University of the Future** C.2: Sec/High School/University/Polytechnic/College Attended Name of Institution Town/City Country From To Qualification YYYY (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

		AIT-The Univ	ersit <del>y</del> of th	e Futur
D. Employment History/	Work Experience			
Employer & Location Town/City, Country)	Nature of Work	PT/FT	From MM/YY	To MM/YY
. Program Selection				_
	se indicate in the far right column [1 atry/admission requirements for each			
UNDERGRAI	OUATE AND POSTGRADU	ATE PROGE	RAMS	
	Select (Tick) Program			Ran You Choi [1,2
	AITBusinessSchool (ABS)			
	<mark>y (CTech) in Business Admini</mark> 		Tech (IT)	
	y (CTech) in Accounting and I		nology (IT)	
	<mark>y (CTech) in Marketing &amp; Info</mark> y (CTech) in Management Inf			,
	(DTech) in Business Administ		2TI (TATTO)	
	(DTech) in Accounting and Fi			
	(DTech) in Marketing & Infor		<b>T</b> )	
	(DTech) in Management Info	<u>`</u>		
	) in Business Administration			
☐ Bachelor of Science (BSc	) in Business Administration	(T) (C)		

	AIT-The University of the	<u>Future</u>
	Bachelor of Science (BSc) in Business Administration (Entrepreneurship &	
In	formation Technology)	
	Bachelor of Science (BSc) in Business Administration (Marketing & Information	
Те	chnology)	
	Bachelor of Science (BSc) in Business Administration (Banking, Finance &	
	formation Technology)	
D No.	Bachelor of Science (BSc) in Business Administration (Human Resource	
IAT	anagement & Information Technology)	
	Bachelor of Marketing Bachelor of Business Administration	
	Bachelor of Hospitality Management	
	Bachelor of Accounting	
	Bachelor of Tourism Management	
	Bachelor of Human Resource Management	
	Master of Business Administration (MBA)	
	Master of Management	
	MSc in Business Administration (Research Only)	
	Master of Project Management	
	PhD (Business Administration)	
	dustrial-Based (DTech) Programs	
	DTech in Entrepreneurship and Information Technology	
	DTech in Marketing and Information Technology	
	DTech in Business Accounting Technology	
	DTech in Human Resource Management & Information Technology	
	DTech in Management Science and Information Systems	
	Advanced School of Systems and Data Studies (ASSDAS)	
	Certificate of Technology (CTech) in Information Technology (IT)	
	Certificate of Technology (CTech) in Computer Science	
	Diploma of Technology (DTech) in Information Technology (IT)	
	Diploma of Technology (DTech) in Computer Science	
	Bachelor of Science (BSc) in Information Tech (IT) (Network Systems)	
	Bachelor of Science (BSc) in Information Tech (IT) (Web Dev. & Engineering)	
	Bachelor of Science (BSc) in Information Tech (IT) (Multimedia Systems)	
	Bachelor of Science (BSc) in Information Tech (IT) (E-Commerce)	
	Bachelor of Science (BSc) in Information Tech (IT) (Software Development)	
	Bachelor of Science (BSc) in Computer Science	
	Bachelor of Information Technology	
	Bachelor of Information Technology and Software Eng.	
	Bachelor of Information Technology with Network Computing	
	Bachelor of Information Technology and Management	
	Bachelor of Information Technology with E-Commerce	
	Bachelor of Information Technology with Accounting	
	Bachelor of Computer Science	
	Bachelor of Multimedia Communications	
	Master of Information Technology  Master of Software Engineering	
	Master of Software Engineering  Master of Multimedia Communications	
	Masici of Minimicate Omitinatifications	

	AIT-The University of the I	Future
	PhD (Information Technology)	
Inc	dustrial-Based (DTech) Programs	
	DTech in Computer Networks Technology	
	DTech in Software Applications Development Technology	
	DTech in Computer Hardware Systems Technology	
	DTech in Web Development Technology	
	School of Advanced Technologies, Engineering and Science (SATES)	
	Certificate of Technology (CTech) in Computer Engineering	
	Certificate of Technology (CTech) in Civil Engineering	
	Certificate of Technology (CTech) in Electrical and Electronic Engineering	
	Certificate of Technology (CTech) in Electromechanical Engineering	
	Certificate of Technology (CTech) in Industrial Engineering	
	Certificate of Technology (CTech) in Telecommunications Engineering	
	Certificate of Technology (CTech) in Software Engineering	
	Diploma of Technology (DTech) in Computer Engineering	
	Diploma of Technology (DTech) in Civil Engineering	
	Diploma of Technology (DTech) in Electrical and Electronic Engineering	
	Diploma of Technology (DTech) in Electromechanical Engineering	
	Diploma of Technology (DTech) in Industrial Engineering	
	Diploma of Technology (DTech) in Telecommunications Engineering	
	Diploma of Technology (DTech) in Software Engineering	
	Bachelor of Engineering (BEng) in Computer Engineering	
	Bachelor of Engineering (BEng) in Civil Engineering	
	Bachelor of Engineering (BEng) in Electrical and Electronic Engineering	
	Bachelor of Engineering (BEng) in Electromechanical Engineering  Bachelor of Engineering (BEng) in Industrial Engineering	
	Bachelor of Engineering (BEng) in Telecommunications Engineering	
	Bachelor of Engineering (BEng) in Software Engineering	
	UK Engineering Council Certificate	
	UK Engineering Council Graduate Diploma	
	UK Engineering Council Post Graduate Diploma	
	Advanced Diploma (C&G) in Oil and Gas Operations (Engineering)	
	Bachelor of Occupational Health & Safety Management	
	Bachelor of Technology Management	
	Bachelor of Manufacturing Management	
	Master of Engineering [MEng] (Research Only)	
	Master of Environmental Science	
	Master of Occupational Safety & Risk Management	
	Master of Project Management	
	PhD (Engineering)	
	dustrial-Based (DTech) Programs	
	DTech in Telecom Engineering Technology	
	DTech in Renewable Energy Engineering Technology	
	DTech in Electrical & Electronic Engineering Technology	
	DTech in Electrical Wiring Technology	
	Diedi in Dieditical witting reciliatory	

	AIT-The University of the	Future
	DTech in Industrial Engineering Technology	
	DTech in Civil Engineering Technology	
	DTech in Pharmaceutical Manufacturing Tech	
	DTech in Computer Engineering Technology	
	DTech in Mobile & Wireless Engineering Technology	
	DTech in Occupational Health & Safety Management	
	DTech in Oil and Gas Engineering Tech & Management	
	DTech in Software Engineering Technology	
	DTech in Web Engineering Technology	
	DTech in Manufacturing Technology Management	
	DTech in Computer-based Engineering Design & Modeling	
	DTech in Automobile Engineering Technology	
	DTech in Construction Management and Quantity Surveying Engineering Tech	
	DTech in E-Waste Management Engineering Technology	
	DTech in Quantity Surveying and Cost Engineering Technology	
	DTech in Surveying Engineering Technology	
	DTech in Modern Journalism and Technology	
	DTech in Broadcasting Engineering Technology	
	DTech in Industrial Welding Engineering Technology	
	DTech in Building Engineering Technology	
	School of Education and Instructional Technologies (SEIT)	
	Bachelor of Education [BEd] (Primary Education)	
	Bachelor of Education [BEd] (Education Administration)	
	Bachelor of Education [BEd] (Science)	
	Bachelor of Education [BEd] (Mathematics)	
	Master of Instructional Design and Technology	
	Master of Education [MEd]	
	PhD (Education)	
Inc	dustrial-Based (DTech) Programs	
	DTech in Educational and Instructional Technologies	
		<u> </u>
$\mathbf{F}$ . 1	Program Delivery Mode/Session/Schedule Selection	
F 1.	Wede of Deliment	
<u>F.1.</u>	: Mode of Delivery	
Plea	ase select ( $\mathit{Tick}$ ) which of the following course/program delivery mode(s) is suitable for y	ou:
	Campus-Based (Will Attend face-to-face Classes/Lectures at one of AIT's Physical Campuses)	
	Online: Over the Internet (Will access my courses and learning materials online over the Internet using Lemass System. Will not attend regularly scheduled face-to-face classes other than attend scheduled Tutoria Sessions at any of AIT Physical Campuses)	
	Online: Not Over the Internet (Will receive my courses and learning materials on	
	CDs/Pendrives/Printed format and/or access my courses over an Intranet at an AIT E-Learning Center, Will	

not attend regularly scheduled face-to-face classes other than attend scheduled Tutorial Sessions at any of AIT

#### 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 on 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 on 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], Saturday [8.00 am - 6.00 pm] and

**Sunday** [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:

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

#### J. Referees

#### Provide Name and Address of Two Referees

Name in Full:	Name in Full:
Tel:	Tel:

### 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: <a href="mailto:admissions@ait.edu.gh">admissions@ait.edu.gh</a> or (ii) Post/Courier the completed Application Form with photocopies of your certificates, transcripts and 3 passport-size photographs to: <a href="mailto:AIT">AIT</a>, 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.

<u>Note</u>: 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¢60.00 Foreign Students: \$60.00

**Degree Programs** 

Ghanaian Students: GH¢60.00 Foreign Students: \$60.00

**Masters Programs** 

Ghanaian Students: GH¢120.00 Foreign Students: \$120.00

PhD Programs

Ghanaian Students: GH¢150.00 Foreign Students: \$150.00

<u>Note</u>: Foreign Students applying from within Ghana 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.

#### **AIT-The University of the Future**

#### **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

Name:

2. Send (by Post or Registered Mail) the completed Application Form with a <u>photocopy of the pay-in slip</u> 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 <a href="mailto:apf@ait.edu.gh">apf@ait.edu.gh</a> or call us on 233-28-8181817 or 233-28-9181817 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.

Please visit our websites ( <u>www.ait.edu.gh</u> and <u>www.ait.edu.gh/open</u> ) and learn more about AIT and our programs						
FOR OFFICIAL USE ONLY						
AFRN: APFC:			Date:			
TRPT: CHK ACT	RJT CERT: CHK	ACT	_ RJT	Date:		
<b>DN</b> : ROTDT	L1L2L3	E CH	DF	E-XAM		
				ITV		
<b>REGD:</b> Date:	Student ID Number:			<b>:</b>		





Providing World-Class University Education and Professional Training