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
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. 233-28-9181817, 233-21-786053, 233-28-8181817

E-mail enquiries may be forwarded to: admissions@ait.edu.gh Website: www.ait.edu.gh or www.aitedu.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

<table>
<thead>
<tr>
<th>Name of Institution</th>
<th>Town/City</th>
<th>Country</th>
<th>From YY</th>
<th>To YY</th>
<th>Qualification (WASSCE/HND/BSc/MSc etc)</th>
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<tbody>
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</table>

### 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)

<table>
<thead>
<tr>
<th>Subject/Subject/Program</th>
<th>Grade</th>
<th>Subject/Subject/Program</th>
<th>Grade</th>
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### C.4: Additional Training (Certificate/Diploma Courses, Professional Training/Courses/Programs Industrial Training/Work)

<table>
<thead>
<tr>
<th>Subject/Subject/Program</th>
<th>Institution/Exam Body</th>
<th>Completion Date MM YY</th>
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</table>

AIT-The University of the Future

AIT-This is Where You Want to go to University
D. Employment History/Work Experience

<table>
<thead>
<tr>
<th>Employer &amp; Location (Town/City, Country)</th>
<th>Nature of Work</th>
<th>PT/FT</th>
<th>From MM/YY</th>
<th>To MM/YY</th>
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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 AND POSTGRADUATE PROGRAMS

Select (Tick) Program

<table>
<thead>
<tr>
<th>Rank Your Choice [1,2,3]</th>
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</table>

AITBusinessSchool (ABS)

☐ Certificate of Technology (CTech) in Business Administration & Info Tech (IT)
☐ Certificate of Technology (CTech) in Accounting and Finance
☐ Certificate of Technology (CTech) in Marketing & Information Technology (IT)
☐ Certificate of Technology (CTech) in Management Information System (MIS)
☐ Diploma of Technology (DTech) in Business Administration and IT
☐ Diploma of Technology (DTech) in Accounting and Finance
☐ Diploma of Technology (DTech) in Marketing & Information Tech (IT)
☐ Diploma of Technology (DTech) in Management Information System (MIS)
☐ Bachelor of Science (BSc) in Business Administration (Accounting & Finance)
☐ Bachelor of Science (BSc) in Business Administration (E-Commerce)
- Bachelor of Science (BSc) in Business Administration (Entrepreneurship & Information Technology)
- Bachelor of Science (BSc) in Business Administration (Marketing & Information Technology)
- Bachelor of Science (BSc) in Business Administration (Banking, Finance & Information Technology)
- Bachelor of Science (BSc) in Business Administration (Human Resource Management & 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)

### Industrial-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)
- Diploma of Technology (DTech) in Computer Science
- Certificate of Technology (CTech) in Computer Science
- Diploma of Technology (DTech) in Information Technology (IT)
- 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 Multimedia Communications
## Industrial-Based (DTech) Programs

- PhD (Information Technology)
- 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
- 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
- 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)

### Industrial-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
- 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 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)

**Industrial-Based (DTech) Programs**

- DTech in Educational and Instructional Technologies

---

**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 access my courses and learning materials online over the Internet using the AIT Lemass System. Will not attend regularly scheduled face-to-face classes other than attend scheduled Tutorial 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 Physical Campuses)
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)

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

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

<table>
<thead>
<tr>
<th>Name in Full:</th>
<th>Name in Full:</th>
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<tbody>
<tr>
<td>Address:</td>
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<td>Email:</td>
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</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>CTech/DTech Programs</th>
<th>CTech/DTech Programs</th>
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<tbody>
<tr>
<td>Ghanaian Students:</td>
<td>Foreign Students:</td>
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<tr>
<td>GH¢60.00</td>
<td>$60.00</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Degree Programs</th>
<th>Degree Programs</th>
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</thead>
<tbody>
<tr>
<td>Ghanaian Students:</td>
<td>Foreign Students:</td>
</tr>
<tr>
<td>GH¢60.00</td>
<td>$60.00</td>
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<tr>
<th>Masters Programs</th>
<th>Masters Programs</th>
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</thead>
<tbody>
<tr>
<td>Ghanaian Students:</td>
<td>Foreign Students:</td>
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<tr>
<td>GH¢120.00</td>
<td>$120.00</td>
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<th>PhD Programs</th>
<th>PhD Programs</th>
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</thead>
<tbody>
<tr>
<td>Ghanaian Students:</td>
<td>Foreign Students:</td>
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<tr>
<td>GH¢150.00</td>
<td>$150.00</td>
</tr>
</tbody>
</table>

Note: 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.
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.

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: ____________________________
- We are changing the face of University Education and Professional Training in Ghana and Beyond

Providing World-Class University Education and Professional Training