



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

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 (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

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 Equivalent(s))

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 AND POSTGRADUATE PROGRAMS	
Select (<i>Tick</i>) Program	Rank Your Choice [1,2,3]
AITBusinessSchool (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)	

__ 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)	
__ 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 Multimedia Communications	

___ PhD (Information Technology)	
Industrial-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)	
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	

<input type="checkbox"/> DTech in Industrial Engineering Technology	
<input type="checkbox"/> DTech in Civil Engineering Technology	
<input type="checkbox"/> DTech in Pharmaceutical Manufacturing Tech	
<input type="checkbox"/> DTech in Computer Engineering Technology	
<input type="checkbox"/> DTech in Mobile & Wireless Engineering Technology	
<input type="checkbox"/> DTech in Occupational Health & Safety Management	
<input type="checkbox"/> DTech in Oil and Gas Engineering Tech & Management	
<input type="checkbox"/> DTech in Software Engineering Technology	
<input type="checkbox"/> DTech in Web Engineering Technology	
<input type="checkbox"/> DTech in Manufacturing Technology Management	
<input type="checkbox"/> DTech in Computer-based Engineering Design & Modeling	
<input type="checkbox"/> DTech in Automobile Engineering Technology	
<input type="checkbox"/> DTech in Construction Management and Quantity Surveying Engineering Tech	
<input type="checkbox"/> DTech in E-Waste Management Engineering Technology	
<input type="checkbox"/> DTech in Quantity Surveying and Cost Engineering Technology	
<input type="checkbox"/> DTech in Surveying Engineering Technology	
<input type="checkbox"/> DTech in Modern Journalism and Technology	
<input type="checkbox"/> DTech in Broadcasting Engineering Technology	
<input type="checkbox"/> DTech in Industrial Welding Engineering Technology	
<input type="checkbox"/> DTech in Building Engineering Technology	
School of Education and Instructional Technologies (SEIT)	
<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] (Science)	
<input type="checkbox"/> Bachelor of Education [BEd] (Mathematics)	
<input type="checkbox"/> Master of Instructional Design and Technology	
<input type="checkbox"/> Master of Education [MEd]	
<input type="checkbox"/> PhD (Education)	
Industrial-Based (DTech) Programs	
<input type="checkbox"/> 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)

___ 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: _____
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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¢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

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:** _____

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