



GRADUATE ADMISSION FORM

IMPORTANT: CANDIDATES ARE REQUESTED TO SEND THE COMPLETED FORM

TO: The Graduate Admissions Office

GTUC, Tesano Accra, and other GTUC Campuses (Ho, Koforidua, Takoradi, Kumasi)

Or mail to

GTUC

Private Mail Bag 100

Accra North

Ghana

Please provide the following information:

- i. Certified True Copies of certificates, academic transcripts and any other academic record.**
- ii. Statement of purpose**
- iii. Research and professional experience**
- iv. Two (2) stamped self-addressed foolscap envelopes.**
- v. Two (2) recent passport size photographs, one of which should be affixed to the form.**
- vi. Three (3) letters of recommendation with at least one (1) from an educational institution.**

E - application:

Submit scanned copies of completed admission form together with all relevant documents to *graduateadmissions@gtuc.edu.gh*

Application will only be processed when a processing fee has been paid at any Bank.

Incomplete applications will not be processed.

Personal Data

- 1. Full Name: Mr. / Mrs. /Ms:.....**
- 2. Date of Birth..... Age.....**
- 3. Place of Birth (Town/Region/Country):.....**
- 4. Nationality:..... Marital Status.....**
- 5. Address**
- 6. Telephone:..... Email :.....**

8. Institutions Attended / Qualifications

| Name of Institution | Attendance Dates | | Degree Received | Major |
|---------------------|------------------|----|-----------------|-------|
| | From | To | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

9. GRADUATE PROGRAMMES

(In collaboration with Coventry University)

1. MSc . Supply Chain Management []
2. MSc . Engineering and Management []
3. MSc . Engineering Project Management []
4. MSc . Management Information Systems []
5. MSc Oil and Gas Management []
6. MBA in Finance []
7. MBA Oil and Gas Management []

(In collaboration with Anhalt University)

8. MBA International Trade []
- MBA International Trade (Distance Learning) []

Evening Sessions at 5:30pm - 9:00pm

Weekend Sessions (Saturdays only) 8:00am - 5:00pm

In collaboration with KNUST [2-years Full time]

9. MSc. Telecommunications Engineering []
10. MSc. Telecommunications Management []
11. MSc. Business Entrepreneurship and Technology []

In collaboration with University of the West of Scotland [1-year Fulltime]

12. MSc. Quality Management []
13. MSc. Project Management []

In collaboration with Aalborg University [1-year Fulltime]

14. MSc. Information & Communication Technologies []

Select Preferred Enrolment Period:

January [] May [] September []

Select Preferred Campus, Duration and Session for Programmes.

[Please Tick as appropriate]

| Campus | Duration | Session |
|-----------|------------------------|---------------------|
| Accra | Full Time [one Year] | Weekend Session [] |
| Ho | | |
| Koforidua | Part Time [2-3 years] | Evening Session [] |
| Kumasi | | |
| Takoradi | Full Time [two years] | |

Evening Sessions at 5:30pm - 9:00pm

Weekend Sessions (Saturdays only) 8:00am - 5:00pm

10. Record of Employment: (Starting with most recent Employment)

| No | EMPLOYER | POSITION IN EMPLOYMENT | DATE | |
|------------------------------|----------|------------------------|------|----|
| | | | FROM | TO |
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| Total Number of Years Worked | | | | |

11. Sponsorship (Tick as appropriate): Employer Self

Other [Please Specify]

12. How did you hear about GTUC

- Website Television Recommendation Radio
 Friends Brochures Outreach Education Fair

13. Letters of Recommendation

| Name | Position | Institution | Phone Number | Email Address |
|------|----------|-------------|--------------|---------------|
| | | | | |
| | | | | |
| | | | | |

14. Essay:

In an effort to better understand your experiences and goals, we would like you to address the following questions in two separate attachments. Please write your full name on each essay and submit them with the application form.

a. Research and Professional Experience

Attach 2-3 typed pages in which you describe your experiences outside of normal class work which is relevant to your proposed field of study. For example, cite professional publications which you have authored and/ or elaborate briefly on one or more of the items listed in the previous employment box.

b. Statement of Purpose

Attach an explanation (approximately two typed pages) in which you tell why you wish to pursue graduate study. Describe your ultimate academic career objectives. To the extent you are able, comment on sub-areas within your general field of proposed study which you hope to explore in depth in your project work.

15. Declaration

I hereby acknowledge that the information submitted is true and correct. I grant GTUC permission to forward any pertinent information to authorized offices and agencies. I agree to respect the rules and corporate values of GTUC.

GTUC does not discriminate on the basis of sex, disability, age, race, religion, sexual orientation, national or ethnic origin, or veteran status in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its educational programmes and activities.

Date :.....

Applicant's Signature

FOR OFFICE USE ONLY

Application Number.....

Application Fee: Gh¢ Address:.....

Received and Acknowledged:..... Date:.....

Application Admitted Yes [] No []

Course Admitted to:

Signature of Receiving Officer:.....

Date :.....

ADMISSION REQUIREMENTS

To apply for admission to our Masters programmes, applicant must possess:

1. A first degree not below second class lower division from an accredited university. Applicants with third class or pass degrees are required to attend a one month mandatory refresher course and pass an interview to qualify for a programme.
2. A minimum of 2 years' relevant working / professional experience is required for applicants to MBA programmes.
3. Be proficient in Microsoft word, Excel and Power Point.

Visit: apply.gtuc.edu.gh for more information on admission requirements.

ATTACHED DOCUMENT CHECKLIST

Kindly tick the check boxes of items added to application and ensure they are all attached before presented presenting the application form.

NB: Applications without the required items will not be received.

CHECK LIST

2 passport size pictures

Academic documents:

Certified Certified true copy of certificates

Official Transcript

Other academic records

3 Recommendation letters

Essays:

Research and Professional Experience

Statement of purpose

CONTACTS

Main Campus:

Telephone:

+233 302 221412 / 221456 / 221479

The Graduate Admissions Office:

0202698352 / 0202698353

Koforidua Campus:

0342 094196

Ho Campus:

0202625792 / 0202625793

Ho Campus:

0202625792 / 0202625793

Kumasi:

0322091197 / 92331 / 92333 / 0202698214

Takoradi Campus:

0202625794 / 0202625795



Telephone: +233(0) 202 698352 / 202 698353/ 302 221446

Whatsapp: +233 501 341933

E-mail: graduateadmissions@gtuc.edu.gh Website: www.gtuc.edu.gh