

G.SOT PD.....(For office use only)

APPLICANT'S NAME:.....

(Surname first e.g. Agyapong, Stephen M.)

MORNING [ ] EVENING [ ] WEEKEND [ ] (Please Tick as Appropriate)

Please fix your  
photograph here



# SCHOOL OF TECHNOLOGY

*Application Form*

*for*

***Postgraduate Diploma in Information  
& Communication Technology  
(PD. ICT)***

**1. Proposed Entry Date**  
(mm/yy)

\_\_\_\_\_

**2. About You:**

Title: Mr. /Mrs. Etc \_\_\_\_\_

Date of Birth (ddmmyy) \_\_\_\_\_

Family Name \_\_\_\_\_

Country of Residence \_\_\_\_\_

Given Name(s) \_\_\_\_\_

Country of Birth \_\_\_\_\_

Sex: Male \_\_\_\_\_ Female \_\_\_\_\_

Nationality \_\_\_\_\_

**3. About contacting you**

Address for correspondence

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Country

Email address

\_\_\_\_\_

**Daytime**

Telephone Number \_\_\_\_\_

**Evening**

Telephone Number \_\_\_\_\_

**Mobile (cellular)**

Telephone Number \_\_\_\_\_

**Fax Number**

\_\_\_\_\_

**4. About your Educational History**

**Undergraduate and Postgraduate Qualification(s)**

From	To	Name of Institution & Location	Subjects & Grades	Qualifications

## Professional Qualifications

From	To	Name of Institution & Location	Subjects & Grades	Qualifications

Please include official transcripts of your studies, detailing subjects studied and grades achieved together with a translation into English if appropriate, or indicate if you have arranged for them to be sent directly to GIMPA School of Technology.

### 5. Language Skills

What is your first language? \_\_\_\_\_

How often do you use English in a business context? Daily [ ] Weekly [ ] Rarely [ ] Never [ ]

How often do you use English in a study context? Daily [ ] Weekly [ ] Rarely [ ] Never [ ]

Competence in reading, speaking and writing in English is essential if you are to get the most from the GIMPA PD ICT. We ask that you demonstrate competence in English by one of the following criteria. Please indicate which:

English is your native language

You have graduated with a degree from an English-speaking university

You have worked in an English-speaking environment for at least two years

If English is not your native language, please outline your experience of working or studying in an English-speaking environment and indicate if, when and where you plan to take further English language training before starting the GIMPA PD ICT.

Please list languages you can use, apart from English, indicating whether your ability is basic, competent or fluent in each:

#### Language

##### Level of competence

\_\_\_\_\_ basic  competent  fluent

\_\_\_\_\_ basic  competent  fluent

\_\_\_\_\_ basic  competent  fluent

\_\_\_\_\_ basic  competent  fluent

\_\_\_\_\_ basic  competent  fluent

**6. EMPLOYMENT (include a current CV or Resume)**

**(a) About your Current Employment**

Job Title/Position Held _____	Date Employment Started _____
Department _____	Total Experience on Current Job _____
Name of Organisation _____	Starting Salary (Annual) _____
Address _____	Current Salary (Annual) _____
	Does your Employer know you are applying to the GIMPA PD ICT? _____
Country _____	May we Contact you at Work? _____

**(b) About your Previous Employment (if any)**

Particulars of Past Employment (indicate job title, position held, name of organisation, date and address in that order)

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**7. Why You Want to Join the GIMPA PD Programme (Please type your essay to cover the following:**

- (a) Explain your principal reasons for wishing to join the GIMPA PD ICT.
- (b) Describe your career aspirations in the next decade
- (c) Describe the contribution you will make to the programme when admitted
- (d) State if you will be sponsored and indicate the value you will add to your sponsoring organisation.**

**8. Funding**

Which of the following sources of finance do you propose to use in funding your GIMPA PD ICT programme?

_____ Self-funding	_____ Self-funding with bank loan
_____ Self-funding with employer contribution	_____ Employer scholarship
_____ Scholarship	_____ Other (please specify)

## 9. Choosing an MSc Programme

(a) Please list, in order of preference and including GIMPA, the institutions to which you have made an application for a PD Programme.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

(b) How did you find information about the GIMPA PD ICT?

Former or current GIMPA student \_\_\_\_\_

Web site: \_\_\_\_\_

Colleagues/employer \_\_\_\_\_

Press advertisement \_\_\_\_\_

Other (Please specify) \_\_\_\_\_

## 10. Referees

Please choose three referees who have direct knowledge of your intellectual ability and/or your professional skills. If you have left further or higher education within the last five years, you should offer one academic reference and one employment-related reference. Otherwise you should offer two academic references. References from personal friends or relatives are not acceptable.

Each referee should complete one reference form, seal it in an envelope, sign across the seal to ensure confidentiality, and then return it to you before you submit your application

	First referee	Second referee	Third referee
Name	_____	_____	_____
Position	_____	_____	_____
Relationship to you	_____	_____	_____
Organisation name	_____	_____	_____
Address	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Telephone number	_____	_____	_____
Email address	_____	_____	_____

### Checklist

Please staple your recent passport-sized photograph to your application form. All applicants will be treated on equal grounds irrespective of sex, gender, religion, ethnicity, marital status or physical ability.

Please tick when you have enclosed:

one application form with a copy of your essays and CV.

two endorsed passport photographs

three references sealed in their envelopes

one stamped self-addressed envelope

sponsorship statement form (for sponsored applicants)

application fee receipt; Payment of downloaded form should be made either at Ecobank account number 0041126245701 or Unibank account number 0510110559613 in any of their branches in Ghana.

Original academic transcripts and certified true copy of Certificate(s)

Your application cannot be processed until we have received all of these items.

### Declaration

I sign to confirm that the details I have given in this application are correct, that I have included all the documents required and that I apply for admission to the GIMPA PD ICT.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please contact the Assistant Registrar's office if you have any queries or comments about this form on 0302-405802 or 0302-401681-3 Ext.1076, 2076, 1043 or 1130

The Assistant Registrar, School of Technology, GIMPA, P.O. Box AH50, Achimota, Accra.

Email: [sot@gimpa.edu.gh](mailto:sot@gimpa.edu.gh) Website: <http://sot.gimpa.edu.gh>