



**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 Ecobank or Zenith Bank branch**

**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 [ ]

**In collaboration with Staffordshire University (1 year Full time)**

- 15. LLM International Business Law [ ]
- 16. LLM International Sports Law [ ]
- 17. MA in Education (3 years) [ ]
- 18. MBA International (1 year)

**In collaboration with CAE Europe (1 year Full time)**

- 18. Master of Business Administration (Global Business) [ ]
- 19. Master of Business Administration (Global Finance) [ ]
- 20. Master of Business Administration in Healthcare Management [ ]
- 21. Master of Business Administration in Human Resource Management [ ]
- 22. Master of Business Administration in ICT Management [ ]
- 23. Master of Business Administration, Global Supply Chain Management [ ]
- 24. Master of Business Administration, Marketing in a Digital Age [ ]
- 25. Master of Business Administration, Entrepreneurship and Innovation [ ]

**Select Preferred Enrolment Period:**

January [ ]                      May [ ]                      September [ ]

**Select Preferred Campus, Duration and Session for Programme 1 – 8.**

[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 find out about GTUC?

Website  Television  Recommendation  Radio  Friends

Brochures  Outreach  Education Fair

13. Letters of Recommendation (to be submitted by those writing on your behalf)

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.

GTUC permission to forward any pertinent information to authorized offices and agencies. I

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](http://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

### **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



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