



REGENTROPFEN COLLEGE OF APPLIED SCIENCES

APPLICATION FOR ADMISSION TO FIRST DEGREE/DIPLOMA PROGRAMME
TO BE COMPLETED AND RETURNED TO THE REGISTRAR

AFFIX
PASSPORT-SIZED
PHOTOGRAPH
HERE

I. Application fee of GH¢ 150.00 for Ghanaians. Applicants outside Ghana and Non-Ghanaians are to pay GH¢ 250.00 or its equivalent in Dollars.

NB: Pay-in-slip should be attached to this form as proof of payment.

II. Certified photocopies of result slips or certificates should be attached to this form.

III. Original result slips or certificates must be presented for verification at registration.

IV. Four recent passport-size photographs should be attached to this form. (*One of which should be endorsed. Names should be written on the back of the remaining photographs*)

SECTION A

PERSONAL DETAILS

Mr. ☐ Mrs. ☐ Miss. ☐ *Please Tick the appropriate

1. First Name:

2. Surname:

3. Other Names:

(Names must correspond exactly with those used for all past examinations. Provide legal proof for any change of name).

4. Sex: Male ☐ Female ☐

5. a. Date of Birth: b. Place of Birth:
(dd mm yy)

6. a. Nationality: b. Home Town: c. Region:

d. Country:

7. a. Marital Status: Single ☐ Married ☐ b. Number of Children:

8. a. Religion: b. Denomination:

9. Address to which communication in connection with this application should be sent:

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10. Permanent Home Address (Residence):

.....

Tel No: Fax:

Mobile Number: Email Address:

11. Physical Ability: (*Information will be treated as confidential*) PLEASE TICK.

Are you physically challenged? Yes ☐ No ☐ (*tick appropriate column*)

If **YES**, please state the level of intensity and complexity.....

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SECTION B EDUCATIONAL BACKGROUND

14. Indicate the type of qualification you are using to seek admission:

a. SSSCE/WASSCE ☐ b. O' Level ☐ c. A' Level ☐ d. HND ☐ e. ABE Certificates ☐

f. ABE Diploma ☐ g. ABE Advanced Diploma ☐ h. Others (please state) ☐

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15. EDUCATIONAL DETAILS (*Indicate details of Senior High School(s), College(s) of Education, Polytechnic(s) and university (ies) attended*)

Name of Institutions	Location	Attendance Dates		Obtained Date	Qualification	Obtained
		From	To			

16. EXAMINATION DETAILS (*Indicate O/A Level grades obtained in each attempt in their respective columns*)

SUBJECT	1 st Attempt	2 nd Attempt	3 rd Attempt
	Month: Year: Index No.:	Month: Year: Index No.:	Month: Year: Index No.:

17. EXAMINATION DETAILS (Indicate **SSSCE/WASSCE** grades obtained in each attempt in their respective columns)

SUBJECT	1 st Attempt	2 nd Attempt	3 rd Attempt
	Month: Year: Index No.:	Month: Year: Index No.:	Month: Year: Index No.:

NOTE:

Add copies of all certificates. Official transcripts will be required from your previous University, College or Institution. These have to be provided directly by your former University, College or Institution authorities. Note that photocopies of transcripts or result slips will be entertained.

18. DETAILS OF QUALIFICATIONS AT THE TERTIARY LEVEL

Level of Qualification	Name of University or Institution	Year Completed	Final Grade / Class

19. COURSE PREFERENCE

Refer to the listed courses below and indicate in 21 your course preferences:

- B.Sc. BUSINESS ADMINISTRATION
- B.Sc. ACCOUNTING
- B.Sc. AGRICULTURE FOR SOCIAL CHANGE
- B.Sc. COMPUTER SCIENCE
- B.Ed. BASIC EDUCATION
- DIPLOMA IN BUSINESS ADMINISTRATION
- DIPLOMA IN ACCOUNTING
- DIPLOMA IN BASIC EDUCATION
- DIPLOMA IN AGRICULTURE FOR SOCIAL CHANGE
- DIPLOMA IN COMPUTER SCIENCE

20.

SECTION C: PROGRAMME DETAILS

PROGRAMME OF STUDY:

DEGREE PROGRAMME ☐DIPLOMA PROGRAMME ☐

21. CHOICE OF PROGRAMME (COURSE PREFERENCE)

Choice	Undergraduate (Degree / Diploma) Programme
1 st Choice	
2 nd Choice	
3 rd Choice	

NOTE:*Please indicate in order of preference for your programme of study.*

22. WHEN DO YOU INTEND TO ENROLL?

a. August / September Admission 20..... b. January / February Admission 20.....

23. EMPLOYMENT HISTORY *(Full particulars of past and present employment with dates)*

ORGANIZATION: PUBLIC / PRIVATE / NGO	POSITION	DATE

24. SOURCE OF FINANCE

Indicate how you will finance your study at the college *(Tick appropriate circle)*☐ Self☐ Guardian☐ Corporate Sponsorship☐ Other (specify)

SECTION D**PARTICULARS OF PARENT/GUARDIAN/SPONSOR (where it applies)**

- a. Name of Parent/Guardian or Sponsor (if any)
-
- b. Relationship to Parent/Guardian or Sponsor
-
- c. Occupation of Parent/Guardian or Sponsor.....
- d. Address of Parent/guardian or Sponsor.....
- (1) Postal Address.....
-
-
- (2) Tel..... (3) Mobile.....
- (4) Email:

**26. HOW DID YOU HEAR ABOUT REGENTROPFEN
COLLEGE OF APPLIED SCIENCES? (Please tick)**

- a. Newspaper ☐ b. Radio ☐ c. Television ☐ d. Website ☐
- e. Staff of the college ☐ f. Student of the college ☐ g. Friends/family ☐
- h. Other (please specify) ☐
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SECTION E

DECLARATION

I,

1. Declare that prior to the date of enrollment, I will familiarize myself with the philosophy, mission, goals and core values, as well as all Regentropfen College of Applied Sciences (ReCAS) policies and procedures relating to applicants seeking admission into the institution and be bound by them upon signing this document and if granted admission.
2. That, if admitted, I will for the duration of my studies at ReCAS, commit myself to comply with all rules, regulations, policies and procedures that govern the institution. I further pledge that authorized body(ies) or person(s) of the institution acting within the framework of the laws and policies of ReCAS shall retain the right to amend from time to time the rules, regulations, policies and procedures governing it.
3. That I am voluntarily completing and signing this declaration alongside the application form for admission with full knowledge and (in the case of a minor) with permission of my parent/guardian/sponsor/guarantor.
4. That all particulars as provided to ReCAS in relation to the request for admission are true and correct and further submit that false information detected leads to automatic cancellation of the admission.
5. That I have willingly authorized ReCAS and/or its duly authorized verification agent(s) to forward my personal information in support of this application for admission to legal agents that matter to prove my particulars and/or to comment in any form or manner to enable ReCAS take decision on whether to offer me admission or not.
6. Included but not limited to general verification are credit record status and criminal conduct verifications.
7. That I grant permission to ReCAS to submit (upon request) my progress reports, counselling information, other applicable information related to my studies / activities to the entity that sponsors my course of study.

SIGNED AT..... ON THIS DAY OF.....20.....

SIGNATURE OF STUDENT:

NB: Information on ReCAS can be found in www.recas-ghana.com or upon written request to the Registrar, Regentropfen College of Applied Sciences, PMB, Bolgatanga, Upper East Region.