



JAYEE UNIVERSITY COLLEGE

(In Affiliation with University Of Education, Winneba)

APPLICATION FORM

(2-YEAR NON-TERTIARY DIPLOMA PROGRAMMES)

OFFICE MANAGEMENT & SECRETARYSHIP (OMS)

ACADEMIC YEAR.....

NAME.....

(Surname)

(Other names)

DATE OF BIRTH:..... NATIONALITY:.....

MAILING ADDRESS:

.....

TELEPHONE NUMBERS:.....

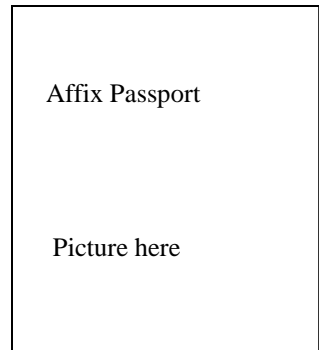
E-MAIL ADDRESS:.....

NAME AND ADDRESS OF GUARDIAN:.....

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INDICATE ANY HEALTH PROBLEMS:.....

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EDUCATION

Name and Address of Schools and Colleges Attended with Certificates Obtained

Name and Address	Year		Certificates Obtained
	From	To	
(i) Schools			
(ii) Colleges			
(iii) Other Professional Courses			

DETAILS OF EXAMINATIONS PASSED

SC/GCE 'O' LEVEL		SC/GCE 'O' LEVEL	
Month & Year		Month & Year	
Subject	Grade	Subject	Grade
(a)		(a).....	
(b)		(b)	
(c)		(c).....	
(d)		(d)	
(e).....		(e)	
(f)		(f).....	
(g).....		(g)	
(h).....		(h).....	
(i).....		(i)	
(j).....		(j)	
GCE 'A' LEVEL		GCE 'A' LEVEL	
Month & Year		Month & Year	
Subject	Grade	Subject	Grade
(a)		(a).....	
(b)		(b)	
(c)		(c).....	
(d)		(d)	
WASSSCE		WASSSCE	
Month & Year		Month & Year	
Subject	Grade	Subject	Grade
(a)		(a).....	
(b)		(b)	
(c)		(c).....	
(d)		(d)	
(e).....		(e)	
(f)		(f)	
(g).....		(g)	
(h).....		(h).....	
OTHER EXAMINATIONS			
Month & Year		Month & Year	
Subject	Grade	Subject	Grade
(a)		(a).....	
(b)		(b)	
(c)		(c).....	

List any Professional or Social Organization of which you are a member and any office held.

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Statement of Intention: Summarize your objectives and reasons for applying to Jayee University College.

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Supporting Materials: List of Certificates (Photocopies only), Photographs, Paintings, Drawings, Films, etc. you are sending with this Application.

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How did you get to know about Jayee University College?

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NAME AND ADDRESS OF TWO (2) REFEREES

NAME	ADDRESS	OCCUPATION
(i).....
(ii).....

FOR FOREIGN STUDENTS ONLY

State Currency in which your fees will be paid

DECLARATION

To the best of my knowledge, the above information is complete and correct, and I understand that failure to give correct information will result in the cancellation of my Application for Admission.

.....
Signature of Applicant

.....
Date

NOTE: Candidates must add the following to the completed Admission Form:

1. Photocopies of all relevant Certificates
2. Two recent Passport Photographs, certified by a Senior Public Servant, Headmaster or a Reverend Minister.
3. Three Stamped Self-Addressed Envelopes.

OFFICE USE ONLY

RECEIPT NO.....

FORM NO.....

DATE OF SUBMISSION.....

QUALIFICATION VETTED BY.....