

**CATHOLIC UNIVERSITY COLLEGE OF GHANA, FIAPRE**  
**UNDERGRADUATE ADMISSIONS BROCHURE**

The Catholic University College of Ghana, Fiapre is offering admissions to qualified applicants to read undergraduate and post graduate Degrees/Diploma as well as certificate programmers for this academic year.

The University offers two admission schedules with different sessions in an academic year: August and January Admissions. The University also runs some Sandwich programmers during the long vacation (i. e. from June to mid-August). (*Applicants should therefore, indicate their preferred admission choice on page 1 of the form*).

**1. UNDERGRADUATE ADMISSION**

***a. Application for Admission***

- i. The Catholic University College of Ghana, Fiapre-Sunyani, is inviting qualified applicants for admission. The University College offers Certificate, Diploma, and Degree (**BA/BSc/B.Ed.**) programmes under five (5) Faculties.

***b. Where to get Application Forms***

- ii. Application Forms are available at all **Catholic Secretariats, all Post Offices** in Ghana, the **University College's office in Accra** at the National Catholic Secretariat (Centenary House at Shiashie junction, off Legon road), and the **University campus** at Fiapre-Sunyani at **GHC 100.00** (undergraduate) and **GHC 150.00** (postgraduate).
- iii. Alternatively, applicants may log on to **[www.cug.edu.gh](http://www.cug.edu.gh)** download application form, fill all the required fields with all the relevant qualifications and other information required. Attach a banker's draft for the cost of the form and submit your completed Application Form to the Registrar.
- iv. The completed manual Application Form, with all the relevant academic qualifications, should be sent to: **The Registrar, CUCG, Box 363, Sunyani.**

***c. Undergraduate Admission Requirements***

**1. SSSCE Candidates:**

An applicant should have aggregate 24 or better in six subjects at the **SSSCE** level with three (3) core and three (3) elective subjects including English Language, Core Mathematics and either Integrated Science or Social Studies. The letter grades should be in the range of **(A-D)**

**2. WASSCE Candidate:**

An applicant should have aggregate 36 or better in six subjects at the **WASSCE** level with three (3) core and three (3) elective subjects including English Language, Core Mathematics and either Integrated Science or Social Studies. The letter grades should be in the range of **(A1-C6)**.

**3. G.C.E. Candidates:**

Applicant should have ‘A’ Level passes in three (3) subjects including the General Paper plus ‘O’ Level credit passes in five (5) subjects including English Language, Mathematics and a Science subject can apply for admission consideration.

**4. HND Candidates:**

Holders of **HND 1<sup>ST</sup> Class or 2<sup>ND</sup> Class Upper** in relevant discipline with minimum entry requirements at **WASSCE/SSSCE** and last 2 years post **HND** working experience may be admitted to Level 200. Such applicants will be required to take some value courses. (**Note: Transcripts at the HND level and copies of WASSCE/SSSCE certificate(s) should be added.**)

**5. Professional Certificates:**

- i. Holders of Part 1 and 2 certificates in **ICA, ACCA, CIMA**, etc. can apply and may be considered for admission into Level 200 in related discipline after having passed the mature entrance examination. (Transcripts should be included).
- ii. **Holders of Certificate / Diploma in Education in SRN, RGN, RM.** can apply and may be considered for admission to Level 200 after having passed the mature entrance examination. (*Transcripts should be included*).
- iii. **Teacher’s Cert ‘A’ or Diploma in Education** holders can apply and may be considered for admission to level 200 after having passed the entrance examination. (*Transcripts should be included*).
- iv. **NOTE :** Applicants with professional certificates/ diploma should include Transcripts and copies of previous level academic qualification(s)

**6. International Equivalence:**

Applicants with International Qualifications from recognized institutions can also apply and may be considered for admission upon clarification and interpretation by West African Examinations Council or the National Accreditation Board, Ghana.

**7. Mature Candidates:**

- i. Applicants who do not satisfy the basic direct admission requirements but who are of age with work experience can also apply. Such applicants will be made to write Entrance Examination and attend an Interview. They would be considered for admission when passed. Applicants shall be eligible to sit the Mature Entrance

Examination after attaining 25 years or more. (**Note:** *Mature Applicants should include a copy of Birth Certificate and Letters of Employment of first appointment*).

**ii. SESSION**

The Catholic University College of Ghana, Fiapre, provides opportunity for qualified and prospective applicants to choose a session or schedule and conveniently pursue degree programmes. Programmes are offered on Regular and weekend sessions. The University's Sandwich programme takes place during the long vacation (i.e. from July to Mid-August) Lectures schedule for the Weekend session are as follows Saturday from 7:00am-6:00pm and on Sundays 10:30 - 6:00pm.

**iii. TUITION**

CUCG offers you very affordable fees and flexible payment plan. International students' fees are different from the local students. The University encourages students to pay their academic fees in full. However, students can be permitted to pay their fees per semester. Tuition fee per semester, depends on the schedule (regular or weekend) and choice of programme of the applicant.

**iv. ACCOMMODATION**

**1. University Sponsored Accommodation**

The University College has enough hostel facilities to accommodate all fresh students as well as greater percentage of continuing students. CUCG offers students the laxity to choose the type of accommodation desired.

There are two types of accommodation available to students: Self- Contained and Shared. Each of these two types comes with categories of room capacity with different fees ranging from one (1) in a room to four (4) in a room.

- i. **Shared Accommodation:** Students who opt for this type of residence have the opportunity to choose from four (4) in a room down to one (1) in a room type.
- ii. **Self-Contained Accommodation:** This type of accommodation, with washrooms, offers students the chance to choose one (1) in a room to four (4) in a room.

**2. Private Accommodation**

There are other private residential facilities available for students who may not opt to live in the University supervised Hostels. However, negotiation for such residence is the sole responsibility of the student. **Students must exercise greater care to avoid being exploited.** **Note:** *Student who obtain University accommodation are not allowed to opt out until after one academic year.*

## **FILLING THE APPLICATION FORM**

The instructions here are to guide applicant in completing the Undergraduate Application Form.

### **NOTE:**

1. Applicants should exercise great care in completing the Application Form since errors might lead to the rejection of the application form. (**Note: Any incomplete Application Form will not be processed**).
2. An applicant is requested to complete **ONLY** one set of Application Form.
3. An applicant is requested to complete the Application Form in **BLOCK LETTERS** with all relevant information as required.
4. **One Passport size photograph** of the applicant with his/her name and signature at the back should be fixed at the right-top-corner-of **page 1**.
5. An applicant should enclose every relevant certificate(s) /result slip(s) and other qualifications to facilitate the processing of the Application Form.
6. An applicant to be considered for a higher placement should enclose his/her transcripts.
7. Mature Applicant should include in the Application Form, copies of his/her Birth Certificate and Letters of Employment of the first Appointment.
8. The University shall not be responsible for any negligence on the part of an applicant.

### **A. BIO-DATA**

#### **a) Name:**

Write your name in full taking note of the divisions created with respect to Surname, First name and Middle name. (Name must correspond to ones on your examination results/certificates unless there is an affidavit attached).

#### **b) Date of Birth:**

Indicate your date of birth by day (dd), month (mm) and year (yyyy). For example, an applicant who was born on 5<sup>th</sup> June, 1989 will fill the date of birth as follows:

0	5	0	6	1	9	8	9
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#### **c) Background:**

Provide details of applicant's Gender, Place of Birth, Region/State of Birth, Hometown, Region/ State of Hometown, Nationality (i.e. Ghanaian, Nigerian, etc.), Religion, (if Christian, indicate Church you attend (Denomination)). Besides, indicate the diocese of your church (if a Catholic, Methodist or Anglican); Place of Residence and Region/State of Residence. A non-Ghanaian Applicant should state his or her passport number.

#### **d) Marital Status:**

Tick (✓) in the appropriate box the marital status of the applicant as well as the number of children (if any). Applicant's personal telephone or mobile number is required.

#### **e) Addresses:**

Applicant should specify his/her postal address, Telephone number(s) and Email (active ones) to which communication should be sent. Besides, applicant should state his/her permanent Home Address (if different from above).

**f) Information on Father/Mother/Guardian:**

Applicant should indicate the name, address, phone number(s) and occupation of his/her Father, Mother, and Guardian (if any)

**g) Physical Disability:**

Tick (✓) in the appropriate box to indicate whether applicant is physically disabled or not. If you tick 'Yes', specify the type of physical disability to enable the University provide the necessary support mechanism.

**h) Employment Status:**

Tick (✓) in the appropriate box to specify whether applicant is currently employed or not. If you tick 'Yes', specify the type/nature of employment, address, phone number and email address of your employer.

**B. EXAMINATION HISTORY**

**School(s) Attended:**

Applicant is required to provide the names of all Secondary Schools (SS/SHS/College(s) he/she attended with their respective dates and qualifications obtained.

**Qualification of Applicant:**

The applicant must indicate in the appropriate box whether he/she is seeking admission as a **G.C.E.** or **SSSCE/WASSCE** holder as provided.

Where the basis for seeking admission is neither of the options stated, the applicant should tick (✓) in the box under "**OTHERS**" and specify the name of the examination body and the certificate(s) obtained.

**Examination Details:**

Applicant should limit himself to the column corresponding to the qualification ticked by providing details of the Month, Year and Index Number on his/her First, Second or Third Examination.

**Details of Examination Result:**

Applicant should complete this section based on his/her qualification (i. e. **SSSCE** holders should complete the table with **SSSCE** as the heading)

Applicant is required to fill in all core and elective subjects indicated on his/her Certificate/ Result Slip. Results of the first attempt are to be written under the area marked 1<sup>st</sup>. if the applicant has made subsequent attempt(s) at the same examination, the results should be entered under the area marked 2<sup>nd</sup>, etc.

### **Other Qualifications:**

Applicant who ticked “**OTHERS**” should indicate the subjects and the grades in that examination as specified in the table.

### **C. CHOICE OF PROGRAMME**

Applicant should indicate the order of choice of programme, first, second and third by writing the name of the programme he/she is indicated in and the name of the faculty under which the programme is offered.

(**NOTE:** The University College normally gives preference to first choice programme of the applicant).

### **Faculty/Undergraduate Programme:**

The Catholic University offers undergraduate programmes under five faculties. **CUCG** is affiliated to the University of Ghana (UG), Legon and the University of Cape Coast (**UCC**).

#### **Faculty of Health and Allied Sciences**

- BSc. General Nursing
- BSc. Public Health (*Reproductive and Child Health*)
- BSc. Public Health (*Health Education*)
- BSc. Public Health (*Health Service Management*)
- BSc. Public Health (*Health Informatics*)

2 year Top Up for Diploma Nurses to B.Sc. General Nursing (*Regular and Weekend*) (**ACCESS**)

3 year Top Up for Certificate Nurses to B.Sc. General Nursing (*Regular and Weekend*)

#### **Faculty of Information and Communication Sciences and Technology**

- BSc. Computer Science
- BSc. Information Technology
- BSc. Actuarial Science

#### **Faculty of Religions and Social Sciences**

- B. A. Religious Studies
- BSc. Journalism

#### **Faculty of Economics and Business Administration**

- BSc. Business Administration (Management)
- BSc. Business Administration (Economics)
- BSc. Business Administration (Accounting)
- BSc. Human Resource Management
- BSc. Management & Organizational Development
- BSc. Marketing

- BSc. Procurement and Supply Chain Management
- BSc. Banking and Finance

### **Faculty of Education**

- B. Ed. English
- B. Ed. Mathematics
- B. Ed. Accounting
- B. Ed. Geography
- B. Ed. Computer Science
- B. Ed. Religious Studies

### **❖ Diploma in Basic Education**

### **SHORT CERTIFICATE/DIPLOMA COURSES**

- Certificate/Diploma in French
- English Proficiency
- Certificate in Protection of Minors
- Certificate in ADR
- Weekend Tutorials for Chartered Accountants (CA) Professional Exams

### **CUCG/British Computer Society Professional IT programmes**

- Certificate in IT
- Professional Diploma in IT
- Professional Graduate Diploma in IT

Tick (✓) in the appropriate box to indicate whether you want to apply as a Mature Candidate.

### **APPLICANT'S STATEMENT**

An applicant is required to make a short hand written statement (150-200 words) indicating your career goals, the reasons for wishing to obtain a University degree and why he/she wishes to study at the Catholic University College of Ghana.

### **DECLARATION**

An applicant is required to declare that the information provide is genuine and reflects his/her true records by appending his/her signature on the Admission Form as well as the date of this declaration.

## **ENDORSEMENT**

Applicant should get a person of high repute to endorse his/her declaration. This person should be a Parish Priest, Senior Public Servant or a person belonging to the learned profession (e.g. Lawyer, Medical Practitioner) or a Headmaster/Principal of the applicant's last institution.

## **VERY IMPORTANT**

Indicate, as specified, how the applicant got to know of the Catholic University College and where the Application Form was purchased.

## **REFERRAL DETAIL BY APPLICANT**

If somebody recommended the University/Programme to you, indicate the referrer's name and Catholic University College of Ghana (**CUCG**) ID number (*if the person is a CUCG student*).

## **POSTAGE**

An applicant should ensure that he/she is provided with (2) FedEx/Ghana Post envelopes (an A4 and small size type) together with the application Form. The small size FedEx/Ghana Post envelope should bear the applicant's own name and address, and be enclosed in the Application Form.

The completed Admission Form, together with small-prepaid FedEx/Ghana Post envelope, should be inserted into the large prepaid (A4 FedEx/Ghana Post envelope) and be deposited at any FedEx/Ghana Post office or send directly to the University campus at Fiapre-Sunyani or the CUCG Office located at the National Catholic Secretariat, Centenary House (Shiashie junction, off Legon road from the Tetteh Quartier inter-change near Gulf House), in Accra.

For further information, please contact:

**The Registrar  
Catholic University College of Ghana, Fiapre  
P.O. Box 363  
Sunyani, Bono Region  
Ghana, West Africa**

**Tel: 03520-94658/03520-94650**

**Mobile: +233-501260727 or +233-20 8190336**

**Email: [cugadmin@cug.edu.gh](mailto:cugadmin@cug.edu.gh)**

**Website: [www.cug.edu.gh](http://www.cug.edu.gh)**