

**ADMISSION OF STUDENTS**  
**INFORMATION AND GUIDELINES/PROCEDURE**

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

The University offers two admission schedules with different sessions in an academic year: **August** and **January Admissions**. (*Applicants should, therefore, indicate their preferred admission choice on **page 1** of the Form*).

**I. UNDERGRADUATE ADMISSIONS:**

***a. Application for Admission***

1. 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) distinct Faculties

2. Applicants should log on to [www.cug.edu.gh](http://www.cug.edu.gh) and apply **ONLINE**. Fill all the required fields online with all the relevant qualifications and other information required. Submit your completed Application Form online using any of the flexible payment options online.

3. **Application Forms** are also available at all Catholic Secretariats 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 **Gh¢100.00** each including postage. The completed manual Application Form, with all the relevant academic qualifications, should be sent to: **The Registrar, CUCG, Box 363, Sunyani.**

***b. 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 Candidates:**

An applicant should have aggregate **36** or better in six subjects with three (3) core and three (3) elective subjects at the **WASSCE** level 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:**

An 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:**

i. Holders of **HND** 1st Class or 2nd Class Upper in relevant discipline with minimum entry requirements at **WASSCE/SSSCE**; and with at least 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&2** certificates in **ICA, CIM, ACCA, CIMA**, etc can apply and may be considered for admission into **Level 200** in related discipline. (*Transcripts should be included.*)

iii. **Holders of Certificates/Diplomas** in **SRN, RGN, RM**, can apply and may be considered for admission to **Level 200**. (*Transcripts should be included.*)

iv. **Teacher's Cert 'A' or HND or Diploma in Education** holders can apply and may be considered for admission to **Level 200**. (*Transcripts should be included if any.*)

**NOTE:** Applicants with professional certificates/diplomas should include *Transcripts and copies* of previous level academic qualifications (s).

## **6. International Equivalence:**

Applicants with equivalent International Qualifications from recognized institutions can also apply and may be considered for admission upon clarification and interpretation by the 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, and may be considered for admission when passed. (**Note:** Mature Applicants should include a copy of *Birth Certificate* and *Letters of Employment* of first appointment).

ii. Mature applicants interested in programmes affiliated to the University of Cape Coast including: *Bachelor of Education, B.Sc. Actuarial Science, B.Sc. General Nursing, B.Sc. Marketing, B.Sc. Human Resource Management, and B.Sc. Procurement and Supply Chain Management* should be of **25 years** and above.

iii. Applicants who are interested in programmes affiliated to the University of Ghana, Legon including: *B.Sc. Economic and Business Administration with options, B.Sc. Public Health with options, B.Sc. Computer Science and BA Religious Studies* should be **27 years** and above.

In addition to these, individual faculty admission requirements still apply.

## **II. SESSION**

The Catholic University College of Ghana, Fiapre, provides opportunity for qualified and prospective applicants to choose a session or schedule to conveniently pursue a degree programmes. Programmes are offered on Regular and Weekend sessions. Lectures schedule for the Weekend session are as follows: **Saturdays from 7:00am - 6:00pm** and **Sunday from 10:30am - 6:00pm**.

## **III. TUITION**

CUCG offers you very affordable fees and flexible payments plan. International students' fees are different from the local students. The University encourages students to pay their academic year 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 applicants.

## **IV. ACCOMMODATION**

### **1. University Sponsored Accommodation**

The Catholic University College have enough hostel facility 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 type.

## 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.**

## V. FILLING THE APPLICATION FORM

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

### NOTE:

1. Applicants should exercise great care in completing the Form since any errors might lead to the rejection of the Application.
2. An applicant is requested to complete only one set of Application Form.
3. The applicant is required to complete the Form in **BLOCK LETTERS** only with all the relevant information as required except for **Part D** on **page 7**.
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 2**.
5. Enclose relevant Certificate(s)/Results slip(s) and any other academic qualifications to facilitate the processing of the Application Forms.
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 their previous qualification and *Birth Certificate* and *Letters of Employment of first appointment*.
8. The University shall not be responsible for any negligence on the part of an applicant.

### A. BIO-DATA

#### 1. Name:

Write your name in full taking note of the divisions created with respect to Surname (1.1), First Name (1.2) and Middle Name (1.3). (*Names must correspond to ones on your examination results /certificates unless there is an affidavit attach*).

### G. POSTAGE:

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

The completed Admission Form, together with the small-prepaid FedEx envelope, should be inserted into the large prepaid (*A4 FedEx envelope*) and be deposited at any FedEx office or sent directly to the University campus at Fiapre-Sunyani or through the Catholic Secretariats offices in the respective dioceses in Ghana or the CUCG Office located at the National Catholic Secretariat, **Centenary House** (Shiashie junction, off Legon road from the Tetteh Quarshie 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, Brong-Ahafo**  
**Ghana, West Africa**

Tel: **03520-94658/94659/91559**  
**0302-512208**

Mobile: **0243-157300 / 0263-628212**

E-mail: [cugadmin@cug.edu.gh](mailto:cugadmin@cug.edu.gh)

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

iii. Faculty of Public Health and Allied Sciences (PHAS)

⇒ **BSc. General Nursing**

iv. Faculty of Education (EDU)

⇒ **Bachelor of Education (Bed.):**

- *BEd. English*
- *BEd. History*
- *BEd. Geography*
- *BEd. Accounting*
- *BEd. Mathematics*
- *BEd. Computer Science*
- *BEd. Christian Religious Studies*

⇒ **Diploma in Basic Education**

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

29. Tick (✓) in the appropriate box to specify whether applicant prefers to stay in a university sponsored hostel.

**D. APPLICANT'S STATEMENT**

An applicant is required to make a short hand written statement (*150-200* words) indicating his/her 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. (*Indicate the **name** and **index number** of the person if the applicant was introduced to CUCG by a student*).

**E. DECLARATION:**

An applicant is required to declare that the information provided 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.

**Very Important:**

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

**F. 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 (i.e. **Lawyer, Medical Practitioner**) or **Headmaster/Principal** of the applicant's last educational institution.

**2. Date of Birth:**

Indicate your date of birth by day (DD), month (MM) and year (YY). For example, an applicant who was born on 5<sup>th</sup> June, 1989 will fill in the date of birth on **page 2** as follows:

0	5	0	6	1	9	8	9
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**3-12. Background:**

Provide details of applicant's Gender, Place of Birth, Region/State of Birth, Hometown, Region/State of Hometown, Nationality (i.e. Ghanaian or Nigerian, etc); Hometown, Region of Hometown, Religion, (If Christian, indicate the 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.

**13-15. Marital Status**

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

**16-17. Addresses**

Applicant should specify his/her Postal address, Telephone number(s) and E-mail (active ones) to which communication should be sent. Besides, applicant should state his/her Permanent Home Address (if different from **item 16** above).

**18-20. 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).

**21. 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.

**22. Employment Status**

Tick (✓) appropriately in the box to specify whether applicant is currently in employment or not. If you tick "**Yes**", state the type/nature of employment, address, phone number and e-mail address of your employer.

## B. EXAMINATION HISTORY:

### 23.1 School(s) Attended:

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

### 23.2 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 in 23.2, the applicant should tick in the box under “OTHERS” and specify the name of the examination body and the certificate(s) obtained.

### 24. Examination Details:

Applicant should limit himself/herself to the column corresponding to the qualification ticked in *item 23.2* by providing details of the Month, Year and Index Number on his/her First, Second or Third Examination.

### 25. Detail of Examination Results:

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

Applicant is required to fill in all the 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.

### 26. Other Qualification

Applicant who ticked ‘OTHERS’ should indicate the subjects and the grades in that examination as specified in the box.

## C. CHOICE OF PROGRAMME:

27. Applicant should indicate the order of choice of programme, *first, second and third* by writing the name of the Programme he/she is interested 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.)

## VI. Faculty/Undergraduate Programmes

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).

### A. Programmes affiliated to the University of Ghana (UG), Legon:

- i. Faculty of Economics and Business Administration (E&BA)
  - **BSc. Economics and Business Administration** (with options in)
    - Accounting
    - Management
    - Economics
    - Banking and Finance
- ii. Faculty of Information and Communication Sciences and Technology (ICST)
  - **BSc. Computer Science**
- iii. Faculty of Public Health and Allied Sciences (PHAS)
  - **BSc. Public Health** (with options in):
    - Public Health Education
    - Public Health Management
    - Public Health Informatics
- iv. Faculty of Religious Studies (RS)
  - **BA Religious Studies.**  
(Students are allowed to take some courses in Education.)

### B. Programmes affiliated to the University of Cape Coast (UCC):

- i. Faculty of Economics and Business Administration (E&BA)
  - **BSc. Marketing**
  - **BSc. Human Resource Management**
  - **BSc. Procurement and Supply Chain Management**
  - **BSc. Organization and Development**
- ii. Faculty of Information and Communication Sciences and Technology (ICST)
  - **BSc. Actuarial Science**

**CATHOLIC UNIVERSITY COLLEGE OF GHANA,  
FIAPRE-SUNYANI**



**APPLICATION BROCHURE**