

MINISTRY OF EDUCATION
OXFORD INSTITUTE OF BUSINESS & JOURNALISM

Kumasi-Ghana



ADMISSION FORM
for
FRESHER STUDENT

PROGRAMMES:

FACULTY OF ARTS

Department of Journalism
Department of Acting

FACULTY OF SCIENCE

Department of Business Administration
Department of Secretaryship and
Information Technology

EDUCATION-QUALIFICATION ALREADY OBTAINED

16a. Detail your West African Senior Secondary School Certificate Examination (WASSCE) Result.

| SCHOOL COMPLETED | | YEAR COMPLETED | | CERTIFICATE | |
|-----------------------|--|-----------------------------|-------------|-------------|-------------|
| | | | | | |
| TITLE OF SUBJECTS | | EXAMINATION RESULTS (GRADE) | | | |
| Core Subjects | | 1st Sitting | 2nd Sitting | 3rd Sitting | 4th Sitting |
| 1. English Language | | | | | |
| 2. Mathematics | | | | | |
| 3. Integrated Science | | | | | |
| 4. Social Studies | | | | | |
| Elective Subjects | | | | | |
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |

EDUCATION-QUALIFICATIONS CURRENTLY BEING TAKEN

16b. Detail qualification yet to be awarded. Where appropriate include professional qualification (if any)

| Name of College/University/ Awarding Body (State country if outside Ghana) | Start date (Month/Year) | End date (Month/Year) | Qualification (e.g. Diploma, BA etc) | Degree Title: Subject Studied and Grades obtained so far |
|--|----------------------------|--------------------------|---|--|
| | | | | |

ENGLISH LANGUAGE

17. Are you proficient in English Language (Tick) Yes No

If "NO" detail any work experience or education that you have undertaken in English

| FOR OFFICE USE ONLY. THE REGISTRAR'S COMMENT ON THE APPLICANT ACADEMIC | | | | | | | | |
|--|--------------------------|----------------------------------|----|--------------------------|---------|--------------------------|---|---|
| 1. Academically Qualified (Tick) | 2. General Comment: | 3. English Language Proficiency? | | | | | | |
| <table border="1"> <tr> <td>Yes</td> <td><input type="checkbox"/></td> </tr> <tr> <td>No</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Not Yet</td> <td><input type="checkbox"/></td> </tr> </table> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | Not Yet | <input type="checkbox"/> | <div style="border: 1px solid black; height: 40px; width: 100%;"></div> | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Yes | <input type="checkbox"/> | | | | | | | |
| No | <input type="checkbox"/> | | | | | | | |
| Not Yet | <input type="checkbox"/> | | | | | | | |

EMPLOYMENT

18. List your employment to date. You may include a copy of curriculum vitae if this is more convenient

| Name and Address of Employer (State country if outside Ghana) | State date (Month/Year) | End date (Month/Year) | Position held and main duties |
|--|----------------------------|--------------------------|-------------------------------|
| | | | |

SUPPLEMENTARY PERSONAL STATEMENT

19. Describe your academic interests and reasons for applying. Applicants should indicate categorically the kind of course they will wish to study.

Applicants should specify if they have any little experience or attended any workshop or lecturers on the course choosed to study from any of the departments.

FUNDING

20. How will you be financing your studies at OIBJ? Please tick one or more boxes.

| | | | |
|---------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Personal/Family Resources | Loan | Sponsorship | Other (please specify) |

21. If you hold or are intending to apply for funding please state:

| | | | | |
|----------------------|-----------------------------|-----------------------------|--------------------------|--------------------------|
| <input type="text"/> | <input type="text"/> | Has it been awarded? (Tick) | <input type="checkbox"/> | <input type="checkbox"/> |
| Name of Award | Value and Duration of Award | Yes | Decision pending | |

Please Note: Completion of this section does not constitute an application for funding OIBJ.

AVAILABILITY FOR INTERVIEW

22. Where it is feasible departments interview applicants before recommending admission. Overseas applicants are not normally required to attend but may be interviewed by telephone. Please indicate any periods when you might not be available.

KNOWLEDGE OF OIBJ

23. Where did you learn about OIBJ programme applied for? Please tick or write in one ore more boxes.

| | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> |
| OIBJ Website | Porospectus/Brochure | OIBJ Academic Staff | Former OIBJ graduate | Other (Please specify) |

DISABILITY / SPECIAL NEEDS

24. Do you have any disability? (Tick) Yes No

Any information on disability will be passed in confidence to OIBJ's Disability Co-ordinator. If you have a disability that may require reasonable adjustments to be put in place, you must independently contact the Disability Co-ordinator to discuss your needs.

REFEREES

24. State the details of the two people who have provided references in the 'Letter of Reference'.

| |
|-----------|
| Name: |
| Position: |
| Address: |
| |
| Tel.: |
| Fax: |
| E-mail: |

| |
|-----------|
| Name: |
| Position: |
| Address: |
| |
| Tel.: |
| Fax: |
| E-mail: |

EQUAL OPPORTUNITIES POLICY

At OIBJ our principal concern when considering application is to recruit and select student who are likely to complete the programme successfully and derive benefit from it. Once these requirements are met, we regard other issues such as disability, ethnic origin, sex, marital status number of children, beliefs relation to religion, politics and sexual orientation as irrelevant.

APPLICANT'S DECLARATION

To the best my knowledge, the information provided on this application is accurate and complete. (Please note that OIBJ reserve the right to refuse admission or to terminate a student's attendance should it discovered that he/she has made a false statement or has omitted significant information. If you are offered a place, you will be required to provide evidence of your qualifications).

Signature: _____

Date: _____

REFERENCE FORM FOR A FRESHER STUDENT

APPLICANT'S NAME: _____

PROGRAMME OF STUDY: _____

The above student is applying to OIAJ for admission to a Diploma programme of study. To assist us in the selection process, we should be most grateful if you could complete this for us.

1. (a) How long have you known the applicant?

(b) In what capacity do you know the applicant?

2. Please assess the applicant on a scale of 10 (highest) to 1 (lowest) in relation to the following criteria by circling the appropriate number

| | | | | | | | | | | | |
|---------------------------------|---|---|---|---|---|---|---|---|---|----|-------------------|
| Intellectual ability | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | Unable to Comment |
| Motivation | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | Unable to Comment |
| Written Comm. Skills | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | Unable to Comment |
| Verbal Comm. Skills | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | Unable to Comment |
| Ability to organize workload | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | Unable to Comment |
| Originality | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | Unable to Comment |
| Overall assessment of applicant | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | Unable to Comment |

4. Recommendation (Tick)

I strongly recommend this application for the above programme of study.

I do not recommend this applicant for the above programme of study.

I am unable to comment.

CONTACT DETAILS

Name: _____ Signature: _____ Position: _____

Tel.: _____ E-mail: _____ Date: _____

Thank you for your co-operation in completing this form. Please enclose this form in the envelope provided and sign across the seal before returning it to the applicant. Under the 1998 Data Protection Act, an applicant has the right to access any reference submitted to OIAJ.

Please tick this box if you do not wish the applicant to have access to this reference.