

UNIVERSITY OF GHANA

FORM OF APPLICATION FOR THE ADMISSION OF VISITING/OCCASIONAL STUDENTS

(The duration of Special Admission/Occasional studentship is not more than two semesters)

PLEASE SUBMIT THE ORIGINAL U GHANA APPLICATION TO YOUR HOME ISEP COORDINATOR WITH THE FOLLOWING ENCLOSURES:

- Three photo-copies of this original application (submit 4 total)
- Four recent color passport-sized photographs glued to this original & each of 3 copies as noted below (One of the photographs should be endorsed by Home ISEP Coordinator)
- Separate Community Engagement statement if applicable (see instructions on page 4) & one copy

IMPORTANT: Candidates are required to submit both U Ghana Application and completed ISEP Application to their Home ISEP Coordinator. The Home Coordinator will forward ISEP Application and U Ghana Application to ISEP Central on behalf of the student.

ISEP
1655 N. Fort Myer Drive
Suite 400
Arlington, VA 22209

Affix passport-sized
Photograph here.

1. SURNAME (LAST OR FAMILY) _____

OTHER NAMES (FIRST, MIDDLE) _____ Mr./Mrs./Ms *Strike out whichever is not applicable

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

2. Sex (1-Male 2-Female) _____

3a. Date of Birth (mm dd yy) ___/___/___

3b. Place of birth _____

4a. Nationality _____

4b. Region/Country _____

5a. Marital Status (1-Married 2-Single) _____

6. Religion _____

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

Tel. No _____ E-mail _____ Fax _____

8. Permanent address

FOR OFFICE USE ONLY

Application Fee _____ Cheque/ P. O. No _____

Received and Acknowledged _____

Date _____

Remarks _____

Summary of applicant's educational qualification (s)

9a. EDUCATION

Schools Colleges and Universities attended with dates

Name of School and location	Attendance dates: From	To

Current home institution _____

9b. Academic Information

Highest degree completed _____

9c. Highest degree in progress at home institution

Major field _____ Minor field _____

9d. Date of completion (Month/ Year) ___/___

9e. Provide other academic information (if any)

10. Research experience (if any)

11. Proposed courses of study

12. Give particulars of any special experience, interests or qualifications relevant to your application

13a. Indicate the Duration of programme: One Semester ___ Two Semesters ___

13b. Specify the semester at which you intend to enroll: 1st Semester ___ 2nd Semester ___

Date of Commencement _____ **Note:** 1st Semester begins in August and ends in December
14. Names and address of organization or person responsible for your fees, etc.

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NOTE: The University, does not operate any scholarship/fellowship scheme from which foreign students may benefit

15. Full name and address of your present/last University or similar institution

16. Person(s) to contact in case of emergency: _____

Relation to candidate: _____

Address: _____

Telephone(with area code): _____ Fax: _____

E-mail: _____

Occupation: _____

IMPORTANT: AN APPLICANT WHO MAKES A FALSE STATEMENT OR WITHOLDS RELEVANT INFORMATION MAY BE REFUSED ADMISSION. IF HE/SHE HAS ALREADY COME INTO THE UNIVERSITY, HE/SHE MAY BE ASKED TO WITHDRAW

Signature _____ Date _____

Quote "Visiting Special Admission or Occasional student" in all correspondence

DECLARATION

This declaration should be signed by the ISEP Coordinator of your home University.

This application will not be valid if this declaration is not signed. I certify that the photograph endorsed by me is the true likeness of the applicant Mr/Miss/Mrs _____ who is personally known to me.

I have inspected his/her certificates and I am satisfied that the names on them conform to those by which to the best of my knowledge, he/she is officially known.

I confirm that the courses he/she proposes to take will count towards the award of the Bachelors/Masters/Doctorate degree of this University.

Date _____ Signature _____

Name _____

Status _____

Address _____

ISEP GHANA GLOBAL ENGAGEMENT PROGRAM

ISEP-facilitated community engagement opportunities

ISEP has identified a number of community organizations near Accra that have needs which could be met by ISEP students. Please see the organization descriptions on the Ghana page of the ISEP Membership Directory, or the ISEP Ghana website. Students interested in participating in one of the designated ISEP-facilitated volunteer opportunities should attach a separate page to this application addressing the following:

- Which organization(s) & project(s) would you like to work with and why?
- How do your skills fit the current needs outlined by the organization?
- What will you do in preparation prior to your arrival in Ghana?

There are a number of organizations and projects in Ghana that would benefit from your volunteer time. If none of the ISEP-facilitated volunteer opportunities fit what you are looking for, please contact the ISEP Resident Director directly (isep@ug.edu.gh) for assistance in arranging another opportunity.

Independent Study opportunities in Ghana

While in Ghana, students have the opportunity to participate in a structured independent study project supervised by a professor from the University of Ghana. The independent study project should be discussed at length at the home university if the student is seeking academic credit for the project. Credit will not be awarded by the University of Ghana, and therefore students must discuss the option of their home university awarding partial or full credit for the arranged project. The fee associated with a project will be \$300 per project to be paid to the supervising professor at the University of Ghana.

Students interested in such a project should proceed as follows:

- Discuss a project with an academic advisor to find out guidelines, i.e. specifications of how many hours should be completed while in Ghana, how often student should meet with professor, how many pages for finished document, etc.
- Determine what will be the basis for receiving credit, if this is of interest.
- Write a proposal and bibliography for a project (1 – 2 pages) and submit this with your ISEP & U Ghana applications, or shortly after submission of applications.

Applications will be reviewed and sent to the University of Ghana, where the Resident Director will submit independent project proposals to the most appropriate professor. Once accepted, students and home coordinator will be contacted with information about the advising professor. An agreement will be signed by student, supervisor and Resident Director. The supervising professor will, at the end of the term, submit a grade for the student's work to the Resident Director.