



ALPHA UNIVERSITY COLLEGE, GHANA

(Accredited by GTEC // Affiliated to Anchor University, Lagos – Nigeria)

Private Mail Bag, Brofoyedru – Kumasi

CERTIFICATE PROGRAMME
CERTIFICATE IN THEOLOGY
APPLICATION FOR ADMISSION

FORM A

*Affix one endorsed
passport sized
photograph here*

Personal Information

Surname (s) _____ Other name(s) _____

Age: _____ Gender: _____ Date of Birth: _____

Nationality: _____ Hometown: _____

Mailing Address: _____

Tel: _____ Residence: _____

Phone: _____ E-mail address: _____

Marital Status: Single Married Separated Divorced Widowed

Type of Marriage Registration: Civil Ordinance None Date _____

Have you ever been Divorced? YES NO **If “YES” please explain on a separate sheet.**

If married, full name of spouse: _____

Number of children/dependants: _____

Employment Information

<i>Year</i>		<i>Employer</i>	<i>Type of work</i>	<i>Position or Rank</i>
<i>From</i>	<i>To</i>			

Are you physically challenged or do you suffer any form of handicap? Yes No

If Yes, please specify: _____

Planned Residential Status

Campus Hostel Off-Campus Residence

Financial Information

If admitted, who will finance your studies? Please tick (✓)

Self: Employer: Other: (Specify) _____

Academic Information

List in a chronological order all schools attended (*highest qualification should be first*).

S/N	Name of Institution	Year of Completion	Qualification Obtained
1			
2			
3			
4			
5			
6			

Recommendations

Please Forms B, C and D are to be completed as recommendation forms, sealed in a separate envelop and returned separately or together with your application documents to the College not later than the closing date.

1. Form B is about your Christian faith and maturity (it must be completed by your local Church Leader or a Minister/Pastor who knows you very well and can testify of your Christian experiences and morality).
2. Form C is about your academic or professional capabilities (it must be completed by your former School Head/Lecturer or Supervisor at your workplace).
3. Form D is about your general life style (it must be completed by a close Adult friend who has known you for not less than 3 years).

Kindly note that the recommendations are important requirements of your application for admission into the College.

DECLARATION:

I _____ declare that all information provided is accurate to the best of my knowledge. I also certify that all attached documents are valid and pertain to me.
Full name of applicant

I agree that if any information provided is found to be untrue or altered, the Alpha University College has the right to deny me admission or dismiss me from the College at any time.

Signature of Applicant: _____ Date: _____

Submission of Completed Application:

Option 1:

Return the completed Application Forms with all relevant documents (certified copies of certificates, results slip, birth certificate, etc.) in one sealed envelope to our private mail bag.

Option 2:

You can also submit the softcopy of this Form A by scanning all pages together with all the relevant document as stated in option 1 above and send them to registry@auc.edu.gh. We only recommend this option if all your recommenders are submitting theirs via email.

NB: Please note that you will still be required to submit the hardcopies.

FOR OFFICE USE ONLY

Application Fee (GHC): Receipt No.:

Received and Acknowledged by: Date:

Applicant Admitted? Yes [] No []

If No, state reason (s):

.....

Signature of Officer: Date:



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FACULTY OF CHRISTIAN RELIGIOUS STUDIES

PRIVATE MAIL BAG, BROFOYEDRU – KUMASI

FORM B

PASTORAL RECOMMENDATION

Name of Applicant: _____

To the Pastor or Christian Leader

The above student is applying for admission to Alpha University College and is asking you to provide him/her with a character reference. Alpha University College is a contemporary Christian training school with definite Christian goals, and the desire to admit those who would profit most from their studies. It is important that you are honest, fair and accurate with your remarks. We will hold your comments in the strictest confidence.

1. Knowledge of the Applicant

How long have you known the applicant? _____

How well do you know him/her?

Very well Well Casually Hardly at all

Has the applicant made a personal commitment to Jesus Christ? Yes No

What are the applicant's strengths?

What are the applicant's weaknesses?

Does the applicant hold a Godly conviction in areas of moral and personal integrity? Yes No

Please comment

2. Character Information for all Student Applicants

Please underline the word or phrase which best describes the applicant in the following areas:

RESPONSIBILITY

unreliable usually dependable conscientious assumes much responsibility

WITNESSING

no witnessing limited witnessing active witness extremely active soul winner

EMOTIONAL STABILITY

unstable sometimes insecure calm excellent control under stress
emotionally

RESPONSE TO AUTHORITY

divisive questions authority cooperative excellent and wholehearted

LEADERSHIP

never takes lead occasionally takes lead often leads inspiring and successful leader

DISPOSITION

tends to withdraw moody and unpredictable outgoing cheerful and well balanced

SELF ESTEEM

more highly than he/she ought more lowly than he/she ought correct view of him/herself

INTEGRITY

untrustworthy trust with hesitation trustworthy high moral integrity

SERVICE

never serves serves begrudgingly willing upon request always willing - initiator

SUPERVISION

constant supervision needs to have someone with him/her most times minimal needed requires almost no supervision

PERSONAL RESPONSIBILITY

never takes responsibility will shift the blame if he/she can reacts well to personal feedback always takes responsibility and learns from his/her mistakes

RELIABILITY

never turns up turns up sometimes reliable always reliable and on time

MOTIVATION

have to continually push him/her needs to be told often to do things self starter highly motivated and achievement orientated

FLEXIBILITY

never does more than what he/she is told dislikes change but will go with what others do willing to change as situations change totally flexible and open to change

OTHER COMMENTS:

3. Recommendation

- I recommend this applicant without reservations
- I recommend this applicant, but with reservations, and I have discussed this with the applicant.
- I do not recommend this applicant, and I have spoken with the applicant concerning this recommendation.
- Call me. I'd like to discuss this applicant with you.

Pastor's or Christian Leader's Details:

Name: _____

Church: _____

Position held in the church: _____ Phone Number: _____

Signature: _____ Date: _____

Thank you for completing this recommendation.

Please keep a copy for your records. Be sure both sides have been completed and returned to the applicant in a sealed envelope, signed across the flap.

If you prefer to mail it directly to us, you can do so by mailing it to the address above, please inform the applicant when it is sent.

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FORM C

ACADEMIC OR PROFESSIONAL RECOMMENDATION FORM

Name of Applicant: _____

TO THE RECOMMENDER

The above named person is applying to Alpha University College and has requested that your recommendation be included as part of the information on which our Admissions Office will base its decision. Please provide your assistance by answering the questions below.

1. How long have you known the applicant and in what capacity?

2. What characteristics do you consider to be the strengths of the applicant?

3. Please describe the area(s) that you feel the applicant has room for growth?

4. How thoroughly do you think the applicant has thought out plans for certificate theological study?

5. DL-IBTC seeks applicants who demonstrate potential for Christian ministry and related professions. Please comment on the applicant's potential and commitment for a religious vocation.

6. Please give us your appraisal of the applicant in terms of the qualities listed below by ticking as appropriate:

ABILITIES AND TRAITS	Superior	Good	Average	Poor	Not Observed
Leadership Skills					
Interpersonal Skills					
Teachability					
Humility					
Maturity					
Integrity					
Creativity					
Perseverance					

Ability to work in a team environment					
Ability to handle conflict					
Ability to work independently					
English written communication skills					
English oral communication skills					
Problem-solving ability					
Physical health					
Mental and emotional stability					

7. Do you recommend this applicant for AUCG?

Highly recommend Recommend Recommend with reservation Do not recommend

Name of Recommender: _____

Position or Title: _____ Phone Number: _____

School or Company: _____

Signature: _____ Date: _____

Thank you for completing this recommendation.

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FORM D

GENERAL RECOMMENDATION FORM

Name of Applicant: _____

TO THE PERSON COMPLETING THIS RECOMMENDATION:

The above named individual is applying for admission to Alpha University College. Serious consideration will be given to your comments. Please provide your assistance by answering the questions below.

1. How long have you known the applicant? _____
2. What is your relationship to the applicant? (cannot be a family member) _____
3. How well do you know the applicant?
Name/sight Casually Fairly Well Very Close
4. To your knowledge has the applicant made a personal commitment to Jesus Christ?
Yes No I don't know
5. Which characteristic(s) best describe the applicant? Please tick all that apply.
Critical Enthusiastic Loving Passive Rebellious Respectful
Sympathetic Tolerant Warmhearted Other: _____
6. Please indicate what you consider to be the applicant's strengths.

7. Please indicate what you consider to be the applicant's weaknesses.

8. The applicant's influence on his or her peers is:
Positive Neutral Negative I don't know

9. Please evaluate the applicant in regard to the following categories. (Please tick one per category.)

Category	Evaluation					
	Excellent	Above Average	Average	Below Average	Poor	No Chance To Observe
Christian Commitment						
Social Adaptability						
Cooperativeness						
Integrity and Honesty						
Responsibility						
Mental Ability						
Physical Health						
Initiative						
Christian Character						
Emotional Stability						
Personal Appearance						
Leadership						
Reliability						

10. Please add any further comments you may have that would help in our evaluation.

11. Please tick one:

Highly Recommend Recommend Recommend with reservation Cannot Recommend

Name: _____ Phone Number: _____

Position and at where: _____

Signature: _____ Date: _____

Thank you for completing this recommendation.

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