



# ALPHA UNIVERSITY COLLEGE, GHANA

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

## Private Mail Bag, Brofoyedru – Kumasi

### DIPLOMA PROGRAMME

### DIPLOMA IN THEOLOGY

### APPLICATION FOR ADMISSION

#### FORM A

#### Application Type

Direct Entry  Matured Applicant

#### Session

REGULAR PART TIME (2 YEARS)

SANDWICH (2 YEARS) (July – August and October – November)

#### 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

Year		Employer	Type of work	Position or Rank
From	To			

*Affix one endorsed  
passport sized  
photograph here*

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.**

*Briefly tell us about your Christian experience(s):*

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*In a brief statement, explain why you wish to pursue the Dip. Th. programme, and how this might enhance your work/ministry.*

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**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](mailto: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:**

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**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: \_\_\_\_\_

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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.

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11. Please tick one:

Highly Recommend  Recommend  Recommend with reservation  Cannot Recommend

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Position and at where: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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