



## APPLICATION FOR GRADUATE COURSES

Thank you for your interest in Zenith University College Postgraduate Programmes.

The forms should be completed in duplicate and submitted to the Registrar with the following enclosures.

- i. Non-refundable application of GH¢40 cash or Bankers Draft made payable to Zenith University College.
- ii. Originals (or certified true copies of transcripts or academic records and certificates)
- iii. Four recent passport size photographs
- iv. Four self-addressed and stamped envelopes.

In addition to possessing a good first degree, the Admissions Committee shall consider the following:

- \* Employment History (CV)
- \* Letters of Recommendation
- \* Written Personal Statement

The personal statement should focus on your key skills and abilities. It should highlight your strengths and other factors that distinguish you from others.

Your personal statement should describe at least one major or your most valuable accomplishment and how you achieved it.

Do also discuss your career objectives after graduation.

***Zenith University College maintains a continuous admission policy and therefore accepts applications throughout the year. You are however encouraged to submit your application in good time for the semester in which you want to enroll.***

## Application Checklist

- ☐ A set of two completed application forms
- ☐ Curriculum Vitae
- ☐ Letters of Recommendation
- ☐ Official Transcripts from Universities attended
- ☐ Four passport size pictures
- ☐ 4 self-addressed and stamped envelopes
- ☐ A Written Personal Statement
- ☐ A non Refundable application fee of ₵40 Ghana Cedis.

The completed application forms must be submitted to:

**The Registrar (MBA Admissions)**  
**Zenith University College**  
**P. O. Box TF 511**  
**Trade-Fair, La**  
**Accra.**

## **PROGRAMMES OF STUDY**

Please tick the preferred programme of study

**MBA General Management** ☐

**MBA Marketing** ☐

**MBA Human Resource Management** ☐

## **APPLICANTS PERSONAL DATA**

1. Surname Mr/Mrs/ Miss .....  
*\*(Strike out whichever is not applicable)*

2. Other Names (in full) .....

3. Date of Birth.....

4. Town and Country of Birth.....

5. Home Town (giving Region/Country).....

6. Nationality.....

7. (a) Address to which all communication with this application should be sent.....  
.....

(b) Tel. No: ..... (c) Mobile Phone No .....  
*\*(An essential requirement for SMS communication)*

(d) Email: .....

8. Permanent Address: .....

9. Name and Address of Parent / Guardian / Sponsor.....  
.....  
.....  
.....

10. Secondary Education (indicate dates) .....  
.....  
.....  
.....

11. Previous Universities attended with dates .....  
.....  
.....  
.....

12. Degree(s) obtained, giving class/division.....  
.....  
.....

13. Other academic qualifications .....  
.....  
.....  
.....

14. Particulars of past and present employment (with dates).....  
.....  
.....  
.....

15. Research Experience

(a) Give a brief outline of Research (es) undertaken (with dates): .....  
.....  
.....  
.....

(b) State details of papers, books etc published (if any) .....  
.....  
.....

16. (a) Indicate Field / Area of Specialization for MBA degree.....  
.....

17. (a) State area of research in which you are particularly interested  
.....  
.....

(b) Outline of future research interest if admitted .....  
.....  
.....

18. Indicate how you will finance your study at the Zenith University College.....  
 .....  
 .....

19. Names and Addresses of two ACADEMIC referees:

(a) \*Name .....

\* Address .....

.....

(b) \*Name .....

\*Address .....

.....

.....

\*Date .....

.....

Signature of Applicant

**FOR OFFICE USE ONLY**

Application Fee .....	Bank Draft/P.O.
Receive and Acknowledge .....	No.....
.....	Date.....

*Thank you for your time in completing and sending the form to us*