



SUPREME INTERNATIONAL COLLEGE

(Registered & Recognized by GES and WAEC)

11A Adjetey Loop, Opposite Fidelity Bank
(off Adenta-Dodowa Road), Adenta – Accra
Post Office Box AF 2878, Accra-Ghana
Tel: 0207518781 / 0245009627
Email: info@superemcollege.com
Website: www.supremecollege.com

APPLICATION FOR ADMISSION FORM

Ref. No:

PROGRAMME APPLYING FOR:

SESSION APPLYING FOR : (TICK)

Morning [] Evening [] Weekend [] Online [] Private Tuition []

Please Affix your
passport
picture Here

PERSONAL PARTICULARS OF APPLICANT:

- Surname: Other Names:
- Gender: Male [] Female []
- Nationality: Hometown:
- Date of Birth: Town & Country of Birth:
- Are you physically challenged or do you suffer from any form of disability? YES [] NO []
If yes specify:
- POSTAL & RESIDENTIAL ADDRESS:

POSTAL ADDRESS:

P. O. BOX

Town:

City:

Region:

RESIDENTIAL ADDRESS:

House No:

Street:

Town:

City:

Region

Digital Address:

- Email Address:
- Mobile Phone No.: Alternative Mobile No:

11. EMERGENCY CONTACT DETAILS:

Full Name:	<input type="text"/>	Relationship:	<input type="text"/>
Address:	<input type="text"/>		
Phone No.	<input type="text"/>	Occupation:	<input type="text"/>

12. FINANCING OF EDUCATION

Government [] Employer [] Self-Sponsored [] Parent [] Guardian []

Scholarship [] Please attach a copy of the sponsorship/scholarship offer letter. Others [] specify:

13. PARTICULARS OF PARENTS/GUARDIAN

INFORMATION ABOUT FATHER:		INFORMATION ABOUT MOTHER:	
Full Name:	_____	Full Name:	_____
Address:	_____	Address:	_____
Phone No.	_____	Phone No.	_____
Occupation:	_____	Occupation:	_____

INFORMATION ABOUT GUARDIAN:	
Full Name:	Relationship: _____
Address:	_____
Phone No.	Occupation: _____

14. EDUCATION: (PLEASE LIST IN ORDER OF TIME, SINCE SENIOR HIGH SCHOOL)

NAME OF INSTITUTION	ADDRESS	DATE ATTENDED		CERTIFICATE AWARDED
		FROM	TO	

Please attach copies of your certificate(s) and/or result slip(s).

15. DECLARATION AND AGREEMENT

.....

- Hereby declare that the information provided is true to the best of my knowledge and belief.
- Agree to all the terms and conditions of admission and also agree to abide by the rules and regulations of the College for the time being in force and with any amendments or additions thereof which may from time be made by management of the college (if admitted).
- NO REFUND POLICY:**
 - That admission is granted for a specific year/period/session and If I fail to enroll or attend classes the very year/period/session the offer is made or withdraw from the programme unceremoniously; I will forfeit my admission and the tuition fee paid.
 - That if I decide to withdraw from the College for whatever reason(s) after admission and/or payment of Tuition fee NO REFUND shall be made to me.

Signature of applicant:..... Date:.....

PROGRAMMES

1. SHS /WASSCE PROGRAMME (MAY/JUNE & NOV/DEC)

CORE SUBJECTS (TICK PLEASE)

- Core Mathematics
- English Language
- Integrated Science
- Social Studies

ELECTIVE SUBJECTS: (LIST & TICK PLEASE)

- _____
- _____
- _____
- _____

2. ABCE/PRE-UNIVERSITY DIPLOMA PROGRAMME AWARDED BY WAEC

- Diploma in Accounting
- Diploma in Information Technology
- Diploma in Business Administration
- Diploma in Office Management

3. GBCE/UNIVERSITY ACCESS PROGRAMME AWARDED WAEC

- Certificate in Accounting
- Certificate in Business Studies
- Certificate in Secretarial Studies

4. PROFESSIONAL PROGRAMMES:

- ACCA ICA CIMA ICM-UK Others (Specify.....)
- Level: Please list the subject(s) below:

1		3	
2		4	

5. TRAINING PROGRAMMES / SHORT COURSES:

- Entrepreneurship Mass Communication & Media
- Banking & Finance Management & Leadership
- Accounting & Finance Logistics & Supply Chain Management
- Business Management & Administration Others:

6. PROFESSIONAL IT TRAINING PROGRAMMES:

- Certificate in Computer Studies Diploma in Graphic Designing
- Diploma in Information Technology Diploma in Web Designing
- Diploma in Software Engineering Microsoft Office for Business
- Diploma in Hardware & Networking Others:

7. ENGLISH PROFICIENCY PROGRAMMES

- GRE GMAT IELTS SAT TOEFL
- Others (Specify please)

8. FILM & MEDIA STUDIES PROGRAMMES

- Journalism & Media studies
- Film Acting & Directing
- Diploma in Cinematography

9. OTHERS

- Adult Education Private Tuition/Classes (Home)
- Vacation Classes Learning Resource Center Subscription
- Saturday Classes for SHS Students One-on-one Tuition/Classes

HOW DID YOU HEAR ABOUT SUPREME INTERNATIONAL COLLEGE?

✓ (PLEASE TICK)	PROVIDE DETAILS PLEASE
<input type="checkbox"/> Online/Internet Search	
<input type="checkbox"/> Social media	
<input type="checkbox"/> Radio	
<input type="checkbox"/> Television	
<input type="checkbox"/> Flyer / Banner / Billboard	
<input type="checkbox"/> Student Referral	
<input type="checkbox"/> Other Referral	
<input type="checkbox"/> Others	

ADMISSION PROCESS / APPLICATION GUIDE

OPTION 1:

Step 1 : The Admission process starts with the collection of **APPLICATION FOR ADMISSION FORM** at the Admissions office (Cost of Admission Form/ Processing is GH¢50.00)

Step 2: Submission of the **COMPLETED AND SIGNED APPLICATION FOR ADMISSION FORM** with your **TUTION FEE** and the following documents;

- Two (2) passport-size photographs
- A photocopy of a valid ID card (if available)
- Photocopy of your WASSCE result-slip or previous educational certificate

Step 3: Collection of **OFFER OF ADMISSION LETTER**

Step 4: Orientation and classes will start (as directed/stated in the Admission letter).

OPTION 2: ON-SPOT ADMISSION:

Step 1 : Come with your **TUTION FEE** and the documents listed in step 2 above and get your application processed that same day.

Step 2: Orientation and classes will start (as directed/stated in the Admission letter).

FOR OFFICE USE ONLY

NAME:	
STUDENT ID NO:	
PROGRAMME START DATE:	
DATE OF COMPLETION:	
TUTION FEE :	
SCHOLARSHIP/DISCOUNT:	
TUTION FEE PAYBLE:	
HOSTEL FEE:	
TOTAL FEE PAYABLE:	
REMARKS:	