**AFRICAN ARK COLLEGE OF MANAGEMENT SCIENCES**

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 ***Accredited by National Council for Higher Education (TI.PL0087)***

***OFFICE OF THE ACADEMIC REGISTRAR***

***Serial NO*:………………..…………….....**

*Right*

*Thumbprint*

***Passport size***

**APPLICATION FORM FOR DIPLOMA & CERTIFICATE PROGRAMS**

**Academic Year 2018/2019**

**N.B**: This Form **must** be submitted with evidence of payment of application fee.

**1.0 GENERAL INFORMATION**

 SURNAME:…………………………………………………………………………………………….

 OTHER NAMES:…………………………………………………………………………………………………………………………………………………

 GENDER: MALE FEMALE

 MARITAL STATUS:……………………………………………………………………………………………………………………………………………..

 RELIGIOUS AFFILIATION:……………………………………………………………………………………………………………………………………

 NATIONALITY:……………………………………………………………………………………………………………………………………………….....

 ANY FORM OF DISABILITY (IF ANY):…………………………………………………………………………………………………………………..

 DATE OF BIRTH: AGE

 DATE MONTH YEAR

 ADDRESS:……………………………………………………………………………………………………………………………… ……………………………………………………………………………………………………………………………………………..

 P.O. BOX:……………………………………………………………………………………………………………………………………………………….

 TOWN/CITY:…………………………………………………………………………………………………………………………………………………..

 COUNTRY: ……………………………………………………………………………………………………………………………………………………..

 MOBILE TEL:.........................................................................................................................................................

 OFFICE LINE:................................................................HOME TEL:.......................................................................

 FAX No:……………………………………………………………………. E-mail:…………………………………………………………………………

2.0 **EDUCATION BACK GROUND** (Attach photo copies of academic documents)

2.1 Primary School Attended:………………………………………………………………………………. Year:……………………………………....

2.2 Secondary School Attended:………………………………………………………………………….. Year:………………………………………

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| **SUBJECT** |  |  |  |  |  |  |  |  |  |  |  |  |
| **SCORE GRADE** |  |  |  |  |  |  |  |  |  |  |  |  |

2.3 High School Attended:……………………………………………………………………………………. Year:………………………………………

 Combination:……………………………………………………………………………………………………………………………………………………

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SUBJECT** |  |  |  |  |  |  |  |  |
| **SCORE GRADE** |  |  |  |  |  |  |  |  |

2.4 Other Qualifications:………………………………………………………………………………………………………………………………………..

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***SKILLS FOR EMPOWERMENT***

***Affiliated to Mountains of the Moon University and Team University for Bachelor Courses***

3.0 **ACADEMIC PROGRAMME DETAILS**

|  |
| --- |
| **Use letter codes to make the choice of programs e.g DBA,DIT** |
| **Choice of Programmers’ applied for:** | **1st Choice** | **2nd Choice** | **3rd Choice** |
| Diploma in information Technology (DIT) |  |  |  |
| Diploma in Accounting and Finance (DAF) |  |  |  |
| Diploma in Procurement and Logistics Management (DPLM) |  |  |  |
| Diploma in Business Administration & Management (DBA) |  |  |  |
| Diploma in Public Administration and Management (DPAM |  |  |  |
| Diploma in Micro Finance (DMF) |  |  |  |
| Diploma in Purchasing and Supplies Management / Stores(DPSM/S) |  |  |  |
| Diploma in General Records (DGR) |  |  |  |
| Diploma in Early Childhood Development(DECD) |  |  |  |
| Diploma in Human Resource Management (DHRM) |  |  |  |
| Diploma in SWASA (DS) |  |  |  |
| Diploma in Development Studies (DDS) |  |  |  |
| Diploma in Hotel and Institutional Catering (DHIC) |  |  |  |
| Diploma in Medical Records (DMR) |  |  |  |
| Diploma in Agriculture |  |  |  |
| Certificate in Business Administration (CBA) |  |  |  |
| Certificate in Information Technology (CIT) |  |  |  |
| Certificate in Administrative and Secretarial Practice (CSSP) |  |  |  |
| Certificate in Micro Finance (CMF) |  |  |  |
| Certificate in Purchasing and Supplies Management / Stores (CPSM) |  |  |  |
| Certificate in General Records (CGR) |  |  |  |
| Certificate in Early Childhood Development (CECD) |  |  |  |
| Certificate in Human Resource Management (CHRM) |  |  |  |
| Certificate in SWASA (CS) |  |  |  |
| Certificate in Development Studies (CDS) |  |  |  |
| Certificate in Hotel and Institutional Catering (CHIC) |  |  |  |
| Certificate in Medical Records (CMR) |  |  |  |
| Certificate in Accountancy |  |  |  |
| Certificate in Mass Communication / Journalism |  |  |  |
| Certificate in Library and Information Science  |  |  |  |
| Certificate in Agriculture |  |  |  |
| **Choice of Study Time Applied for** | **1st Choice** | **2nd Choice** | **3rd Choice** | **4th Choice** |
| Day |  |  |  |  |
| Weekend |  |  |  |  |
| Evening |  |  |  |  |
| In service / Long Distance |  |  |  |  |

4.0 **DECLARATION BY APPLICANT**

I …………………………………………………………………………………………… declare that the information given in this form

 and the documents attached in support here of is true and correct.

 Signature:…………………………………………………………………………. Date: ……………………………………………………………

5.0 **FOR INSTITUTE REGISTRAR’S USE ONLY**

|  |  |
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| **ACCEPTED** | **REJECTED** |

 Remarks:…………………………………………………………………………………………………………………………………………………………..

 Approving Officer’s Name:……………………………………………………………………………………………………………………………….

 Signature:………………………………………………………………….. Date:…………………………………………………….

***SKILLS FOR EMPOWERMENT***

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