**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:………………………………………

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

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

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

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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**

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

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

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

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

***SKILLS FOR EMPOWERMENT***

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