



# INSTITUTE OF LOCAL GOVERNMENT STUDIES

*Building Capacity for Local Governance*

## UNDERGRADUATE APPLICATION FORM

### Instructions for completing the Application Form

1. Please read the instructions carefully and complete all applicable sections.
2. Incomplete Application Form will not be processed.
3. Only **ONE** Application Form per applicant.
4. An applicant is requested to complete the Application Form in **BLOCK LETTERS** with all the relevant information as required.
5. Ensure copies of certificates/ results slips and any other relevant academic records are enclosed.
6. Two (2) recent Passport sized Photographs, one of which should be affixed to the form. The other 2 should be endorsed by a Senior Public Officer above the rank of Assistant Director, Lawyer or a Medical Doctor.
7. Two stamped self-addressed express envelopes.
8. Mature Applicant (Mature candidates are applicants who are 25 years and above but do not have the minimum academic qualification for direct admission) should include in the Application Form copies of his/her **Birth Certificate**.
9. The Institute shall not be responsible for any negligence on the part of any applicant.

**NOTE:** The application fee is non-refundable:

1. Ghanaians: GH¢100.00
2. West African / African Nationals: USD50.00
3. Other foreign nationals: USD100.00

**MODE OF PAYMENT:** Pay-in Slip or banker's Draft to be made payable to the Institute of Local Government Studies.

Applications are open from **1<sup>st</sup> January, 2023 to 1<sup>st</sup> September, 2023**

# INSTITUTE OF LOCAL GOVERNMENT STUDIES

*Building Capacity for Local Governance*

***This Form should be completed and returned with a payment voucher to:***

The Dean of Studies and Research  
Institute of Local Government Studies  
P.O. Box LG 549  
Legon.

*Passport Photo*

E-mail: [studies@ilgs.edu.gh](mailto:studies@ilgs.edu.gh)  
OR [deanofstudies@ilgs.edu.gh](mailto:deanofstudies@ilgs.edu.gh)  
Tel: (+233) (0) 599 01 7300  
(+233) (0) 599 05 1700  
(+233) (0) 596 06 0212

**Academic Year:**

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**Applicant should indicate by ticking the preferred Admission Programme, Campus and Session as specified below:**

## **SECTION A: SELECT YOUR PROGRAMME**

- BSc. Governance and Development Studies
- BA. Public Sector Management
- BA. Community Development
- BA. Social Development
- Diploma In Community and Social Development

QUALIFICATION OF APPLICANT: WASSCE  SSSCE  GCE  MATURE

OTHERS (specify).....

### **SESSION (tick one)**

**Regular**  **Weekend**  **Modular**

### **CAMPUS (tick one)**

**Accra**  **Tamale**

**SECTION B: PERSONAL DETAILS**

1. Title (Mr./Mrs./Miss/etc.)

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2. Surname:

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3. First Name:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

4. Other Name(s)


5. Date of Birth

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D D M M Y Y Y Y

6. Sex: Male

Female

7. Town & Country of Birth .....&.....

8. Hometown


9. Region:

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10. Nationality

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11. Marital Status

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12.No. of Children

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13. Religion:

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14. Postal Address to which all communications in connection with this application should be sent


15. Email:


16. (a)Phone No:

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(b). Ghana Card No.

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Residential/Digital Address:


17. Emergency Contact [1]

(a) Name


(b) Relationship:

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(c) Phone No.

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(d) Email:


Emergency Contact [2]

(a) Name


(b) Relationship:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

(c) Phone No.

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(d) Email:


18. Are you physically disabled or do you suffer any form of handicap? Yes  No

If Yes, please indicate the nature of disability

Physical	Visual	Learning	Hearing
Cerebral Palsy	Blindness	Dyslexia	Deafness
Paraplegic	Low vision	ADD/ADHD	Partial Hearing
Quadriplegic	Partially sighted	Dyscalculia	
Impaired mobility	Other		

19. (a) Name of Father


(b) Occupation:


(c) Phone No.

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(d) Email:


20. (a) Name of Mother


(b) Occupation:


(c) Phone No.

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(d) Email:


**SECTION C: EDUCATIONAL HISTORY**

21. Secondary Schools and Colleges attended

School/College	From (Month, Year)	To (Month, Year)	Qualification(s) Obtained

22. Details of results of examinations taken as applicable. (indicate subjects and grades at all attempts)

**Index Number (1<sup>st</sup> Attempt)**

**Index Number (2<sup>nd</sup> Attempt)**

**Index Number (3<sup>rd</sup> Attempt)**


**WASSCE**

Subjects	Grades		
	1 <sup>st</sup> Attempt	2 <sup>nd</sup> Attempt	3 <sup>rd</sup> Attempt
<b>Aggregate</b>			

**SSSCE**

Subjects	Grades		
	1 <sup>st</sup> Attempt	2 <sup>nd</sup> Attempt	3 <sup>rd</sup> Attempt

<b>Aggregate</b>			

**GCE**

Subjects	“O” Level Grades			“A” Level Grades		
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
<b>Aggregate</b>						

23. HND/Diplomas Index

Number

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Name of Institution	Date From	To	Programme	Class	CGPA

24. Other Qualifications

Name of Institution	Date From	To	Programme	Certificate

25. Applying as Mature Candidate? (Mature candidates are applicants who are 25 years and above but do not have the minimum academic qualification for direct admission) Yes  No

**SECTION C: EMPLOYMENT RECORDS**

26. Employment History (if applicable)

Employer	Position Held	Date	
		From	To

**SECTION E: ABOUT ILGS**

i). How did you hear about us? Newspaper  Billboard  ILGS Website  Radio/Television   
 School Visit  Friend  Social Media  Education Fair  Agent  Alumni

ii). What influenced your choice of the ILGS? Programme  Location  Family and Friends

Clever Advert  Others (please specify): .....



27. Declaration

*I declare that the information provided on this form is correct and reflects my true records. I will be liable for any false declaration or withholding of relevant information.*

**Applicant's Signature..... Date.....**

28. Endorsement

The declaration in 31 above, must be endorsed below by someone of high repute. The person be a member of the Clergy, Senior Public Servant (above the rank of Assistant Director), Lawyer or Medical Doctor.

Name.....Date.....Signature.....

Occupation.....Position.....

Business Address.....

.....

Business Phone No..... Mobile No.....

**Official Use Only**

Application Fee GH¢ .....

Bank Draft No/Receipt No.....

Received and acknowledged by:.....

Signature of officer:..... Date:.....

Applicant Admitted? Yes  No  Date of Admissions.....

Programme Admitted to:.....

School: Regular  Weekend  Modular

Campus: Accra  Tamale

Remarks.....

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