

HOW TO APPLY

Please, read the guidelines below carefully before you proceed with the application.

The Nduom School of Business and Technology (NSB&T) invites qualified applicants for admission to its undergraduate programmes for the 2018/2019 academic year. Applicants should take note of the following instructions.

Applicants for undergraduate programmes, who wrote the WASSCE in May/June 2018, are eligible to apply. Such applicants are required to indicate their WASSCE index numbers and subjects on the on-line application forms.

All applicants will be considered based on results equivalences and requirements as provided by National Council for Tertiary Education (NCTE) and National Accreditation Board (NAB) as well as the School's own admission criteria.

All applications can be submitted;

- └ **On-line:** at admissions.nsbt.edu.gh or Manually by downloading an Application form from our website www.nsbt.edu.gh.

For further information, please contact: +233501481243 or email: admissions@nsbt.edu.gh

THE APPLICATION PROCESS

Kindly go to any GN Bank and pay an Application fee of GH¢ 100. Payment should be made to: **Nduom School of Business and Technology**

Account Number: **2003111000756.**

Applicants applying manually should chose the following:

- └ **Mail:** Download Application Form
 - Fill out application form on computer
 - Print and Sign
 - Submit with attached pay-in slips and supporting documents to:
Nduom School of Business and Technology
P.O.Box EL 33,
Elmina- Central Region, Ghana

- ┌ **Hand Delivery:** Download Application Form
- Fill out application form on computer
 - Print and Sign
 - Submit with attached pay-in slips and supporting documents to:
Admissions Office of NSBT:
Central Administration Block
Ground Floor Right Wing – Room 1
- └ **On-line:** Follow the instructions below:

GHANAIAN APPLICANTS

Kindly go to any branch of GN Bank and purchase an online application E-voucher at a fee of GH¢ 100. This E-voucher is to be used by Ghanaian Applicants in the following categories.

WASSCE/SSSCE Applicants and Ghanaians with foreign qualifications

All Ghanaian applicants with WASSCE/SSSCE or a Ghanaian applicant with International Baccalaureate (IB) and IGCSE should kindly do the following;

1. Visit any branch of GN Bank and purchase E-voucher at a cost of GH¢ 100;
2. At GN bank, applicants will be required to provide the following information before attended to; your name, mobile phone numbers and e-mail address;
3. An applicant without an e-mail address will have the confirmation of their pin sent to their mobile phone numbers provided;
4. Applicants should kindly proceed to <http://admissions@nsbt.edu.gh>. and follow carefully the instructions provided and apply online;
5. Applicants are advised to keep their pin safely as it will be used at later date to access the outcome of the application.

INTERNATIONAL STUDENTS & GHANAIS APPLYING FROM ABROAD

The use of e-voucher for Ghanaians applying from abroad is not applicable in this category, however, Ghanaians applying from abroad should use the link below to access the online application form to complete and submit all required documents.

Online application Form for Ghanaian undergraduate applicants from abroad, kindly visit (<http://admissions.nsb.edu.gh>)

Applicants are expected to pay to Nduom School of Business and Technology a non-refundable application processing fee of **US\$100**. This fee can be paid directly into NSB&T GN bank Account with details provided below;

1. Dollar Account: **2003411000759**

Applicants should scan the pay-in-slip(s) together with applicants' certificate and results (**in a PDF format or word document**) and attached to the application form before submission online.

Applications without proof of payment of the fee will NOT be processed!

NDUOM SCHOOL OF BUSINESS AND TECHNOLOGY



STUDENT'S APPLICATION FORM

UNDERGRADUATE PROGRAMME

This Application Form should be completed and returned to:

**The Registrar,
Nduom School of Business & Technology,
P. O. Box EL33,
Elmina.
E-mail: admissions@nsbt.edu.gh
Website: www.nsbt.edu.gh
Tel: +233(0)501-545-002 / +233(0)501-409-620 / +233(0)501-481-243**

Instructions:

1. Applicants should exercise great care in completing the **Form** since any errors might lead to the rejection of the Application.
2. An applicant is requested to complete only **one set** of Application Form.
3. The applicant is required to complete the Form in **BLOCK LETTERS** only with all the relevant information as required.
4. **One passport size photograph** of the applicant with his/her name and signature at the back should be fixed at the right-top-corner of **page 2**.
5. Enclose relevant Certificate(s)/Results slip(s) and any other academic qualifications to facilitate the processing of the Application Forms.
6. An applicant to be considered for a *higher placement* should enclose his /her **transcripts**.
7. **Mature** applicant should include in the Application Form copies of their previous qualification and *Birth Certificate* and *Letters of Employment of first appointment*.
8. The University shall not be responsible for any negligence on the part of an applicant.

Affix one personal passport size photograph with your full name and signature at the back.

BIODATA (STUDENT)

Name Last:	First:	Middle:
Date of birth:	Place of birth:	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>
Region/ State of Birth:	Hometown:	
Region/ State of Hometown:	Nationality:	Religion:
Place of Residence:	Region/State of Residence:	
Passport No.	Tel. No.	Email:
Permanent Home Address:		

Mailing Address for Application Update (if different from permanent address)

Are you physically disabled or do you suffer any form of handicap? Yes No
If Yes, Specify

FATHER'S/GUARDIAN'S BIODATA

Name Last:	First:	Middle:
Address:		
Occupation:	Tel. No.:	Relationship:

MOTHER'S/GUARDIAN'S BIODATA

Name Last:	First:	Middle:
Address:		
Occupation:	Tel. No.:	Relationship:

Employment Information

Current employer:		
Employer address:		
Type of Employment:	Phone:	E-mail:

Name _____

EDUCATION HISTORY

Secondary Schools and Colleges attended (indicate dates of attendance and qualifications)

Schools / Colleges	From (Month, Year)	To (Month, Year)	Qualification(s) obtained

QUALIFICATION OF APPLICATION: W.A.S.S.C.E. S.S.S.C.E. G.C.E. OTHER

Name of Examination Body/Bodies	Certificate(s) Obtained

Examinations details

Attempt	W.A.S.S.C.E.			S.S.S.C.E			G.C.E./Others		
	1 st	2 nd	3 rd	1 st	2 nd	3 rd	1 st	2 nd	3 rd
Month									
Year									
Index No									

Name _____

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

W.A.S.S.C.E.

SUBJECTS	GRADES		
	1 st	2nd	3rd

S.S.S.C.E.

SUBJECTS	GRADES		
	1 st	2nd	3rd

Name _____

G.C.E.

SUBJECTS	"O" Level Grades			"A" Level Grades		
	1 st	2nd	3rd	1st	2nd	3rd

Other Qualifications

Qualification A		Qualification B	
Subject	Grade	Subject	Grade

Name _____

UNDERGRADUATE PROGRAMME: SEPTEMBER

JANUARY

CHOICE OF PROGRAMME

Indicate the order of your choice of programme (1st, 2nd, 3rd)

- B.Sc. Information Technology Management for Business
- B.Sc. Information and Communication Technology
- B.Sc. Banking and Finance
- Diploma in Accounting
- Diploma in Banking and Finance
- Diploma in Management Studies
- Diploma in Information Technology

Would you require on-campus accommodation? Yes No

How did you hear of Nduom School of Business and Technology?

- Friends
- Family
- Radio
- Television
- NSBT Website
- Today Newspaper
- GN Company
- GN Employee
- Other(Specify): _____

DECLARATION

I declare that the information provided is genuine and reflects my true records. (An applicant who makes a false declaration or withholds information may be refused).

.....
Date

.....
Signature of the Applicant

ENDORSEMENT

The declaration above must be endorsed with a stamp below by someone of high repute. This person should belong to a learned profession -- **Lawyer, Headmaster /mistress / Principal, Medical Practitioner, Priest / Pastor**

.....
Date

.....
Signature

Name

Status

Address

.....

FOR OFFICIAL USE ONLY

Application Form No.....

Date received

Initial of Recipient

Remarks

.....

.....

Date of Admission