

# Application Form (Foundation & Undergraduate)

## 1. Student Details

Have you studied at Lancaster University before?  Yes  No Previous Application Number: \_\_\_\_\_

Title Mr / Ms / Mrs Surname: \_\_\_\_\_ First name: \_\_\_\_\_

Other name(s): \_\_\_\_\_ Date of birth (dd/mm/yyyy): \_\_\_\_\_ Gender  M  F

Nationality (as indicated on passport): \_\_\_\_\_ Passport number: \_\_\_\_\_

Country of birth: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_ Email Address: \_\_\_\_\_

Address of Correspondence (if different from above): \_\_\_\_\_

Parent/Guardian Address (if different from above): \_\_\_\_\_

\_\_\_\_\_ Parent's Number: \_\_\_\_\_

## 2. Course Preference

If you are applying to study at foundation level please complete **Section A and B**. Undergraduate level, please complete **Section B**.  
If you require additional English language training, please go to **Section C**

### Section A – Undergraduate pathways (TAG Foundation Programme)

Admission intake  January 20\_\_  October 20\_\_ **Example: January 2019**

For Foundation Year, please select your programme choice

**Business and Management Foundation Programme**

(Pathways into the following UG Programmes)

- Accounting and Finance
- Business Management
- Economics and International Relations
- Marketing

**Law and Social Sciences Foundation Programme**

(Pathways into the following UG Programmes)

- Law
- Politics and International Relations

**Computing and Science Foundation Programme**

(Pathways into the following UG Programmes)

- Computer Science

At the point of registration, you will be asked to nominate your progression degree.

Provided you achieve the required grades, you will progress to one of your chosen degree programmes, subject to availability.

## Section B – Undergraduate

### Lancaster University Management School (LUMS)

Accounting and Finance

Business Management

Economics and International Relations

Marketing

### Faculty of Art and Social Science (FASS)

Law  Politics and International Relations

### Faculty of Science and Technology (FST)

Computer Science

## Section C – English Language Training

If you want to apply for the English Proficiency Programme, please refer to <https://study.lancaster.edu.gh/foundation-study/english-proficiency-programme-epf/> or pick up a separate application form from the Admissions Department.

## 3. Education – Provide details of all secondary/polytechnic/tertiary studies undertaken.

Applications will only be assessed if accompanied by certified copies of academic transcripts for all courses undertaken to date.

	Institution, City e.g. Achimota School, Accra	Name of Qualification	Years Attended	Qualification Completed
High School			from..... to.....	Yes / No
Pre University/ Foundation Year			from..... to.....	Yes / No
Tertiary Education			from..... to.....	Yes / No
Others			from..... to.....	Yes / No

Are you currently studying?  No  Yes

If yes, provide details below:

Name of course/award: \_\_\_\_\_

Institution: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Country: \_\_\_\_\_

Date result is expected: \_\_\_\_\_

## 4. Work Experience

Please list details of any work experience you have. Also include national service details if appropriate:

Employer: \_\_\_\_\_

Employer: \_\_\_\_\_

Period of Employment: \_\_\_\_\_

Period of Employment: \_\_\_\_\_

Position Held: \_\_\_\_\_

Position Held: \_\_\_\_\_

## 5. Medical/ Disability / Special needs

If you have a disability which means that you may require additional help at Lancaster University, it is very important that you provide the following information. This information will be kept confidential and will not affect your admission to the university.

Type of Disability:  Vision

Hearing

Mobility

Impairment

Learning

Psychiatric

Other

Please provide a brief statement about what your needs will be.

## 6. How did you hear about us?

Medium	Please specify
<input type="checkbox"/> An email from us	
<input type="checkbox"/> Internet	
<input type="checkbox"/> Social Media	
<input type="checkbox"/> Agent	
<input type="checkbox"/> Referral	
<input type="checkbox"/> Exhibition/Fair	
<input type="checkbox"/> University representative	
<input type="checkbox"/> TV	
<input type="checkbox"/> Radio	
<input type="checkbox"/> Newspaper/magazine	
<input type="checkbox"/> Billboard	
<input type="checkbox"/> Flyer	
<input type="checkbox"/> Other	

## 7. Declaration and Agreement

I declare that the information provided on this form is true and complete in every detail.

I authorise Lancaster University Ghana to obtain further information about me from educational and other institutions which I have attended.

I acknowledge that Lancaster University Ghana reserves the right at any stage to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information.

I understand that my application will only be assessed when it is complete in every detail and includes all required documentation as started on this application form.

I am aware of the conditions relating to my application and admission, and agree to fulfil all conditions prior to enrolment and pay all fees pertaining to my studies at LUG.

I understand and agree that Lancaster University Ghana may communicate the details of academic performance, attendance or behaviour related incidents, to my parents or legal guardian.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The details provided to Lancaster University Ghana on this form will be stored by us, and used to process your application and provision of service to you if your application is successful. It will not be used for any other purpose, unless you provide consent, or it is otherwise in accordance with British privacy laws. To learn more about how Lancaster University protects your privacy, please visit [www.lancaster.edu.gh](http://www.lancaster.edu.gh)

## 8. Non citizenship ID and Residence permit

All Non-Ghanaian citizens students are required by Law to obtain a Non-Citizenship ID and a resident's permit if they are to study in Ghana.

For more information please visit [https://www.gis.gov.gh/fees\\_charges.html](https://www.gis.gov.gh/fees_charges.html)

The university can assist prospective students with this requirement. Please select one of the options below:

Please tick

Yes, I want the University to assist

No, I will process it on my own

## 9. Health Insurance

Do you need insurance cover? (Ghanaian Citizens)

Yes  No

All Non-Ghanaian applicants must carry health Insurance.  
Please discuss with our Admission staff or the  
Student Affairs Department

## 10. Accommodation

Do you need accommodation?

Yes  No

<https://study.lancaster.edu.gh/category/about-us/accommodation/>

## 11. Undertaking of Financial Responsibility

This is to confirm that I, \_\_\_\_\_ in my legal capacity as parent/guardian of my ward

\_\_\_\_\_ applying to study at Lancaster University Ghana, hereby commit, confirm and undertake to accept full financial responsibility for my ward during the period of his/her studies at Lancaster University Ghana.

I affirm that all tuition, accommodation, medical or other legitimate expenses incurred by my ward during the course of study will borne by me.

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

Mobile number: \_\_\_\_\_

Email address: \_\_\_\_\_

## 12. Checklist

**Before sending the application form, please check that you have:**

- Confirmed you agree to the declaration in section seven (7)
- Completed all sections on enrolment form and checked for accuracy
- Enclosed certified copies of academic transcripts and final results (with certified translation if not in English)
- Enclosed a certificate for a Secure English Language Test such as IELTS, TOEFL ibt or Pearson Test
- Enclosed a copy of relevant pages of your international passport or Valid ID (Drivers License, Ghanaian National Health Insurance Card)
- Personal Statement/Statement of Purpose – Brief motivation to study at LUG (100-300 words)

Send completed application and supporting documents to [admissions@lancaster.edu.gh](mailto:admissions@lancaster.edu.gh) or submit in person at the Lancaster University Ghana campus

**Please make all payment to the account details below:**

### Ghanaian Students

Account Name: Lancaster University Ghana

Account Number: **904 000 423 8863**

Bank: Stanbic Bank Ghana

Branch: Accra

Sort Code: 190101

BIC (SWIFT): SBICGHAC

Currency: US Dollars

Account Name: Lancaster University Ghana

Account Number: **904 000 307 8374**

Bank: Stanbic Bank Ghana

Branch: Accra

Sort Code: 190101

BIC(SWIFT): SBICGHAC

Currency: GHC - Ghana Cedis

### International Students

Account Name: Lancaster University Ghana

Account Number: **904 000 391 8216**

Bank: Stanbic Bank Ghana

Branch: Accra

Sort Code: 190101

BIC (SWIFT ): SBICGHAC

Currency: US Dollars

Contact the Finance Department via email [finance@lancaster.edu.gh](mailto:finance@lancaster.edu.gh) for additional information/assistance.

*For any enquiries about admissions please call **+233 (0) 302 218 989** or email [admissions@lancaster.edu.gh](mailto:admissions@lancaster.edu.gh). You can also come and meet our admissions team on our campus at **44 Eagle Lane, Tantra Hill, Off Achimota-Nsawam Road, Accra.***