



WESTICAL TERTIARY ADMISSIONS GHANA

Country, Programme & Category:

Serial Number:

(provided on receipt)

Thank you for your interest in applying with Westical Tertiary Admissions Ghana. Please complete all sections of this contract application form boldly to aid photocopying. If there is insufficient space for your information continue on a separate sheet of paper and sign beneath it.

Declaration

I confirm that this document is a proof of contract between Westical Tertiary Admissions Ghana and myself. The information provided is, to the best of my knowledge, true and complete, and understand that providing false or misleading information, will disqualify me from admission or, if admitted, could lead to dismissal without notice.

In accordance with university application laws, the information provided on this form and in the accompanying papers will be used to process my admission and, if admitted, this information will form the basis of my student file. I understand that the information provided on this form may be entered onto a computerised database.

Additionally I understand that if I am applying for a university admission with Westical Tertiary Admissions Ghana, it may be necessary for the information I have supplied to be shared with the universities being applied to. Under the terms of the Data Protection Act 2012 I give my consent, by signing below that the information I have supplied be shared with the University or college I am applying to as part of the selection process.

I understand that students who officially withdraw after fees are billed, and before admission issued, will be charged a \$1000 administrative fee, which includes Assessment and Evaluation, documentation, DHL, Notary signing, Attestation, Legalization, Translation and visa fees. A refund of the balance will be processed upon notification of withdrawal. If official withdrawal occurs after admission notice is issued, there will be no refund negotiations, therefore students will have to proceed to the next step.

A written refund request must be submitted to the Office of Westical Tertiary Admissions Ghana Limited when student is refused visa so that the office can communicate to university on your behalf. The refund will be negotiated after administrative fee had been deducted by the university on your fees paid. Student will therefore be given a free room for reapplication. Unless that student requests, in writing, that he/she want to withdraw from this contract, refund negotiations will be held and settled amicably.

Signed *

Date*

* If you are submitting this form electronically then you should note that in the absence of this signature the emailing of this application constitutes your personal certification that the details are correct.

Your details

First name(s):		Last name(s):	
Sex:	Male ___ / Female ___	(date of birth):	
Phone:	In home country: While abroad:	Passport No.:	
Nationality:		Place of birth:	

Permanent address in home country:		Emergency Contact Details	
E-Mail:		Skype ID:	
Next of Kin Information: Parent's Contact Details	Name: Address: Tel: E-mail:		

References

Please give details of two referees, **one of whom must be your current employer or, if not currently employed, your most recent Headmaster/mistress.** If this is your first degree, one of the references should be from your teacher or housemaster or similar.

Title and Name	Title and Name
Position	Position
Postcode	Postcode
Working Relationship	Working Relationship
Telephone	Telephone
Email	Email

Additional information in support of your application

PERIOD OF STUDY ABROAD

Period of study abroad:	202__ intake
Please indicate which year you completed high school or university	20 ____ to 20 ____
Please indicate period for your study abroad:	From: date ____ month ____ year ____ To: date ____ month ____ year ____

RECEIVING INSTITUTION

School Name?	City Located:
Country:	First Choice Programme:

<p>Other Programmes of Interest:</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p>	<p style="text-align: right;">Mark Program Months:</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 30%;">January</td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td></tr> <tr><td>February</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>March</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>April</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>May</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>June, July or August</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>September to December</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	January							February							March							April							May							June, July or August							September to December						
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Briefly state the reasons why you wish to study or abroad:

LANGUAGE COMPETENCE

Mother tongue: _____						
Language of instruction at home institution (if different): _____						
Language test results (attach certificate): Language test at: _____						
Other languages	I am currently studying this language		I have sufficient knowledge to follow lectures		I will have sufficient knowledge to follow lectures if I get some extra preparation	
	Yes	No	Yes	No	Yes	No
French						
Russian						
Spanish						
Chinese						
Turkish						

PREVIOUS AND CURRENT STUDY

Number of higher education study years prior to departure abroad:	
Have you already been studying abroad?	Yes: ____ No: ____
If yes, <u>when and where?</u>	At which institution?
Have you already applied with any agency?	Yes: ____ No: ____
If yes <u>which country, Duration and which institution?</u>	

ACCOMMODATION

Please mark if you are interested in being contacted about residential facilities for students by Westical Tertiary Admissions Ghana Limited

Please attach:

- A copy of your passport data page
- An Academic Transcript or Certificate provided by your High school or University on official letterhead confirming your current enrolment status.
- A parental consent of applicants below 18 years.
- Application fee and Processing fees Receipt. The fees are to be paid and receipt is to be provided before processing of admission and visa commence.

Name of student:	Date:
	Signature:
Approved by Agency:	Date:
	Signature:

Additional information

Where did you hear about Westical Tertiary Admissions Ghana Ltd?

Would you need our counselling service, advice and support concerning your application?

By ticking this box I consent to my details being retained for consideration for future, similar admission. All information will be held securely and confidentially and will be destroyed after four years.

Sending or Emailing your Documents

Thank you for your interest in applying with Westical Tertiary Admissions Ghana.

Completed application and personal information forms must be returned within 48 hours and documents emailed to admissions@westical.com or the address below.

Admission Support
Westical Tertiary Admissions Ghana
Branch Office
Madina Rawlings Circle Accra

Tel: 0302 907 558 Mob: 0244305826
Website: www.westical.com

If you are a disabled person and require adjustments to be made to this process please contact us on 0244305826 to discuss your condition. Please let us know if you require this documentation in an alternative format or by email.

For office use only

**INDICATE ALL RECEIVED
DOCUMENTS.**

For office use only

STAMP / SIGN.