



# TAKORADI TECHNICAL UNIVERSITY

AND

## THE CHARTERED INSTITUTE OF LOGISTICS AND TRANSPORT (CILT)

APPLICATION FORM FOR ADMISSION TO CILT CERTIFICATE, DIPLOMA AND ADVANCED DIPLOMA PROGRAMMES  
(PLEASE COMPLETE FORM IN BLOCK CAPITALS)

PROGRAMME APPLIED FOR .....

1. Mr. / Mrs. / Miss:..... (Strike out whichever is not applicable)

2. Surname: .....

3. First Name:.....

4. Other/Middle Name(s) .....

(The names entered on this form must be the same in spelling and order as those used in all certificates; any name change must be supported with relevant documents)

5. (a) Date of Birth .....

(b) Nationality .....

6. Marital Status: Single/Married (Strike out whichever is not applicable)

7. Religion (if any) Christianity/Islam/Traditionalist/Other (Strike out whichever is not applicable)

8. (a) Name of Next of Kin: .....

(b) Relationship to Candidate .....

(c) Address/Telephone Contact of Next of Kin .....

(This information would be treated as confidential)

9. Address to which all communications in connection with this application should be sent:

.....  
.....

E-mail Address:..... Cell Phone Number:.....

10. Permanent Home Address .....

.....  
11. (a) Present Occupation.....

(b) No. of Years in this Occupation.....

(c) Present Employer's Name and Address.....

.....  
(d) Total Working Experience.....

12. Are you being sponsored by your Employer? Yes/No.

13. If not being sponsored, state how you would finance your studies at the Technical University.

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NOTE: The Technical University provides no scholarships or any other form of financial assistance for students accepted for its programmes.

**14. IMPORTANT**

- (a) **CANDIDATES ARE REQUIRED TO SEND THE COMPLETED FORMS TO THE REGISTRAR (ADMISSIONS) OR CILT PROGRAMMES COORDINATOR, TAKORADI TECHNICAL UNIVERSITY, P. O. BOX 265, TAKORADI, NOT LATER THAN ( Please refer to the respective Adverts i.e. for CILT, DILT and ADILT)**
- (b) **IN ALL CASES THE FOLOWING ENCLOSURES SHOULD ACCOMPANY CANDIDATES' COMPLETED APPLICATION FORMS:**
  - (i) **Certified copies of certificates or result slips (Certification by Previous School/Notary Public/Employer/Any other Accredited Institution)**
  - (ii) **Certified copies of Testimonials/Letters of Reference from your employer or a senior public servant indicating your work experience and /or ability to successfully undertake and complete the programme being applied for**
  - (iii) **Two recent passport –size photographs. (One of the photographs should be endorsed; see Declaration at the back page. Names should be written on the back of remaining photographs)**

**NOTE:**

- (a) **No application will be considered unless the requirements in Section 14 above are fully met.**
- (b) **Any change of address must be notified at once to the Technical University Registrar (Admissions) Takoradi Technical University**
- (c) **Applications not completed in full may be rejected outright.**
- (d) **Successful candidates will later be required to pay a Deposit Fee (As will be stated in the Admission letter)**
- (e) **After completion of Application Form, a printed copy and a Banker's Draft of Gh 100.00 ( or cash) being the cost of processing and the cost of Application Form should be sent to the Registrar (Admission), Takoradi Technical University, P.O. Box 256, Takoradi via EMS or any other appropriate means**

**15. PREVIOUS EDUCATION:**

**Give below the names of Academic, Technical, Professional or Other Institutions attended with dates and certificates acquired:**

Name of School/College/Institute	Date of Attendance		Certificate Awarded
	From	To	

**16. Are you still at School or College? If so state which School or College and attach transcript**

.....  
 .....

17. If you have previously been admitted to Takoradi Technical University, please supply the following information.

- (a) Year Completed .....
- (b) Course of study.....

*I hereby declare that the above particulars are to the best of my knowledge correct*

..... 20..... Signature of Applicant.....

**IMPORTANT:**

**AN APPLICANT WHO MAKES A FALSE STATEMENT MAY BE REFUSED ADMISSION OR, IF HE HAS ALREADY COME INTO RESIDENCE, HE/SHE MAY BE ASKED TO WITHDRAW FROM THE TECHNICAL UNIVERSITY.**

**DECLARATION**

This declaration should be signed by the person who endorsed one of your passport-size photographs. This person should be the holder of a responsible position such as, the Headmaster of a Secondary School, Principal of a College Education, the Principal of a Technical Institute, a Senior Civil Servant, a Lawyer, a Clergyman, a Military or Police Officer, a Medical Officer.

**NOTE:** The application will NOT be valid if this declaration is not signed.

**I CERTIFY THAT** the photograph endorsed by me is the true likeness of the applicant.

Mr./Mrs./Miss.....

Who is personally known to me. I have inspected the certificates submitted by the applicant and, to the best of my knowledge, they are genuine.

Signature.....

Name.....

Status.....

Address.....

..... 20.....

**NOTE:** IN COMPLETING SECTION 9 IT IS IMPORTANT TO GIVE AN ADDRESS AT WHICH NOTICE OF ADMISSION WILL REACH YOU WITHOUT DELAY, SO THAT YOU CAN COMPLETE ADMISSION REQUIREMENTS EARLY.

**APPLICATION:**

Application forms can be obtained from the following websites: [www.ttu.edu.gh](http://www.ttu.edu.gh) and [www.ciltgh.org](http://www.ciltgh.org)

Note: Closing dates for submission of the Application forms is Friday, 29<sup>th</sup> December, 2017 for all applicants.

**SUBMISSION OF COMPLETED APPLICATION FORMS**

All completed application forms together with true certified copies of candidates and transcripts and other necessary documents should be sent to:

**The Registrar,  
Takoradi Technical University,  
P. O. Box 256,  
Takoradi, Ghana,**

**OR**

**The Administrative Officer,  
Professional Programmes,  
New Library Block, Main Campus,  
Takoradi Technical University,  
P. O. Box, 256,  
Takoradi, Ghana.**