

Please read the information in the shaded area carefully before completing this form.

- Apply as early as possible.
- Use **black ink** and **Block** letters when completing this form
- **DO NOT** submit more than one application.

Diploma Application Form



PALM
INSTITUTE OF STRATEGIC LEADERSHIP
"Raising Generations of Strategic Leaders"

Completed forms should be submitted to:
The Admissions Officer, Palm Institute campus
Okponglo, East Legon.

P. O. Box MD 1528, Madina
Website: www.palminstitute.edu.gh
Email: info@palminstitute.edu.gh
Tel: 054-881-2753, 024-285-0220

Personal Information

Surname (family name) (BLOCK LETTERS)

This is the name under which your file will be registered; change of name is not permitted after registration.

Title

Please tick the title you normally use e.g. Mr. etc.

Ms.	Miss	Mr.	Mrs.
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Maiden Name (If Married)

First name(s) (given names)

(BLOCK LETTERS)

Please write all your fore name(s) in the order in which they normally appear. Initials are insufficient.

Date of birth

Day	Month	Year		Sex	Male	Female
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Nationality

Marital status (Please tick)

Married	Single
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Religion

Contact Information

Email (one address only)

Please ensure you provide current email address here

Telephone

Permanent home address

Your permanent home address.

This address will be used for correspondence unless you give an alternative address below

Correspondence address

Please leave this section blank if the address is the same as the address provided above.

Region

Name and address of parent /guardians /sponsor /next of kin.

Please give the name and address of a parent or a sponsor or next of kin.

Name	Address
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Programme Information

Programme Preference

Please State the programme which you are applying.

Title of Program

Entry Qualification

Please list the qualification(s) with which you are applying.

WASSCE	SSSCE	Mature	Other (Specify)
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Education Please list in chronological order all academic Institutions attended. Also state the dates you attended these institution(s)	
Name of Institution and Region	Dates Attended (example: 2003-2008)

Entry qualification Please list the qualifications with which you are applying, including grades obtained in every examinations you took. Attach transcript and photocopies of certificates of all examinations results you list below.		
Examination Title	Month and Year attempted	Index Number
<i>(Example: WASSCE)</i>	<i>(Example: June 2005)</i>	<i>(Example: 30111024678)</i>

Endorsements
Declaration and signature of Applicants
 I declare that the statements on this form are correct. I understand that any offer of admission may be withdrawn if the information provided is fraudulent or if I cannot provide documentary evidence.

Endorsement by Referee
 This form must be endorsed by someone of high repute who must read and sign the following declaration.

I certify that the applicant is personally known to me, and that I have vetted both the photograph attached, and the claims contained in this application and that to the best of my knowledge, the information can be said true.

Signature	Date
Name	Address
Signature	

Official use only	
Selected	Incoming Level
Not Selected	Reasons if not Selected:

	Signature:	
	Date:	

Finance Office use only	Receipt Number:	Sold by:
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Guidelines for applicants

How to avoid delays

Please read this section carefully. We appreciate the level of anxiety for applicants and we aim to process your application quickly and efficiently and notify you of our decision as soon as possible. The application process should run smoothly; however delays sometimes occur- most of which can be easily avoided by following the procedures below:

- **Check that you have filled in all the relevant sections on both sides of the form.** If any necessary information is omitted, it will slow down or stop the application process (e.g. programme).
- **Make sure that your email address is written clearly as we will use it to contact you.** Please ensure you provide a valid email account and check your account regularly.
- **Send all supporting documentation with your application form.** Your application will not be considered without all documentation under any circumstance. If you can send all your documents to us in one package, unnecessary delays will be avoided. Make sure that documentation bears your name and your date of birth as they appear on your application.
- **Attach two endorsed passport size photographs to your application before submission.**
- All documentation should be submitted with one duplicate.
- **Supply all documentation in English.** If your transcript and / or references are not in English, we must receive official independent translations bearing the stamp/ signature of the translator as well as the original documents. We do not accept unofficial translation.
- **Palm Institute Admissions Office deals with all application correspondence.** Do not send documents to any other office, or hand them over to any individual for submission on your behalf. All forms must be submitted to the admissions office in East Legon, Accra.
- **The Institute cannot guarantee admission into a particular programme, level or session. Applicants must guarantee a place only after payment of appropriate school fees.**
- Please retain a photocopy of your entire application form.

Programmes available:

Diploma in Banking Technology and Accounting

Diploma in Business Administration

Diploma in Computerized Accounting

Additional Information

Accommodation

The Institute does have accommodation facilities for students. There are limited accommodations available. Students can however make arrangement to secure a place. Places are given on a first come, first served basis, and prospective students are advised to start making arrangements as soon as practicable.