KAIPTC/Masters Course ____________________________ (For official use only)

APPLICANT’S NAME ____________________________________________
(Surname first e.g., Mensah, Kofi)

INTENDED COURSE OF STUDY ___________________________________

KOFI ANNAN INTERNATIONAL PEACEKEEPING TRAINING CENTRE (KAIPTC)

FACULTY OF ACADEMIC AFFAIRS

Application Form for

KAIPTC POST GRADUATE COURSES
1. General Information
   a. Personal Details:
      Title: Mr. /Mrs. Etc ____________________ Date of Birth (dd/mm/yy) ____________________
      Family Name _________________________ Country of Residence _______________________
      Given Name(s) ______________________ Country of Birth ___________________________
      Sex: Male _____ Female _______ Nationality ________________________________

   b. Contact Information
      Address for Correspondence
      _________________________________ Telephone Number ___________________________
      _________________________________ Mobile (Cellular) Number ___________________________
      _________________________________ Country ________________________________
      E-mail ______________________________

2. Academic/Professional Qualifications
   From To Name of Institution & Location Programme Qualifications (Class)
   1. _____ _____ _______________________________ ___________________ ___________________
   2. _____ _____ _______________________________ ___________________ ___________________
   3. _____ _____ _______________________________ ___________________ ___________________
   4. _____ _____ _______________________________ ___________________ ___________________

Please include official transcripts and certified copies of your certificates, detailing subjects studied and grades achieved together with a translation into English if appropriate, or indicate if you have arranged for them to be sent directly to the Registrar, KAIPTC.
3. Language Skills

What is your first language? ________________________________

How often do you use English in a business context? □ daily □ weekly □ rarely □ never

How often do you use English in a study context? □ daily □ weekly □ rarely □ never

Competence in reading, speaking and writing in English is essential if you are to get the most from the KAIPTC Masters course. We ask that you demonstrate competence in English by one of the following criteria. Please indicate which:

□ English is your native language
□ You have graduated with a degree from an English-speaking university
□ You have worked in an English-speaking environment for at least two years

If English is not your native language, please outline your experience of working or studying in an English-speaking environment and indicate if, when and where you plan to take further English language training before starting the KAIPTC Masters course.

Please list languages you can use, apart from English, indicating whether your ability is basic, competent or fluent in each:

<table>
<thead>
<tr>
<th>Language</th>
<th>Level of competence</th>
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Please take note that the Masters Programme is delivered in only English thus the ability to read and write English to an average level of competence is a key requirement for admission. Applicants from non-English speaking countries are required to submit proof of English proficiency.
4. EMPLOYMENT (include a current CV or Resume)

(a) Current Employment

Name of Organisation

_________________________________________________________

Job Title/Position Held____________________ Date Employment Started ____________

Department ___________________________ Total Experience on Current Job__________

Address _____________________________________________________________

_________________________________________ Country ____________________________

(b) Previous Employment (if any)

Particulars of Past Employment (indicate job title/position held, and name of organization, date and address in that order)

___________________________________________________________

___________________________________________________________

___________________________________________________________

5. Essays

Applicants are to submit 2 essays on the following topics.

**Essay 1**

*Why you want to join the KAIPTC Master's Course.*

Your essay should cover the following:

(a) Explain your principal reasons for wishing to join the KAIPTC Masters Course.

(b) Describe your career aspirations in the next decade.

(c) Describe the contribution you will make to the programme when admitted.

(d) State if you will be sponsored and indicate the value you will add to your sponsoring organization.

**Essay 2**

"Describe one Accomplishment That Occurred in the Last Five Years of Which You Are Most Proud and Why"

Essays should be a maximum of 1000 words each, typed and be on separate sheets.
6. Funding

Which of the following sources of finance do you propose to use in funding your KAIPTC Masters course.

☐ Self-funding  ☐ Self-funding with Bank Loan  ☐ Self-funding with employer contributions

☐ Employer Sponsorship  ☐ Scholarship  ☐ Other (please specify) ______________

7. Referees

Please list two referees who have direct knowledge of your intellectual ability and/or your professional skills. If you have left further or higher education within the last five years, you should state one academic reference and one employment-related reference.

<table>
<thead>
<tr>
<th>First Referee</th>
<th>Second Referee</th>
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<tr>
<td>Name</td>
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<td>Position</td>
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<td>Relationship to you</td>
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<td>Telephone Number</td>
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<tr>
<td>Email Address</td>
<td></td>
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</tbody>
</table>

Referees are to fill attached confidential reference forms and put in a sealed envelope.

8. Person to contact in case of Emergency

Family Name ______________  Given Name(s) ______________

Relationship to you __________  Contact ___________________
Checklist

All applicants will be treated on equal grounds irrespective of sex, gender, religion, ethnicity, marital status or physical ability. All documents in a language other than English must be officially translated to English and submitted with the translations.

Please tick when you have enclosed:

☐ One application form and CV
☐ Original transcripts and certified copies of all certificates
☐ Three recent passport-sized photographs (stapled to the cover page of application form)
☐ One stamped self-addressed envelope
☐ Sponsorship statement form (for sponsored applicants)
☐ Application form receipt of GH₵ 150.00. Payment for the Application form should be made at the United Bank for Africa (UBA) A/C no 01314305001503 at any of their branches in Ghana.

(Foreign students are to pay USD$50.00 for the application form through bank transfer, e-mail Academic Registry for transfer details)

Your application cannot be processed until we have received all of these documents.

Declaration

I sign to confirm that the details I have given in this application are correct, that I have included all the documents required and that I apply for admission to the KAIPTC Post Graduate course.

Signature ___________________________ Date __________________

Please contact the KAIPTC Academic Affairs office if you have any queries or comments about this form on Telephone: 0302-718200 Ext 1105 or 1165; +233(0)206752054; +233(0)244847394; +233(0)501209332

KAIPTC MA Applicants, KAIPTC Faculty of Academic Affairs and Research
PMB CT 210, Cantonments, Accra.
Email: Fuseini.SandaMusah@kaiptc.org; Margaret.Sosuh@kaiptc.org
Website: www.kaiptc.org
First Referee

KOFIG ANNAN INTERNATIONAL PEACEKEEPING TRAINING CENTRE (KAIPTC)
FACULTY OF ACADEMIC AFFAIRS

I. This section is to be completed by the applicant.
   After filling out this section, please give this CONFIDENTIAL Form to your Referee to complete

Applicant’s Name

Applicant’s Address

City/Country                                       Programme of Study

Date of Birth

Telephone Number:                                Fax Number

E-mail:

I hereby authorize the appropriate person to provide the information requested in this document.

Applicant’s Signature:                          Date:

II. This section is to be completed by the Referee:
   KAIPTC would appreciate your assessment of the applicant’s qualities. The Centre will use your appraisal only in the evaluation of the participant’s admission and its confidentiality will be safeguarded.

Please complete this form as soon as possible and return to:   The Assistant Registrar
                                                             KAIPTC Academic Affairs
                                                             PMB CT 210
                                                             Cantonments
                                                             Tel.: +233(0)302718200-2 Ext. 1105 or 1165
                                                             Fax: +233 (0)302 718 201
                                                             Website: www.kaiptc.org

1. General Rating

   Please indicate your opinion of this applicant in the context in which you know him or her: Your assessment should be indicated in each case by ticking of the appropriate check box:

1.1 In your view, how does the applicant rate on the following personal characteristics:

   Motivation
   Very High ( ) High ( ) Above Average ( ) Average ( ) Below Average ( ) Low ( ) Very Low ( ) Not Known ( )

   Self Discipline
   Very High ( ) High ( ) Above Average ( ) Average ( ) Below Average ( ) Low ( ) Very Low ( ) Not Known ( )

   Leadership
   Very High ( ) High ( ) Above Average ( ) Average ( ) Below Average ( ) Low ( ) Very Low ( ) Not Known ( )
Self-Confidence

Maturity

Academic Ability

1.2 Please indicate how well the applicant is known to you:

- [ ] Known only through Records
- [ ] Seen Occasionally
- [ ] Known Personally

1.3 Please indicate how long you have known the applicant:

- [ ] Less than 1 year
- [ ] 1-3 years
- [ ] More than 3 years

1.4 The applicant has been known to you as a:

- [ ] Student
- [ ] Subordinate
- [ ] Colleague
- [ ] Friend
- [ ] Acquaintance

2. Specific Comments

2.1 What do you see as the personal strengths of the applicant?

2.2 In your view, what weakness might the applicant show?

2.3 KAIPTC would appreciate your overall assessment of the applicant’s academic capabilities:

III. The Referee:

Referee’s Name

Organization

Position

Address

Region/City / Country

Contact Phone Number:

Fax Number:

Referee’s Signature

Date:

E-mail
Second Referee
KOFI ANNAN INTERNATIONAL PEACEKEEPING TRAINING CENTRE (KAIPTC)
FACULTY OF ACADEMIC AFFAIRS

I. This section is to be completed by the applicant.
After filling out this section, please give this CONFIDENTIAL Form to your Referee to complete

Applicant’s Name

Applicant’s Address

City/Country                              Programme of Study

Date of Birth

Telephone Number:                          Fax Number

E-mail:

I hereby authorize the appropriate person to provide the information requested in this document.

Applicant’s Signature:                     Date:

II. This section is to be completed by the Referee:
KAIPTC would appreciate your assessment of the applicant’s qualities. The Centre will use your appraisal only in the evaluation of the participant’s admission and its confidentiality will be safeguarded.

Please complete this form as soon as possible and return to:  The Assistant Registrar
KAIPTC Academic Affairs
PMB CT 210
Cantonments
Tel.: +233 (0) 302 718 200-2 Ext. 1105 or 1165
Fax: +233 (0) 302 718 201
Website: www.kaiptc.org

1. General Rating

Please indicate your opinion of this applicant in the context in which you know him or her: Your assessment should be indicated in each case by ticking of the appropriate check box:

1.1 In your view, how does the applicant rate on the following personal characteristics:

Motivation
Very High ( ) High ( ) Above Average ( ) Average ( ) Below Average ( ) Low ( ) Very Low ( ) Not Known ( )

Self Discipline
Very High ( ) High ( ) Above Average ( ) Average ( ) Below Average ( ) Low ( ) Very Low ( ) Not Known ( )

Leadership
Very High ( ) High ( ) Above Average ( ) Average ( ) Below Average ( ) Low ( ) Very Low ( ) Not Known ( )

Self-Confidence
Very High ( ) High ( ) Above Average ( ) Average ( ) Below Average ( ) Low ( ) Very Low ( ) Not Known ( )

Maturity
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Academic Ability
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1.2 Please indicate how well the applicant is known to you:

Known only through Records [ ] Seen Occasionally [ ] Known Personally [ ]

1.3 Please indicate how long you have known the applicant:

Less than 1 year [ ] 1-3 years [ ] More than 3 years [ ]

1.4 The applicant has been known to you as a:
Student [ ] Subordinate [ ] Colleague [ ] Friend [ ] Acquaintance [ ]

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________________________________________________________________________________________

________________________________________________________________________________________

2.3 KAIPTC would appreciate your overall assessment of the applicant’s academic capabilities:

________________________________________________________________________________________

________________________________________________________________________________________

III. The Referee:

Referee’s Name

________________________________________________________________________________________

Organization

________________________________________________________________________________________

Position

________________________________________________________________________________________

Address

________________________________________________________________________________________

Region/City / Country

________________________________________________________________________________________

Contact Phone Number: Fax Number:

________________________________________________________________________________________

Referee’s Signature Date:

________________________________________________________________________________________

E-mail