KAIPTC/Masters Course _____ (For official use only)

APPLICANT'S NAME

_____

(Surname first e.g. Mensah, Kofi)

INTENDED COURSE OF STUDY _____

Photograph

KOFI ANNAN INTERNATIONAL PEACEKEEPING TRAINING CENTRE (KAIPTC)

KAIPTC

...where peace begins

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	Class Awarded
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____

Please include original transcripts and certified copies of your certificates, detailing subjects studied and grades together with a translation into English where necessary, or indicate if you have arranged for them to be sent directly to the Registrar, KAIPTC. Applicants who obtained Degrees from Non-Ghanaian Institutions are to submit copies of their original certificate and transcripts to the National Accreditation Board (NAB) of Ghana for evaluation. This is to be done at your own cost. You can submit your application whiles the National Accreditation Board undertakes the evaluation process which takes between 4 to 8 weeks.

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:

Language	Level of competence
_____	__basic __competent __fluent
_____	__basic __competent __fluent
_____	__basic __competent __fluent
_____	__basic __competent __fluent
_____	__basic __competent __fluent

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.

	First Referee	Second Referee
Name	_____	_____
Position	_____	_____
Relationship to you	_____	_____
Address	_____	_____
	_____	_____
	_____	_____
Telephone Number	_____	_____
Email Address	_____	_____

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)
- ☐ Two typed essays
- ☐ Sponsorship letter (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

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

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

Academic Ability
Very High ( ) High ( ) Above Average ( ) Average ( ) Below Average ( ) Low ( ) Very Low ( ) Not Known ( )

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
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1. General Rating

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

Academic Ability
Very High ( ) High ( ) Above Average ( ) Average ( ) Below Average ( ) Low ( ) Very Low ( ) Not Known ( )

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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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2.2 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