



INSTITUTE OF SECURITY AND MANAGEMENT STUDIES

ATTACH
PASSPORT SIZE
PHOTO HERE

STUDENT APPLICATION FORM

IMPORTANT INFORMATION:

Prospective students are requested to send the completed form to:

- Distance learning to: isms2003@gmail.com and by post to CT 7102 Accra
- Weekend Lectures [Under consideration]
- Contact: (+233) (0)302805136/(0)205774002

Please provide soft copies of the following information to the above email and hardcopy through the post:

- A copy each of certified true copies of certificates, academic transcripts and any other academic record.
- A copy recent passport size photographs, which should be affixed to the form.
- Kindly attach your certified true copies of your certificates and transcript.
- Ensure photocopies of documents are dully certified by persons of credibility and as follows “I, the undersigned, certify that this document is a true copy of the original” and accordingly stamped.

NOTE: Application will only be processed when the appropriate non-refundable processing fee has been paid

***Courses being offered (Please, only tick Honours (Higher) Diploma in Global Security, Safety and Corporate Governance.**

- | | |
|--|--------------------------|
| 1. Honours (Higher) Diploma in Global Security, Safety and Corporate Governance | ☐ |
| 2. Diploma in Corporate Security & Safety Management | ☐ |
| 3. Applied Corporate Security Management | ☐ |
| 4. Corporate Governance and Managing the Risk of Fraud | ☐ |

Preferred Stream: Distance Learning ☐

*** PLEASE NOTE: EXCEPT FOR COURSES, 2, 3, & 4, COURSE 1 IS REGISTERED WITH CAMBRIDGE INTERNATIONAL COLLEGE AN ACCREDITED BRITISH COLLEGE AND GLOBALLY RECOGNISED.**

SECTION A – PERSONAL DATA

1. NAME

TITLE: Mr. ☐ Mrs. ☐ Miss. ☐ Rev. ☐ **other** (Please specify) _____

SURNAME:

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FIRST NAME:

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MIDDLE NAME

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2. ADDRESS: _____

EMAIL ADDRESS: _____

3. DATE OF BIRTH

4. AGE: ☐ ☐ ☐ ☐

5. GENDER: Male ☐ Female ☐

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6. HOMETOWN: _____ **8. NATIONALITY:** _____

7. REGION: _____ **9. MARITAL STATUS:** _____

10. DO YOU HAVE ANY DISABILITY? No ☐ Yes ☐

If Yes, kindly specify _____

11. CONTACT PERSON IN CASE OF EMERGENCY:

NAME: _____

EMAIL: _____ **TEL:** _____

SECTION B: EDUCATION

12. INSTITUTIONS ATTENDED AND QUALIFICATIONS OBTAINED STARTING WITH THE LATEST

QUALIFICATIONS	SCHOOL/COLLEGE/UNIVERSITY ATTENDED	YEAR OF COMPLETION	GRADES OBTAINED
(i) Academic – degree and/or high school certificates			
(ii) Professional Courses			
(iii) Others			

SECTION C: WORK EXPERIENCE

13. WORK/RESEARCH EXPERIENCE (WHERE APPLICABLE)

OCCUPATION	EMPLOYER	OFFICE LOCATION	YEARS OF SERVICE

14. HOW WILL YOU FINANCE YOUR STUDIES? Employer ☐ Self ☐

Other [Please Specify]

15. HOW DID YOU FIND OUT ABOUT ISMS?

Website ☐ Social Media ☐ Friends ☐ Television ☐ Radio ☐ Recommendation ☐ Brochures ☐ Outreach ☐
Educational Fair ☐

SECTION D: REFEREES

16. Name two persons to act as your referees. They should be well placed to report on your potential as a student in your chosen area of study.

a. Name: _____ Address: _____

Email Address: _____ Telephone Number(s): _____

b. Name: _____ Address: _____

Email Address: _____ Telephone Number(s): _____

SUBMISSION OF POLICE CLEARANCE: Applicable ☐ Not applicable ☐

SECTION E: DECLARATION BY APPLICANT

I hereby declare that to the best of my knowledge the information I have provided are correct.

I have attached evidence of my identity: certified copy of a passport, driver's license, national ID and any legal

document to confirm my identity.

I have read all sections of this form and understood information as presented by the Institute of Security and Management Studies

I am aware that any falsification if uncovered shall be dealt with according to the laws of Ghana and also the forfeiture of payments and all other benefits.

That I will not default in payment of fees and by appropriate accounts as directed by ISMS and to facilitate academic and administration duties.

That failure to abide by payment plans prevents you from attending or receiving any tutorials, either directly through face-to-face delivery or distance learning.

That on completion and passing all the modules in a Higher Diploma or Diploma courses, certificates will be awarded by Cambridge International College in the United Kingdom and not for the short courses. Furthermore, a student who successfully completes the programme receives an equivalent professional certificate from the Institute of Leadership Management, UK.

Course Fees & Payment

Cost fees:

- Enrollment fees for Ghanaians: GHC 150
- Enrollment fees for foreigners: \$30
- Single payment for programme - Ghanaian Students: GHC 12,700
- Eight (8) months payment plan for Ghanaian students: GHC 1,668
- Single payment for programme – foreign Students: \$1,600
- Six (6) months payment plan foreign students: \$300

Payment Options:

1. Mobile Money Transfer in the name of Institute of Security and Management Studies :
 - 0249173401
 - 0504490089
 - 0277122324
2. Bank Account Name: Institute of Security and Management Studies
3. Bank Transfer: Agriculture Development Bank (Spintex Branch), Account Number: 1181000112370101
4. Paypal payment Method available for foreign students

Please forward payment/deposit slips for confirmation and record purposes via email to isms2023@gmail.com or WhatsApp (0205774002)

Programme Duration: 24 months

Signature:

Date:

SECTION F

For Official Use Only: Recommendations

- Approved ☐
- Not Approved ☐
- Deferred ☐

Reasons for deferment:

Incomplete Information ☐

Others: _____ Signature of Officer: _____ Date: _____

SECTION G:

Action to be taken

- Admit ☐
- Reject ☐

Follow-up action: _____

Officer's Name: _____

Signature: _____ Date: _____