

APPLICATION FORM FOR ADMISSION



CATHOLIC UNIVERSITY OF SOUTH SUDAN

Admissions Office

P.O. Box 257, Juba- South Sudan

P.O. Box 29, Wau -South Sudan

Tel: +211(0)929311045

The Catholic University of South Sudan is a thriving and growing institution. The University is pleased that you are interested in joining it. *This application form is to be returned by May20, 5:00 PM, 2019.*

Nomination and Admission

Nomination and admission are carried out according to the following procedures:-

- a) An applicant is nominated for admission in accordance to the arrangement of his/her choices in the application form.
- b) The result of admission is announced by publishing the names of those admitted after screening in all the centers of the Catholic University of South Sudan.
- c) The admission office corrects any mistake in the nomination for admission within the duration of one week.

General Conditions for admission are as follows:-

- a) Pass in Secondary School Certificate or its equivalence.
- b) Compulsory subjects (English language, Religion, Basic/ Specified Mathematics) in addition to three qualifying subjects for admission. These are to be specified by the concerned faculty.
- c) Applications for admission are via one application form prepared by admission committee. An applicant is not allowed to change or add choices after the submission of the form.
- d) An applicant has the right to compete to all faculties of the University if he/she has complied with the general admission regulations.
- e) Each subject is counted once.
- f) Only one Secondary School Certificate in one year is considered for fulfilling all the regulations.

Conditions for Admission to a Bachelors Degree

- a) **South Sudan School Certificate:-**

First, Pass in South Sudan School Certificate academic section.

Second, Pass in the three compulsory subjects (English language, Religion and Basic or Specialized mathematics) plus pass in any four qualifying subjects specified by the concerned faculty.

- b) **South Sudan School Certificate. Technical Section.**

This consists of Commercial, Agricultural and Technical Section

First, Pass in South Sudan School Certificate technical section.

Second, Pass in the three compulsory subjects (Arabic language, English language, religion, and Basic/ Specialized Mathematics) and pass in any four qualifying subjects specified by the concerned faculties.

Faculty of Arts and Social Science: Pass in English Language, Religion and Basic Mathematics plus, pass in Geography, Commercial Science, History, Family Science and Military Science.

Faculty of Agriculture: Pass in English Language, Basic/ Specialized Mathematics plus, pass in Biology, Chemistry, Physics and Agriculture.

Faculty of Education: Pass in English Language, Religion and Basic/ Specialized Mathematics plus, pass in Geography, History, Family Science, Commercial Science and Military Science.

Faculty of Economics and Business Administration: Pass in Basic mathematics, Religion and English Language plus, pass in Geography, Commercial Science, History, Military Science, Financial Maths and Family Science.

- c) **Foreign Certificates**

All foreign certificates should be “**Authenticated**” and must bear the stamps of the Ministry of Foreign Affairs, Ministry of education and embassy of the Republic of South Sudan in that particular country.

Diploma Program:

Admission to Diploma Programs is based on the percentage calculated out of at least five subjects (three compulsory subjects plus two optional subjects) specified by the concerned faculty and passed by the admission committee.

Upgrading Program

Applicants should meet the following conditions;

- a) Pass in South Sudan School Certificate or its equivalent.
- b) Pass in qualifying subjects for admission in the given Bachelor program in that particular academic year.
- c) Meet the above conditions in one South Sudan School Certificate or its equivalent.
- d) Upgrading should be from Diploma program to Bachelor Degree in similar specialization. And the Diploma certificate should be from a recognized University/ Institution.
- e) Two years Diploma program qualifies for entry to second year in Bachelor Degree program and three years Diploma program to second year in the Bachelor Degree program..
- f) Holders of diploma with distinction from the Catholic University of South Sudan will be immediately admitted for upgrading upon graduation.

g) Holders of diploma with distinction from other recognized University should be admitted for upgrading upon graduation after one year of experience in their areas of specialization

h) Holders of a Diploma with credit could be admitted for upgrading after gaining two years of experience in their specialization on the job.

PLEASE READ THE INSTRUCTIONS CAREFULLY (ATTACH ALL THE REQUIRED DOCUMENTS)

| N0 | Certificates Required | Bachelor | Diploma |
|----|---|---|--|
| 1 | Authenticated copy of South Sudan /Sudan Secondary School Certificate. | -(Arts) from 60% and above -(Science) from 55% and above Passed all subjects | 50% and above Passed 6 subjects including Maths, Religion, English and Commercial science |
| 2 | Authenticated copy of Uganda Advanced School Certificate | "A" Level with 2 Principal passes in areas of intended course. | "O" Level, Division two, Passed Maths, CRE/English/commerce |
| 3 | Authenticated copy of Kenyan Certificate of Secondary Education | "C+" Passed all subjects | C- Passed Maths/English/CRE |
| 4 | Authenticated copy of Ethiopian School Leaving Certificate. | "C+" Passed all subjects | C- Passed Maths/English/CRE |
| 5 | Any other Secondary School Certificates recognized as Equivalent to the South Sudan School Certificate. | 60% and above Passed all subjects | An equivalent of 50 % and above Passed 5 subjects Maths/English/CRE |
| 6 | Upgrading with Diploma | Distinction: with a minimum of one year work experience Credit: with minimum of 2 years of work experience | |

NB: Unauthenticated certificates and results slips will not be accepted.

- Two passport size photographs with your name and signature on the back. The photos should be stapled to the upper right hand side of the second page of this application.
- A copy of your **Birth Certificate or "Assessment of Age" and A copy of National ID or Passport.**
- A reference letter from a senior teacher or headmaster (or in some cases a "Leaving Certificate")
- A reference letter from a community leader, parish priest, pastor, or elected official
- An essay on why you want to study at the Catholic University of South Sudan (see page 3)
- A non-refundable application fee of **1,200 SSP.**

APPLICATION INSTRUCTIONS

- For those applying to Faculties in Juba Campus the completed application form should be returned to the Admission office at the Catholic University of South Sudan in Tongping, Juba Campus.
- For those applying to the Faculties in Wau Campus the completed application form should be returned to admission office at the Catholic University of South Sudan, in Wau Campus.
- Carefully fill-in all the required information using hand written **BLOCK LETTERS.**
- Applications that are incomplete or have errors will be rejected.
- Applicants are required to bring with them the original & authenticated copies of their Certificates during the time of interview.

SUMMARY OF APPLICATION PROCESS

All applicants will be required to take placement tests in English & mathematics at the University Campuses, followed by oral interviews. Unsuccessful applicants at the placement tests will complete five weeks of intensive course in English and/or Mathematics before getting admission letters. These intensive courses will be given in Juba and Wau in June. The Admission Committee will make the final decision on all admissions. Admitted applicants will be asked to bring medical fitness reports during the registration process.

SECTION A: PERSONAL INFORMATION

Staple two passport size photos here. Be sure to put your name and signature on the back of the photo.

1. Names (Please use capital/block letters)

Surname / Family Name: _____

Other Names: _____

Note: names must correspond exactly with those on your Secondary School Certificate

2. Date of Birth: _____ **3. Gender:** Male Female
Day Month Year

4. Citizenship: _____ **5. Place of Birth:** _____

6. Religion/ Denomination: _____

7. Blood Group: _____

8. Home Diocese (if applicable): _____

09. Marital Status: Married Single

10. Contact Information:

Telephone Number: _____ E-mail Address: _____

11. Are you currently employed? Yes No

If yes: Business Government Non-Profit Organization Other

Employer's Name: _____

Employer's Address: _____

Employer's Telephone number: _____ Email _____

12. Do you have any disability or Serious Sickness? Yes No.

If Yes, State the nature of disability/Sickness.....

13- Information About Your Parents (If applicable):

Mother's Name: _____ Tel. _____

Address: _____

Father's Name: _____ Tel. _____

Address: _____

14. Information About Your Guardian (if applicable):

Next of Kin _____ Telephone Number: _____

Address: _____

15. Information About Your Sponsor (if applicable):

Sponsors Name: _____ Telephone Number: _____

Address: _____

16. Choice of Courses. (Please make a tick against the course(s) you are applying for)

1st Choice _____ 2nd Choice _____

- Diploma in Business Administration. (Three years programme)*
- Diploma in Accounting. (Three years programme)*
- Bachelor of Arts in Economics. (4 Years programme)*
- Bachelor of Arts in Accounting and Finance. (Four years programme)*
- Bachelor of Arts in Entrepreneurship. (Four years programme)*
- Bachelor of Arts in Business Administration with specializations in*
 - *Business Administration (Four years programme)*
 - *Human Resource Management.(Four years programme)*
 - *Procurement and Logistics.(Four year Programme)*
- Bachelor of arts in Justice and Peace Studies(Four years programme)*
- Bachelor of Education with specialization in (English Language/Literature)*
- Bachelor of Education with specialization in (Mathematics/Business)*
- Bachelor of Education with specialization in (C.R.E/Commerce)*
- Bachelor of Education with specialization in (History/Geography)*
- Bachelor of Science in Agricultural Sciences (Five years programme)*

- NB:**
- **Applicants who intend to study Agriculture must have a background in Sciences. All bachelor degree programmes take four years except in Agricultural Sciences.**
 - **All ordinary Diploma programmes take three years.**
 - **All Post Graduate Diploma in Education programmes take one year and one semester of teaching practice in schools or Colleges**

SECTION B: SECONDARY AND POST-SECONDARY EDUCATION

| Schools Attended (include Secondary and Post-Secondary) | From | To | Qualification / Highest Level Obtained |
|--|-------------|-----------|--|
| Example: Juba Commercial Secondary School | Sept 2009 | May 2013 | South Sudan Secondary School Certificate 71.4% |
| | | | |

SECTION C: ESSAY WRITING

Each applicant is required to attach a hand written essay of about 150-200 words.

Topic: Why do you want to study at the Catholic University of South Sudan?

SECTION D: How did you come to know about the Catholic University of South Sudan?

Please Tick where appropriate.

- Staff and Students of Catholic University of South Sudan
- Radio
- News Papers
- University booklet
- Internet and University web page
- Friends
- Others (please specify): _____

SECTION E: ANDORSEMENT

The above declaration must be endorsed by 2 (two) persons recognized in your community:

- A Community leader, Parish Priest, Pastor or elected official **AND**
- A Senior Teacher or Headmaster

First Endorsement:

Name: _____ Title _____

Signature: _____ Day /Month/Year _____

Second Endorsement:

Name: _____ Title _____

Signature: _____ Day/ Month/Year _____

SECTION F: PERSONAL DECLARATION

I declare that the information provided in this application form and the attached documents are accurate. I further declare that the essay was written by me.

Note: any applicant who knowingly provides false information or withholds relevant information will be denied admission. If an applicant is already admitted, she/he may be discontinued.

_____/_____/2018
Signature of the Applicant Day Month Year

SECTION G: This Section is only for official Use: Applicants should leave it blank

| FOR OFFICIAL USE ONLY | |
|--|---|
| <p>Application Number: _____ Date Received: _____ Remarks: _____</p> <p>Approvals for Admission:</p> <p>Head of Department's Remarks: _____</p> <p>Admissions Approval</p> <p>YES: ____ NO: _____</p> <p>Date _____</p> | <p>Course Admitted for:</p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>Diploma in Accounting</i> <input type="checkbox"/> <i>Diploma in Business Administration</i> <input type="checkbox"/> <i>Bachelor of arts in Economics</i> <input type="checkbox"/> <i>Bachelor of Arts in Accounting and Finance.</i> <input type="checkbox"/> <i>Bachelor of arts in Entrepreneurship</i> <input type="checkbox"/> <i>Bachelor of Arts in Business Administration with specializations in</i> <ul style="list-style-type: none"> ▪ <i>Business Administration.</i> ▪ <i>Procurement and Logistics.</i> ▪ <i>Human Resource Management.</i> <input type="checkbox"/> <i>Bachelor of Education in (English language /Literature)</i> <input type="checkbox"/> <i>Bachelor of Education in (Mathematics/ Business)</i> <input type="checkbox"/> <i>Bachelor of Education in (C.R.E/Commerce)</i> <input type="checkbox"/> <i>Bachelor of Education in (History/ Geography)</i> <input type="checkbox"/> <i>Bachelor of Arts in Justice and peace Studies</i> <input type="checkbox"/> <i>Bachelor of Science in Agricultural sciences</i> |

NB: Submitted Application Forms Remain Properties of the University.