



# CATHOLIC UNIVERSITY OF SOUTH SUDAN

## Admissions Office

P.O. Box 257, Juba- South Sudan

P.O. Box 29, Wau -South Sudan

Email: [admissions@cuofssd.org](mailto:admissions@cuofssd.org)

Website: [www.cuofssd.org](http://www.cuofssd.org)

Tel: +211924002457

### APPLICATION FORM FOR ADMISSION

The Catholic University of South Sudan is a thriving and growing institution. It is dedicated to the service of the people and it provides quality education to students from all backgrounds. The University is pleased to welcome any interested applicants to join to pick application the form from the Admission Office commencing on **01<sup>st</sup>. April 2025** and all must be returned by **30<sup>th</sup>. May 2025** at 3:00 Pm to the Catholic University of South Sudan Juba/Wau/Yambio campuses.

#### 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 from all the centres 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 four 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 Bachelor's Degree

- a) **South Sudan Secondary 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 Secondary 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.

**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 Agricultural Sciences:** Pass in English Language, Basic/ Specialized Mathematics plus, pass in Biology, Chemistry, Physics and Agriculture.

**Faculty of Environmental Sciences:** Pass in English Language, Basic/ Specialized Mathematics plus, pass in Biology, Chemistry, Physics and Environmental Studies

**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 stamp of the Ministry of Foreign Affairs and Ministry of Education of that country as well as a stamp from the Embassy of the republic of South Sudan in that Country.

**d) 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.

**e) 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) Upgrading should be from Diploma program to Bachelor Degree in similar specialization. And the Diploma certificate should be from a recognized University/ Institution.
- d) Three years Diploma program qualifies a candidate to join second year in Degree Program.
- e) Holders of diploma with distinction should be immediately admitted for upgrading upon graduation.
- f) 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.	<i>-(Arts) from 60% and above (Science) from 55% and above Passed at least 7 subjects including Maths, Religion and English</i>	<i>50% and above Passed 5 subjects including Maths, Religion and English</i>
2	Authenticated copies of Uganda "O" and "A" Level Certificates.	<i>"A" Level with 2 Principal passes in areas of intended course. "O" level Availability with passes in Maths English and religion</i>	<i>"O" Level, Division two, Passed Maths, Religion and English</i>
3	Authenticated copy of Kenyan Certificate of Secondary Education	<i>"C+" Passed all subjects</i>	<i>C- Passed Maths/English/Religion</i>
4	Authenticated copy of Ethiopian School Leaving Certificate.	<i>"C+" Passed all subjects</i>	<i>C- Passed Maths/English/Religion</i>
5	Any other Secondary School Certificates recognized as Equivalent to the South Sudan School Certificate.	<i>-(Arts) Passed all Subjects an equivalent of 60% (Science) Passed at Least 7 subjects an equivalent of 55%</i>	<i>An equivalent of 50% and above Pass 5 subjects including Maths, Religion and English</i>
6	Upgrading with Diploma	<b>Distinction:</b> Unconditional admission <b>Credit</b> with the minimum of three years of work experience	

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

**THE BELOW REQUIREMENTS SHOULD BE ATTACHED TO THE APPLICATION FORM WHEN RETURNING.**

- 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 third page of this application.*
- Copies of Authenticated Secondary School/Diploma Certificates.**
- A copy of your Birth Certificate or "Assessment of Age" and a copy of National ID or Passport.*
- A copy of primary school certificate.*
- 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 5)*

#### 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 Juba or 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 Catholic University of South Sudan 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 campuses 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

##### 1. Names (Please use capital/block letters)

Surname / Family Name: \_\_\_\_\_

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

Other Names: \_\_\_\_\_

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

2. Date of Birth: \_\_\_\_\_  
Day      Month      Year

3. Gender:  Male  Female

4. Citizenship: \_\_\_\_\_

5. Place of Birth: \_\_\_\_\_

6. Religious Denomination: \_\_\_\_\_

7. Blood Group: \_\_\_\_\_

8. Home Diocese (if applicable): \_\_\_\_\_

9. 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 (please specify) \_\_\_\_\_

Employer's Name: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Employer's Telephone number: \_\_\_\_\_ Email: \_\_\_\_\_

**12- Information About Your Parents (If applicable):**

Mother's Name: \_\_\_\_\_ Tel. \_\_\_\_\_

Address: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Tel. \_\_\_\_\_

Address: \_\_\_\_\_

**13. Information About Your Guardian (if applicable):**

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

**14. Information About Your Sponsor (if applicable):**

Sponsors Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

**15. Choice of Courses. (In the spaces provided, write the course(s) you are applying for)**1<sup>st</sup> Choice \_\_\_\_\_, 2<sup>nd</sup> Choice \_\_\_\_\_**1- Faculty of Education**

- Bachelor of Education with specialization in (English Language/Literature) Regular( ) Weekend( )
- Bachelor of Education with specialization in (Mathematics/Business): Regular( ) Weekend( )
- Bachelor of Education with specialization in (C.R.E/Commerce): Regular( ) Weekend( )
- Bachelor of Education with specialization in (History/Geography): Regular( ) Weekend( )

**2- Faculty of Arts and Social Sciences**

- Bachelor of Arts in Peace and Conflict Studies (Four years programme)
- Bachelor of Arts in Philosophy and Religious Studies (Four Years Programme)

**3- Faculty of Economics and Business Administration**

- Bachelor of Arts in Economics. (Four Years programme)
- Bachelor of Accounting and Finance. (Four years programme)
- Bachelor of Business Administration with specializations in
  - Business Administration (Four years programme)
  - Human Resource Management. (Four years programme)
  - Procurement and Logistics. (Four-year Programme)
  - Entrepreneurship and Innovation (Four years Programme)
- Diploma in Business Administration. (Three years programme in Wau/Juba)
- Diploma in Accounting. (Three years programme in Wau/Juba)

**4- Faculty of Agriculture**

Bachelor of Science in Agricultural Sciences (Five years programme) (Wau Campus)

**5- Faculty of Environmental Sciences**

Bachelor of Science in Environmental Sciences (Five Years) – Juba Campus

**6- Faculty of Law**

Bachelor of Laws

Any other programme: 1 \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

**Certificate Courses**

**Applicants who intend to study Agricultural and environmental sciences must have a background in sciences.**

All bachelor degree Programmes take four years except in Agricultural and environmental Sciences and which have a duration of five years.

- All ordinary Diploma Programmes take three years.

## **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	April 2010	May 2014	South Sudan Secondary School Certificate 71.4%

## **SECTION C: ESSAY WRITING**

Each applicant is required to write on the space provided below an 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 site ( [www.cuofssd.org](http://www.cuofssd.org) )
- Friends
- Others (please specify): \_\_\_\_\_

## **SECTION E: ENDORSEMENT**

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.*

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\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
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**

Application Number: \_\_\_\_\_

Date Received: \_\_\_\_\_

Remarks: \_\_\_\_\_

**Approvals for Admission:**

Head of Department's Remarks:

**Admissions Approval**

YES: \_\_\_\_\_ NO: \_\_\_\_\_

Date \_\_\_\_\_

**Course Admitted for:**

- Bachelor of Education in ( Mathematics/ Business)*
- Bachelor of Education in ( C.R.E/Commerce)*
- Bachelor of Education in (English/Literature)*
- Bachelor of Education in ( History/Geography)*
- Bachelor of Arts in peace and Conflict Studies*
- Bachelor of Arts in Philosophy and Religious Studies*
- Bachelor of Arts in Economics*
- Bachelor of Laws*
- Bachelor of Arts in Accounting and Finance.*
- Bachelor of Business Administration with Specializations in: -*
  - *Business Administration*
  - *Procurement and Logistics*
  - *Human Resource Management*
  - *Entrepreneurship and Innovation.*
- Diploma in Accounting*
- Diploma in Business Administration( Wau/Juba)*
- Bachelor of Science in Agricultural Sciences*
- Bachelor of Science in Environmental Sciences*

**NB:**

- 1. Submitted Application Forms Remain a Property of the Catholic University of South Sudan.**
- 2. Only Qualified Applicants will have their Names Published on the Board.**