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**Tel:** 233 (0) 204671888; 233 (0) 0243159615

## STUDENT ADMISSION APPLICATION FORM

**Note:**

Completed Applications must be forwarded or send by email to the  
DPI Applications and Information Office

**For Office Use Only**

**Name** .....

**Student No.**.....

**Relevant CIPS Qualification**

**Local Student:**

**International Student:**

## Information Section

### Please read these notes before completing the attached application form

1. The non-refundable **application fee** or proof of payment **MUST** accompany this application form. Application fees should be paid by cheque or directly into A/c, not cash. **Please ensure that cheques are made out to DPI.** Application fees can be paid by electronic transfer/bank deposit. Please find banking details below.
2. The application form **MUST** be **completed as fully and as accurately as possible** to avoid delay in processing. Use names appearing on the identity document when completing the form.
3. DPI is an English medium study centre. Students from non-English speaking countries must provide proof of English proficiency.
4. Applicants whose previous degrees were obtained at a foreign university or from universities outside Ghana must have their qualifications evaluated by Ghana National Accreditation Board (NAB) prior to submitting an application to DPI
5. If you have **attained any of the CIPS Qualifications** please submit a full academic record.
6. International students require a valid study visa to study in Ghana

### Evaluation:

International applicants are required to have their qualifications assessed by the Ghana National Accreditation Board (NAB).

Please allow for evaluation turnaround time up to three months depending on the rate/amount you have paid. Please refer to the NAB website.

### Students with Disabilities

Please contact the Programme Director on  
233(0)208201543 / 233(0)20467188

### Application Fees:

A non-refundable application fee of Ghc 100.00 is payable on submission of the application form.

No late international applications accepted. The banking details are provided on the last page. Please provide your details on the deposit slip and submit proof of payment on submission of your application

### Needing Assistance:

If you need assistance in selecting programmes, choosing your career or personal guidance you can contact the DPI Programme Director on  
233(0)208201543/233(0)204671888

### Closing Dates:

DPI has incorporated flexible study programme in running their courses so our closing dates are also flexible. Contact the Programme Director any time on 233(0)208201543

### Queries:

For all queries please phone the Programme Director on  
233(0)208201543/233(0)204671888

### Health Care Insurance:

(Applicable to all Applicants)

It is in the interest of all applicants to take advantage of the Health Insurance regime in Ghana and students, must provide proof of medical cover with a medical scheme registered in terms of the National Insurance Act, thus only accepts Ghana National Health Insurance To comply with the regulations, DPI requires proof of full Medical Health Aid cover to cover the minimum of hospitalization, emergencies and day-to-day cover including medicine and doctor's visits. It is thus advisable to make the necessary financial arrangements

### Bank Details

**THE ROYAL BANK**  
**A/C No 1510311770316**  
**ASHIMAN BRANCH**

Please state your name clearly on the deposit slip and attach as proof of payment on the application form

Affix  
2 Passport Picture  
endorsed by  
Supervisor/ Rev.  
Minister/ Senior Public  
Officer

**Personal Details**

- 1. Dr/Rev/Mr/Mrs/Miss/Ms: \_\_\_\_\_ Surname: \_\_\_\_\_
- 2. First Name: \_\_\_\_\_ Middle Name(s): \_\_\_\_\_
- 3. Maiden Name (if applicable): \_\_\_\_\_
- 4. Date of Birth: \_\_\_\_\_
- 5. Gender: Male                  Female
- 6. Marital Status: Married                  Single                  Divorced                  Widowed
- 7. Contact Address: \_\_\_\_\_
- 8. Email Address: \_\_\_\_\_
- 9. Phone Number: \_\_\_\_\_

**Academic History**

- 10. Highest Academic qualification: \_\_\_\_\_
- 11. School: \_\_\_\_\_
- 12. Professional Qualification & Level: \_\_\_\_\_

**CIPS Records**

- 13. CIPS ID Number if any: \_\_\_\_\_
- 14. CIPS Passes acquired if any: \_\_\_\_\_
- 15. CIPS Level that you are applying for (√): a. Diploma ..... b. Advanced Diploma ..... c. Professional Diploma .....

**Tuition**

16. List Courses that you want tuition (refer to CIPS Courses on next page):

.....  
.....

17. Preferred Class Scheduled (√):    a. Weekdays (Evenings).....    b. Weekend.....    c. Special Arrangement .....

18. Preferred Campus (√):    a. Tema .....    b. Accra .....    c. Special Arrangement .....

**Nationality & Residency**

- 19. Are you a permanent resident in Ghana (√) YES.          NO.
- 20. If Not, what is your country of permanent residence? .....
- 21. Please provide details and attach copy of Passport No. or any National ID .....
- 22. Expiration Date of the ID being used.....

**Employment/Occupation**

- 23. Name of Employer and Address/Contact .....
- 24. Your Job Function/Task/Position.....
- 25. Name of Supervisor /Contact .....

**NB: APPLICANTS TO CHECK EQUIVALENCE OF EXEMPTION WITH DALE/CIPS UK**

Exemption already held: (please tick one)

01	Full Exemption		07	Other Senior Certificate- Masters	
03	Ordinary Conditional		08	Passed other Levels of CIPS Qualifications	
04	Mature Age Exemption		09	Other Professional Qualifications	
05	CIPS Exemption		10	Other	
06	Immigrants Exemption				

	SCHOOL NAME	YEAR		Examination Authority	Grades/Forms Passed
		From	To		
1					
2					

INSTITUTION NAME	NAME OF DEGREE/DIPLOMA/ CERTIFICATE	Completed		AWARD DATE IF COMPLETED	YEARS ATTENDED	
		Yes	No		From	To

**CIPS Exams Enrolment**

26. Indicate the Month and Year that you want to take the CIPS Exams: Month ..... Year .....

27. Indicate your preferred Exams Centre (√): a. Accra ..... b. Kumasi.....

28. Indicate courses you want to be enrolled with CIPS for the Exams (√)

**a. Diploma in Procurement and Supply (Level 4)**

D1 CONTEXTS ( ) - D2 BUSINESS NEEDS ( ) - D3 SOURCING ( )  
D4 NEGOTIATING AND CONTRACTING ( ) - D5 MANAGING CONTRACTS AND RELATIONSHIPS ( )

**b. Advanced Diploma in Procurement and Supply (Level 5)**

AD1 MANAGEMENT ( ) - AD2 MANAGING RISKS ( ) - AD3 IMPROVING COMPETITIVENESS ( )  
AD4 CATEGORY MANAGEMENT ( ) - AD5 SUSTAINABILITY ( ) - AD6 OPERATIONS MANAGEMENT

**c. Professional Diploma in Procurement and Supply (Level 6)**

PD1 LEADERSHIP ( ) - PD2 CORPORATE AND BUSINESS STRATEGY ( ) - PD3 STRATEGIC SCM ( )  
PD4 SUPPLY CHAIN DILIGENCE ( ) - PD5 PROGRAMME & PROJECT MANAGEMENT ( )

29. Do you require study materials and CIPS Text Books for your selected courses (√): Yes ..... No.....

Applicant's Signature .....

Date .....

**Official Use Only**

- CIPS Membership ID: £..... Other Cost Specify .....
- CIPS Membership Renewal: £..... Other Cost Specify .....
- Regular Tuition Fees: Ghc..... Other Cost Specify .....
- Special Tuition Fees: Ghc ..... Other Cost Specify .....
- Text Books Cost Ghc ..... Total Cost £.....
- Other cost Specify ..... Total Cost Ghc.....