APPLICANT'S NAME……
(Surname first e.g. Anderson, Kwame)

Photograph

GHANA ARMED FORCES COMMAND AND STAFF COLLEGE (GAFCSC)

ACADEMIC DIVISION

Application Form

PhD IN DEFENCE AND INTERNATIONAL POLITICS

1. General Information

a) **Proposed Entry Date** (mm/yyyy) _____

b) **About You:**

Title: Mr. /Mrs. etc _____ Date of Birth (dd/mm/yyyy) _____

Surname Name _____ Country of Residence _____

Other Name(s) _____ Country of Birth _____

Sex: Male____ Female____ Nationality: _____

Rank* _____

Date of Commission/ Passing Out * _____

Current Unit* _____

c) **Contact Information**

Address for Correspondence _____

Telephone Number _____

_____

Country: _____ Mobile number: _____

Email Address _____ _____

d) **Next of Kin Contact Information**

Full Name: _____

Mobile Number: _____

Email address: _____

2. Academic/Professional Qualifications

	From	To	Name of Institution & Location	Course &Subject	Qualifications
(Example)					
	09/ 04	07/ 08	*GIMPA, Achimota*	*Business Admin (Finance)*	*BSc Admin (1st Class)*
a)					
b)					
c)					
d)					

Please include official transcripts of your studies, detailing subjects studied and grades achieved together with a translation into English if appropriate, or indicate if you have arranged for them to be sent direct to the Registrar, GAFCSC.* Indicate Not Applicable if this does not apply to you.

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 GAFCSC PhD programme. 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 GAFCSC PhD programme.

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

4. EMPLOYMENT (*include a current CV or Resume*)

(a) About your Current Employment

Job Title/Position Held _____ Date Employment Started _____

Department _____ Total Experience on Current Job _____

Name of Organization _____

Address _____ Does your Employer know you are applying to the GAFCSC PhD programme? _____

Country _____ May we contact you at Work? _____

(b) About your Previous Employment (if any)

Particulars of Past Employment (indicate job title, position held, and name of organization, date and address in that order)

_____ _____

_____ _____

_____ _____

_____ _____

5. About Research Experience

Give a brief outline of all research you have undertaken. (*Please Type on a Separate Sheet of Paper and include the following details for each one).*

Your Name, Title of Research, Description and Duration.

6. Statement of Motivation (500-800 words)

(a) Explain your principal reasons for wishing to join the GAFCSC PhD programme.

(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.

7. Funding.

Which of the following sources of finance do you propose to use in funding your GAFCSC PhD programme?

____Self-funding __Self-funding with bank loan

___ Employer sponsorship __ Other (Please specify below)

___ Scholarship _____

8. Proposal

Please use a separate sheet of paper to write a research proposal of not less than 2000 and not more than 5000 words.

9. Choosing a PhD Programme.

(a) Please list, in order of preference and including GAFCSC, the institutions to which you have made an application for a **PhD Programme.**

1._____ 2. _____

3._____ 4. _____

(b) How did you find information about the GAFCSC PhD Programme?

__ Web site: _____

___ Colleagues/employer _____

___ Press advertisement _____

___ Other (Please specify)_____

10. Referees

Please choose 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 offer one academic reference and one employment-related reference. **References from personal friends or relatives are not acceptable.**

Each referee should complete one reference form, seal it in an envelope, sign across the seal to ensure confidentiality, and then return it to you before you submit your application.

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

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 GAFCSC PhD programme. By filling this form, I also agree and accept that GAFCSC can use the information provided for both academic and administrative purposes that affect my application and admission into GAFCSC.

Signature _____ **Date** _____

Please contact the GAFCSC Academic Division office if you have any queries or comments about this form. + 223 (0) 504 041 413 / (0) 55 390 9399 Academic Division, GAFCSC, Otu Barracks, Teshie, Accra.
Email: academic.registry@gafcscmil.edu.gh or admission_officer@gafcscmil.edu.gh
Website: www.gafcscmil.edu.gh

GHANA ARMED FORCES COMMAND AND STAFF COLLEGE (GAFCSC)
ACADEMIC DIVISION

REFERENCE FORM

I. **This section is to be completed by the applicant**.
After filling out this section, please give this **CONFIDENTIAL** form to your Referees 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:
GAFCSC would appreciate your assessment of the applicant's qualities. The College 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 Registrar**
GAFCSC Academic Division
Otu Barracks, T e s h i e , A c c r a
Tel.: +233(0)302717783 / 0504041413
Email: registrar@gafcscmil.edu.gh :
admission_officer@gafcscmil.edu.gh
Website: www.gafcscmil.edu.gh

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**

2.1What do you see as the personal strengths of the applicant?

2.2 In your view, what weakness might the applicant show?

2.3 GAFCSC 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:

Referee's Signature and Stamp Date:

E-mail

Applicants are required to submit **both hardcopies and scanned electronic copies** of all application documents.

- **Hardcopies** may be delivered **in person or by postal service** to the Academic Registry of the Ghana Armed Forces Command and Staff College, located at Otu Barracks, Teshie.
- **Electronic copies** must be scanned clearly in **PDF format** and emailed to **admission_officer@gafcscmil.edu.gh** on or before the application deadline.

Please ensure your **full name** is included in the subject line of the email for easy identification.

Applications will be considered **incomplete** if either the hardcopies or the emailed copies are not received by the deadline.

All applications will be reviewed fairly. Applicants will be considered on equal grounds irrespective of sex, gender, religion, ethnicity, marital status, or physical ability.

CHECKLIST:

- Two (2) completed application forms with copies of your essays and CV
- Two (2) copies of relevant certificates authenticated (certified) by the awarding institution.
- One (1) original copy of transcript of academic records.
- Certified English translation of certificates and transcripts issued in other languages (if applicable).
- Ghana Tertiary Education Commission (GTEC) verification report for certificates issued by institutions outside Ghana (if applicable)
- Two (2) recent passport size photographs attached to forms.
- Two (2) references sealed in their envelopes.
- One (1) stamped self-addressed envelope.
- Sponsorship statement form (for sponsored applicants)
- Application fee receipt of **GH₵500.00.** (Foreign students are to pay **USD$100.00** for the application fee through bank transfer. E-mail admission_officer@gafcscmil.edu.gh for transfer details). Payment should be made with the following account details:

BANKERS:	**REPUBLIC BANK**
ACCOUNT NAME:	**GHANA ARMED FORCES COMMAND AND STAFF COLLEGE ACADEMIC**
ACCOUNT NUMBER:	**017 100 882 9103**
BRANCH:	**LABONE**