

APPLICATION FOR ADMISSION

ICT-U



***NEW!!! Tuition Rates and Scholarships Available
Apply at Our Website: www.ictuniversity.org***

The ICT University, USA

The ICT-U Cameroon Campus

**A US Curriculum Based Institution Providing Quality ICT
and Managerial Human Capacity Targeted for Africa, Latin
America, the Caribbean and Asia.**

The **ICT-U Cameroon Campus** is approved and recognized by the Ministry of Higher Education(MINESUP)

La **ICT-U Campus du Cameroun** est approuvée et reconnue par le Ministère de l'Enseignement Supérieur(MINESUP)

Administrative Office (Yaounde)

P.O. Box 526, Yaounde Cameroon

Phone: +237 651 060 049; +237 678 764 037;

+237 674 349 829; +237 665 507 297

E-mail: admin@ictuniversity.org

USA: 6425 Renoir Ave, Baton Rouge, LA 70806, USA; Phone: +1 225 612 4643



An application processing fee of \$25 or 12,500 CFA is required. Applications received without this fee will not be processed.

The ICT University, Cameroon

The ICT-U Cameroon Campus is approved and recognized by the MINESUP
"The American University in Cameroon": A Campus of The ICT University USA System"

APPLICATION PACKAGE

Section One: Application Form for Admission

1. PERSONAL DETAILS Please complete in BLOCK CAPITALS

Surname/Family Name

Title

First/Given Name(s)

Date of Birth

DD MM YY

Previous Name
(if changed)

Gender

Male

Female

Permanent Address

Telephone Day*

Telephone Evening*

Fax*

* please include country code

Email

Parent/Sponsor's information First Name / Last Name/ Address

Phone Number (s) Day

Phone Number (s)
Evening

Email

Address (es)



2. PROPOSED DEGREE PROGRAMS (Check the appropriate box)

<input type="checkbox"/> Top Up Bachelor's Degree <input type="checkbox"/> Information and Communication Technology (ICT) <input type="checkbox"/> ICT Education (ITE) <input type="checkbox"/> Information Systems and Networking (ISN) <input type="checkbox"/> Business Management and Sustainable Development (BMS) <input type="checkbox"/> Accounting Information Technology(AIT) <input type="checkbox"/> Accounting (ACC) <input type="checkbox"/> Computer Science (CS) <input type="checkbox"/> Bachelor's Degree (BSc) <input type="checkbox"/> Information and Communication Technology (ICT) <input type="checkbox"/> Accounting Information Technology (AIT) <input type="checkbox"/> Information Systems and Networking (ISN) <input type="checkbox"/> Business Management and Sustainable Development (BMS) <input type="checkbox"/> Accounting (ACC) <input type="checkbox"/> Banking and Finance (BNF) <input type="checkbox"/> Telecommunications Engineering(TCM) <input type="checkbox"/> Computer Science (CS) Renewable Energy (RENG) Software Engineering (SEN) <input type="checkbox"/> Diplomas and Certification Programs <input type="checkbox"/> Microsoft <input type="checkbox"/> CISCO <input type="checkbox"/> Diploma in Telemedicine (DipTM) <input type="checkbox"/> Diploma in Health Information Technology (DipHIT) <input type="checkbox"/> Diploma in E-Learning (DipEL) <input type="checkbox"/> Diploma in ICT Education (DiplICT-Edu)	<input type="checkbox"/> Master's Degree (MSc/ MPhil/MBA) <input type="checkbox"/> Information and Communication Technology (ICT) <input type="checkbox"/> Accounting Information Technology (AIT) <input type="checkbox"/> Public Health (MPH) <input type="checkbox"/> Information Systems and Networking (ISN) <input type="checkbox"/> International Masters in Business Administration (I- MBA) <input type="checkbox"/> Digital Media(ICT and Mass Communication)(DMed) <input type="checkbox"/> Science of Education(EDU) <input type="checkbox"/> Doctor of Philosophy (Ph.D.) Degree <input type="checkbox"/> Information and Communication Technology (ICT) <input type="checkbox"/> Accounting Information Technology (AIT) <input type="checkbox"/> Data Communication and Networking (DCN) <input type="checkbox"/> Software Engineering (SEN) <input type="checkbox"/> Business Administration(BAD) <input type="checkbox"/> Telecommunication(TCM) <input type="checkbox"/> Public Health <input type="checkbox"/> Digital Media(ICT and Mass Communication)(DMed) <input type="checkbox"/> Science of Education(EDU) Continuing Education (CED)
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3. NATIONALITY AND FINANCIAL DETAILS

Nationality		City and Country of Birth	
Country of Permanent Residence			
Proposed source of academic funding			

4. SPECIAL NEEDS

Please tick the appropriate box if you have a physical or sensory disability which might affect your studies or may require special accommodation. The information will NOT prejudice your application but will enable us make appropriate arrangements to support your studies.

00	No disability	<input type="checkbox"/>	D	Wheelchair user or mobility difficulties	<input type="checkbox"/>	H	Multiple disabilities	<input type="checkbox"/>
A	Specific learning disability	<input type="checkbox"/>	E	Personal care support	<input type="checkbox"/>	I	A disability not listed	<input type="checkbox"/>
B	Blind or partially sighted	<input type="checkbox"/>	F	Mental health difficulties	<input type="checkbox"/>	J	Autistic spectrum disorder	<input type="checkbox"/>
C	Deaf or hard of hearing	<input type="checkbox"/>	G	An unseen disability	<input type="checkbox"/>	Other, Specify below:		



5. ACADEMIC RECORD.

For BSc Degree Programs: Submit with your application, certified copies of GCE OL/AL or Probatoire and Baccaalaureat certificates or equivalent qualification

For M Sc./MBA and PhD Programs: Submit with your application official transcripts for all of your undergraduate and graduate coursework.

List in order beginning with the most recent, all Colleges and Universities you have attended and degrees obtained. (Undergraduate degrees and higher only).

NOTE: Submit the latest copy of your Resume (CV) with your application package.

Name of Institution/State or Province/Country	Dates of Attendance From (month/year) To month/year)	Degree Awarded (or Expected)	Major

What is (was) your undergraduate grade point average? ____ out of ____ (e.g. 3.2 out of 4.0 or 12 out of 20).

What is (was) your graduate grade point average? ____ out of ____ (e.g. 3.2 out of 4.0 or 12 out of 20).

6. Please indicate how you found out about the program for which you are applying.

- ICT-U Website
- Radio/TV (Please state)
- Other Website (Please state)
- Advertisement (Please state)
- Other (Please state in the space on the right)
- University Prospectus from an ICT-U Representative

If applicable, state the name of the ICT-U Representative that recruited you:

7. DATA PROTECTION

The information contained on this form will only be used for administrative purposes and to process your application.

Criminal Convictions

To help the University reduce the risk of harm or injury to its students and faculty caused by the behavior of other students, you are required to disclose any criminal conviction(s)/records. Relevant criminal convictions are only those conviction(s) for offences against the person, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking.

Select 'Yes' if you have any criminal conviction to declare, otherwise select 'No'.
 If you indicate "Yes" you may be required to provide details to the University.

Yes No

Please give details of your conviction(s) here.

I certify that all information I have provided is complete and accurate. I understand that giving false information or withholding information may make me ineligible for admission or to continue at The ICT University.
 (Note: Unsigned applications will not be processed or returned.)

Applicant's signature

Date



APPLICATION CHECKLIST

Note: Applicants should check to be sure they have attended to materials needed for their application to be considered complete.

1. Completed application
2. Photocopies of certificates for undergraduate applicants or photocopies of degrees and Official Transcripts from a Bachelors degree or Licence/ Maitrise/DEA or Masters in a related area from an accredited institution.
3. Photocopy of Birth Certificate
4. Three Letters of Recommendation (ONLY for students applying to our Masters or Ph.D. Programs).
5. Candidate's Statement of Purpose(ONLY for students applying to our Masters or Ph.D. Programs).
6. Photocopy or scanned copy of receipt for payment into the ICT-U account of \$25 or 12,500 CFA Non-Refundable Application Fee
7. Additional information where requested.

VERY IMPORTANT: Submitting your application materials

To expedite processing your application, email your entire application (as an e-mail attachment) to: admin@ictuniversity.org. After emailing your application, hand the original to any of our Cameroon-based representatives. You can reach our representatives at the following phone numbers: +237 222 217 892; +237651 060 049; +237 674 349 829. You can also drop your full application package at our Yaounde Administrative Officer located at Zoatupsi Messa si.

You can drop your full application package at the following locations:

<p style="text-align: center;">Yaounde (Headquarters) The ICT University Campus Zoatupsi-MESSA SI, Yaounde 1</p>
<p style="text-align: center;">Bamenda Alakuma Junction Tel: 222 217 892 / 651 060 049 674 349 829 / 678 764 037</p>
<p style="text-align: center;">Limbe: ICT-U Office at CASSAVA FARM JUNCTION Adjacent Marshal Home Tel: 222 217 892 / 651 060 049 674 349 829 / 678 764 037</p>

Download application forms from our Website or pick up forms

All other correspondences should be sent to our US headquarters at:

Admissions Office
The ICT University
PO Box 86236
Baton Rouge, LA 70879, USA



SECTION TWO : ICT-U TUITION / FEE STRUCTURE

Application fees (non-refundable)	\$25
Course material fees (per Semester for Engineering and Telecom majors)	\$200
Course material fees (per Semester for all other disciplines).....	\$100
Late registration Fees.....	\$25

TUITION

CISCO Certification Training(Six Months—Total Cost of Program)	\$800
Diploma in Health Information Technology (Total Cost of Program)	\$1200
Diploma in ICT Education for secondary and high school teachers (Total Cost of Program)	\$1500
Top-Up Bachelors (per academic year—two semesters*)	\$2000
Top- Up Bachelors in Telecommunication (per academic year—two semesters*)	\$2500
Bachelors and Associate Degree Programs (per academic year—two semesters*)	\$2000
Bachelors in Telecommunications (per academic year—two semesters*).....	\$2000
Bachelors in Electronics Engineering Technology (per academic year—two semesters*)	\$2000
MS and MPhil(A four semesters program) (per academic year—two semesters*).....	\$5200
International MBA (iMBA-- A four semesters program) (per academic year—two semesters*).....	\$5200
Ph.D. ** (A program of up to four years or 08 semesters) (per academic year-two semesters*)...	\$5200

On average \$1 = 500CFAP

*** Important Note to Ph.D. applicants only:** There are two international trips students are expected to make every year: One is mandatory; it will be in a selected developing country to take part in ICT-U research workshops and to present student papers at the workshop and conference. The second trip is an optional trip to the U.S. for the students to spend a month of research experience at one of our US-Based or Europe-Based affiliate centers. Students will cover the cost of this trip, if they choose to take advantage of this option.

*** Important Note about ICT-U Semesters:** Given that ICT-U follows the typical American University calendar, there are two semesters in an academic year (Fall and Spring). The third semester (summer) is optional but may be taken up by students who wish to expedite completion of their program. The summer semester runs from July to October and students taking this option will pay the equivalence of one semester tuition/fees. The top-up bachelors program takes about 15 -24 months (3-5) semesters (excluding the first summer semester devoted to internship and project) depending on the student's background; the bachelors program typically takes four years to complete but can be completed in three years if the students takes the Summer option; the masters program take an average of 18 months (four semesters) depending on student's academic background; students may be required to take undergraduate prerequisite depending on their background. The Ph.D. program takes about 3-4 years depending on the student's background and ability to complete their coursework and thesis on time.

REFUND POLICIES

Students are financially responsible for any course in which they are officially registered. If a student drops a course after the semester begins, the student receives a partial refund of the tuition. Refunds will be processed as a credit on the student's account. Allow about two weeks for processing a refund. Refunds will be sent to your current mailing address. Be sure to update your current mailing address on the student online services.

REFUNDS BASED ON WITHDRAWAL

Before the first week of class.....	100% refund
During week one and two	75% refund
After week two.....	No refund
Withdrawal processing fees.....	\$150

Students dismissed from the program for disciplinary reasons are not eligible for refunds.



ICT UNIVERSITY BANK ACCOUNTS INFORMATION

Students should make ALL ICT University payments directly to the University's bank accounts listed below. **Do not make any payments to any individual** as you will not be credited. Once payment is made at the bank, the student should email the receipt to finance@ictuniversity.org. The receipt can also be presented at the Finance Office on campus. Payments can be made in cash, wire transfer or using a credit or debit card.

For cash payments use the following accounts:

Bank Name: United Bank for Africa Plc. (UBA)
Account Name: The ICT University
Account Number: 07016000778-46

For wire transfer, use the following account:

Bank Name: Bank of America
Account Name: The ICT University
Bank Address: 100 North Tryon Street, Charlotte, North Carolina 28255, USA
Account Number: 898092238319
Routing Number: 026009593
Swift Code or ABA: BOFAUS3N

Bank Phone number: +17043865681

Credit/Debit card payments can be made directly through The ICT University website:
www.ictuniversity.org

SECTION THREE: ACADEMIC CALENDAR AND IMPORTANT DEADLINES

ACADEMIC CALENDAR	IMPORTANT DEADLINES
<p>OctoberFall semester begins <i>(Application Deadline: October 15th)</i></p> <p>FebruarySpring semester begins <i>(Application Deadline: February 15th)</i></p> <p>JulySummer semester begins <i>(Application Deadline: July 15th)</i></p>	<p>All tuition fees must be paid at least four weeks before the beginning of classes except for the fees of the fall semester owing to late release of GCE and BAC exam results. Fee payment deadlines are as follows:</p> <p>Deadline for Tuition and fees against Fall Semester..... December 30th</p> <p>Deadline for Tuition and fees against Spring Semester.....May 30th</p> <p>Deadline for Tuition and fees against Summer Semester.....August 30th</p>

NOUVEAU ! NEW! NOUVEAU ! NEW! English as a Second Language (ESL): Tous les cours de l'ICT University mentionnés dans ce document sont dispensés en Anglais. Cependant, les étudiants qui ont le Français comme langue principale peuvent passer un semestre (16 semaines) pour apprendre l'Anglais à ICT-U.

You can Also Apply Online Now!!!

www.ictuniversity.org

