

Ref. No.:

January 16, 2024

**The Director
Public Affairs Directorate
University of Ghana
Legon.**

Dear Sir/Madam,

CALL FOR APPLICATION

The School's Management Board and the Internal Management Team of UBS, is pleased to inform the University Community that sales of Admission forms for the existing parents and staff of University of Ghana will be sold from 29th January, 2024 to 29th April, 2024.

Sales of Admission forms for the General Public will be sold from 19th February, 2024 to 29th April 2024.

Sales of forms can be purchased at the School's account office.

THINGS TO NOTE

1. The minimum age for admission to Kindergarten is 4 (four) years by 1st September of the year within which admission is being sought. By extension, a child to Class 1(one) must be 6 years.
2. It is an OBLIGATION that the listed documents are attached to completed application forms upon submission; copies of,
 - *birth certificate*
 - *weighing (health) card*
3. In addition to the above, staff of the University must attach proof of registration of ward or wards by the University, to completed application forms.
4. Application forms not fully filled-in or without relevant documents will be ignored.
5. Application forms of children who could not successfully go through our entry procedures will not be carried over to an ensuing academic year.

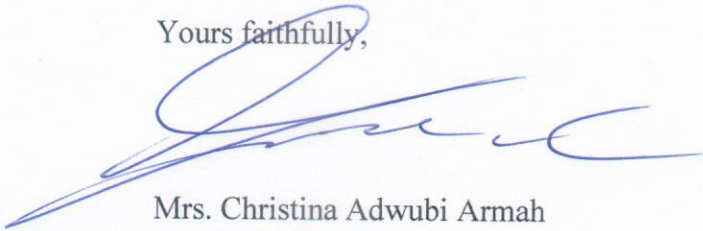
6. Parents and Guardians who submit application forms to the General Office must demand acknowledgement slips immediately forms are accepted.
7. All applicants to Kindergarten 1 and Class 1, will be invited for examination. Similarly, applicants to Mid-stream classes will write entrance examinations for entry considerations.
8. Parents and Guardians are to note that **ENGLISH LANGUAGE** shall be the medium for all admission entry procedures.
9. Dates for the entrance examinations will be communicated 2 (two) weeks ahead.

We would be grateful if you publicize it on the University of Ghana website.

Counting on your usual support.

Thank you.

Yours faithfully,



Mrs. Christina Adwubi Armah
Head of School