

**Admission Committee Meeting****25<sup>th</sup> April,2017****New Admission for 2017/2018 Program**

<b>ADMISSION PROCESS AND STEPS FROM 1 APRIL UNTIL AUGUST,2017</b>				
<b>STEPS</b>	<b>ACTIVITIES</b>	<b>CALENDAR</b>	<b>NO. DAYS</b>	<b>WHO IS RESPONSIBLE</b>
1	Review of Application Process and forms	March		Admission Committee
2	Print material forms	April		Logistics
	Send Forms to Wau			Admission Office
3	Advertisement for new admissions	14 <sup>th</sup> April		Admission Office
4	Distribution of forms	April 19 <sup>th</sup> - 31 <sup>st</sup> May	47 days	Admission Office
5	Dead line for receiving application forms	31 <sup>st</sup> May	1 day	Admission Committee
6	Setting of Placement Test	May 8 <sup>th</sup>	1 day	Depts. Eng/Math
7	Initial screen and selection	June 1-5 <sup>th</sup>		Admission Committee
	Communication of result and call for placement test	June 6 <sup>th</sup>	1 day	Admission office
8	Placement test Eng/Math	June 19 <sup>th</sup>		Dept. Eng./Math
	Publishing of placement test	June 22 <sup>nd</sup>		Admission Office
9	Interview Panelists in Juba / Wau for verification of Certificates	June 23 <sup>rd</sup> -26 <sup>th</sup>	4 days	Chair Admission Committee
10	Selection of Instructor for intensive course			Admission office
	Selection of T.A			Admission office
11	Registration for intensive Course	June 29 <sup>th</sup> -July 5 <sup>th</sup>	5 days	Finance Department
12	Intensive Course Begins	July 3 <sup>rd</sup> – Aug. 4 <sup>th</sup>	5 weeks	
13	Final examination for intensive Course	Aug. 4 <sup>th</sup>		Depts. Eng/Math
14	Orientation	Aug.19 <sup>th</sup>		
15	Semester one begins	Aug.21 <sup>st</sup>		

**CATHOLIC UNIVERSITY OF SOUTH SUDAN**

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