



# CATHOLIC UNIVERSITY OF SOUTH SUDAN

## Admissions Office South Sudan

P.O.Box 257, Juba South Sudan

P.O.Box 29, Wau South Sudan

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### APPLICATION FOR ADMISSION

The Catholic University of South Sudan is a thriving and growing institution. The University is pleased that you are interested in joining it. **Applications are due by 5:00 PM by the end of May 2017.** This application is divided into 4 parts:

- Document Checklist
- Application Instructions
- Summary of Application Process
- Application Form

#### ***DOCUMENT CHECKLIST*** (you must attach any copy of these documents to your application)

- A certified copy of South Sudan Secondary School Certificate/ Sudan School Certificate
  - A certified copy of Uganda Advanced School Certificate with at least two Principal Passes
  - A certified copy of Kenyan- Certificate of Secondary Education.
  - A certified copy of Ethiopian School Living Certificate.
  - Other Secondary School Certificates recognized as Equivalents to the South Sudan School Certificate.
- Two passport size photographs with your name and signature on the back. The photos should be stapled to the upper right hand side of the second page of this application.
- A copy of your Birth Certificate or “Assessment of Age”
- A copy of National ID or Pass Port.
- A Certificate of Residence.
- An essay on why you want to study at the Catholic University of South Sudan (see page 4)
- A reference letter from a senior teacher or headmaster (or in some cases a “Leaving Certificate”)
- A reference letter from a community leader, parish priest, pastor, or elected official
- A non-refundable application fee of 600 SSP

#### ***APPLICATION INSTRUCTIONS***

- For those applying to Faculties in Juba Campus the completed application form should be returned to the Admission office at the Catholic University of South Sudan Juba Campus.
- For those applying to the Faculties in Wau Campus the completed application form should be returned to admission office at the Catholic University of South Sudan, Wau Campus.
- Carefully fill-in all the required information using hand written **BLOCK LETTERS**.
- Applications that are incomplete or have errors will be rejected.
- Applicants required to bring with them the original copies of their Certificates during the time of interview.

#### ***SUMMARY OF APPLICATION PROCESS***

In addition to submitting this application, all applicants will take a placement exam in English and a placement exam in mathematics at a designated Diocesan Centers. Applicants will then be interviewed. An Admissions Committee will review your application, as well as the results of your placement exams and interview when making its decision. Successful applicants will be notified by mid-July. Some applicants may be required to successfully complete a four week intensive course in English and/or mathematics before entering the university. These intensive courses will be given in Juba and Wau in July. The Admission Committee will make the final decision on all admissions.

## SECTION A: PERSONAL INFORMATION

Staple two passport size photo here. Be sure to put your name and signature on the back of the photo.

### 1. Names (please use capitalized/block letters)

i  
Surname / Family Name: \_\_\_\_\_

Other Names: \_\_\_\_\_

*Note: names must correspond exactly with those on your Secondary School Certificate*

2. **Date of Birth:** \_\_\_\_\_ **3. Gender:**  Male  Female  
Day Month Year

4. **Citizenship:** \_\_\_\_\_ **5. Place of Birth:**  
\_\_\_\_\_

6. **State Where Born:** \_\_\_\_\_ **7. Religion/ Denomination:** \_\_\_\_\_

### 8. Blood Group

9. **Home Diocese** (if applicable): \_\_\_\_\_

10. **Marital Status:**  Married  Single

### 11. Contact Information:

Telephone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

12. **Are you currently employed?**  Yes  No

**If yes:**  Business  Government  Non-Profit Organization  Other

**Employer's Name:** \_\_\_\_\_

**Employer's Address:** \_\_\_\_\_

13. **Choice of Faculty/Department.** To which department are you applying (*please make a tick in the correct box*)?

#### ■ Faculty of Arts & Social Sciences (Juba Campus)

- Department of Economics (Bachelor of Arts in Economics 4 Years program)
- Department of Business Administration (Bachelor in Business Administration four year program)
- Department Commercial Science (Diploma in Business Administration three year program)
- Department of Commercial Science (Diploma in Accounting three year program)

#### ■ Faculty of Education (Juba)

- Department of English (Bachelor of Education with specialization in English)
- Department of Mathematics (Bachelor of Education with specialization in Mathematics)
- Department of Christian Religious Education (Bachelor of Education with specialization in C.R.E)
- Department of Commerce (Bachelor of Education with specialization in Commerce)

#### Faculty of Agricultural (Wau Campus)

- Department Agriculture (Bachelor of Science in general Agriculture five year program)

**Note: Applicants who intend to study Agriculture must have a background in Sciences.**

**14. Information About Your Parents** (as applicable):

**Mother's Name:** \_\_\_\_\_ **Father's Name:** \_\_\_\_\_

**Mother's Occupation:** \_\_\_\_\_

**Father's Occupation:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Mother's Phone Number:** \_\_\_\_\_ **Father's Phone Number:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**15. Information About Your Guardian** (if applicable):

**Guardian's Name:** \_\_\_\_\_

**Guardian's Occupation:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **E-mail** \_\_\_\_\_

**16. Information About Your Sponsor** (if applicable):

**Sponsor's Name:** \_\_\_\_\_

**Sponsor's Occupation:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **E-mail** \_\_\_\_\_

**SECTION B: SECONDARY AND POST-SECONDARY EDUCATION**

<b>Schools Attended (include Secondary and Post- Secondary)</b>	<b>From</b>	<b>To</b>	<b>Qualification / Highest Level Obtained</b>
Example: Juba Commercial Secondary School	Sept 2009	May 2013	South Sudan Secondary School Certificate 71.4%

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**Note: You are required to pass all the subject sat for.**

**SECTION C: ESSAYS**

Each applicant is required to attach one essays (each 150-200 words). Essays must be hand-written. Please use a separate piece of paper for each essay and attach them to this application.

**Essay 1:** Why do you want to attend the Catholic University of South Sudan?

**Section D: How did you come to know about the Catholic University of South Sudan?**

**Please Tick where it is appropriate.**

- Staff and Students of Catholic University**
- Radio**
- News Papers**
- University booklet**
- Internet and University web page**
- Friends**
- Others (please specify):** \_\_\_\_\_

**SECTION E: ANDORESMENT**

The above declaration must be endorsed by 2 (two) persons the recognized in your community:

- A Community leader, Parish Priest, Pastor or elected official **AND**
- A Senior Teacher or Headmaster

**First Endorsement:**

**Name:** \_\_\_\_\_ **Title** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **DAY/Month/Year** \_\_\_\_\_

**Second Endorse:**

**Name:** \_\_\_\_\_ **Title** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Day/ Month/Year** \_\_\_\_\_

**SECTION F: PERSONAL DECLARATION**

I declare that the information provided in this application form and the attached documents are accurate. I further declare that the essay was written by me.

*Note: any applicant who knowingly provides false information or withholds relevant information will be denied admission. If an applicant is already admitted, she/he may be discontinued.*

\_\_\_\_\_/\_\_\_\_\_/2014  
 Signature of the Applicant Day Month Year

**SECTION G: This Section is only for official Use Applicants should leave it blank**

**FOR OFFICIAL USE ONLY**

Application Number: \_\_\_\_\_

Date Received: \_\_\_\_\_

Received by: \_\_\_\_\_

Remarks:

\_\_\_\_\_

\_\_\_\_\_

**Faculty / Department/Programme:**

- Bachelor of Arts in Economics
- Bachelor of Arts in Business Administration
- Bachelor of Education
- Bsc in Agricultural Sciences
- Diploma in Accounting
- Diploma in Business Administration

Approved for Admission: YES: \_\_\_\_ NO: \_\_\_\_

Date of Decision: \_\_\_\_\_