



# HO TECHNICAL UNIVERSITY

## **ADMISSION OF APPLICANTS FOR REGULAR/WEEKEND TERTIARY AND NON-TERTIARY PROGRAMMES FOR THE 2017/2018 ACADEMIC YEAR**

Ho Technical University announces for the information of the general public that applications for admission unto various academic programmes are ongoing. Suitably qualified candidates are invited to apply for admission to any of the following programmes for the 2017/2018 Academic Year:

### **A TERTIARY PROGRAMMES**

#### **I. TOP-UP BACHELOR OF TECHNOLOGY (B-Tech) PROGRAMMES**

1. Bachelor of Technology, Hospitality and Tourism Management (Regular and Weekend options)
2. Bachelor of Technology, Automobile Engineering (Regular and Weekend)
3. Bachelor of Technology, Agricultural Engineering (Regular and Weekend)

#### **II. HIGHER NATIONAL DIPLOMA (HND) PROGRAMMES**

##### ***SCIENCE AND TECHNOLOGY PROGRAMMES***

1. HND Agricultural Engineering (Regular)
2. HND Mechanical Engineering (Automotive and Production options)(Regular)
3. HND Building Technology(Regular)
4. HND Civil Engineering(Regular)
5. HND Electrical/Electronic Engineering(Regular)
6. HND Hotel, Catering and Institutional Management(Regular and Weekend)
7. HND Food Technology (Regular)
8. HND Event Management (Regular)
9. HND Statistics (Regular)
10. HND Agro-Enterprise Development(Regular)
11. HND Computer Science(Regular)
12. HND Information Communication Technology (Regular and Weekend)

##### ***BUSINESS AND HUMANITIES PROGRAMMES***

1. HND Accountancy(Regular and Weekend)
2. HND Marketing (Regular and Weekend)
3. HND Secretaryship and Management Studies (Regular)
4. HND Banking and Finance (Regular and Weekend)
5. HND Purchasing and Supply (Regular and Weekend)

6. HND Industrial Art (options: Graphic Design, Ceramics, Painting, Textiles, and Sculpture)(Regular)
7. HND Fashion Design and Textiles(Regular and Weekend options)

## ***GENERAL ENTRY REQUIREMENTS FOR TOP-UP B-TECH AND HND PROGRAMMES***

### **A. BACHELOR OF TECHNOLOGY PROGRAMMES**

- HND in related field or fields of study with a minimum of Second Class (Lower Division)
- Any other equivalent qualification
- Applicants must have at least 1 year relevant industrial experience.

### **B. HND PROGRAMMES**

#### ***I. SSSCE HOLDERS***

- a. Six Passes (A-D) in all subjects, including English Language and Mathematics: and
- b. At least three (3) of the passes must be relevant to the area of specialization

#### ***II. WASSCE HOLDERS***

- a. Six Passes (A1-D7) in all subjects, including English Language and Mathematics; and
- b. Must possess a minimum of C6 in **any** three (3) of the passes relevant to the area of specialization.

#### ***III. DBS HOLDERS***

- Four (4) SSSCE/WASSCE Credits including English Language and Mathematics plus at least three DBS passes in relevant courses.

#### ***IV. ABCE/'O' & 'A' LEVEL HOLDERS***

- Five (5) GBCE credits of five (5) G.C.E. Ordinary Level credits including English Language and Mathematics plus at least two (2) G.C.E. 'A' Level/ABCE passes.
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#### ***V. GBCE HOLDERS***

- Five (5) GBCE credits including English, Business Mathematics and Integrated Science/Social Studies.

## **VI. TECHNICIAN PART II/III HOLDERS**

- Certificate holders with four SSSCE/WASSCE credit including English Language and Mathematics.

## **VII. TECHNICAL SCHOOL (CERTIFICATE II) HOLDERS**

- Passes in English Language, Mathematics, Integrated Science plus any three (3) relevant trade courses.

## **VII. MATURE CANDIDATES:**

1. Must be at least 25 years old by the time of application.
2. Must pass a written aptitude test (English, Mathematics and General paper in relevant area)
3. And/or pass an interview.

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## **B. NON-TERTIARY PROGRAMMES**

### **I. ADVANCED FASHION**

#### **ENTRY REQUIREMENTS**

- Pass in Intermediate Fashion/NVTI Grade One; OR
- Teacher's Certificate 'A' including Vocational skills. OR
- SSSCE/WASSCE Certificate with passes in four (4) subjects including English, Clothing and Textiles or Visual Art.

**Course Duration:** 2 YEARS for applicants with (i) and (ii); 3 YEARS for applicants with (iii)

### **II. MOTOR VEHICLE TECHNICIAN PART I (MVT I) / AGRIC ENGINEERING TECHNICIAN PART I**

**Course Duration:** ONE (1) YEAR

#### **ENTRY REQUIREMENTS**

- Pass in General Course in Engineering.
- Motor Vehicle Mechanics Work (MVW)
- Agricultural Mechanics; OR

- Credit in 825/1 Internal Combustion Engine Work and 825/2 Vehicle Work. OR
- 815/1 Motor Vehicles Craft Work and a minimum of TWO YEARS relevant Industrial Experience. OR
- SSSCE/WASSCE passes in three (3) core and two (2) relevant elective subjects (Science and Technical). In all five (5) subjects are required with aggregate of 23 or better for SSSCE and 33 or better for WASSCE.

### **III. MOTOR VEHICLE TECHNICIAN PART II (MVT II)/ AGRIC ENGINEERING TECHNICIAN PART II**

**Course Duration:** ONE (1) YEAR

Applicants must have:

- Motor Vehicle Technician Part I Certificate or
- Agricultural Engineering Technician Part I.

### **IV. CONSTRUCTION TECHNICIAN CERTIFICATE PART I (CTC I)**

**Course Duration:** 1 YEAR

**SSSCE / WASSCE Applicants**

- Passes in Core English, Core Mathematics and Integrated Science/Core Science plus two (2) relevant Technical or Science elective subjects. OR
- General Course in Construction (G.C.C.) Certificate. OR
- Advanced Certificate in Carpentry and Joinery (C&J) or Painting and Decorating (P&D) or Block-laying and Concreting (B&C).

### **V. CONSTRUCTION TECHNICIAN CERTIFICATE PART II (CTC II)**

**Course Duration:** 1 YEAR

Applicants must have Construction Technician Course Part I Certificate.

### **VI. CERTIFICATE II PROGRAMME**

**Course Duration:** 2 years

Entry Requirement

- Passes in two core subjects i.e. Mathematics, English, integrated Science/Core Science/Agriculture Science plus passes in any two (2) relevant electives
- Cookery N.V.T.I Grade 1&2 Certificate holders

## **VII. DIPLOMA IN BUSINESS STUDIES (ACCOUNTING, SECRETARYSHIP, MARKETING, MANAGEMENT AND STATISTICS OPTION)**

### **SSSCE /WASSCE Applicants**

Passes in (4) subjects: i.e. English, Mathematics and any other two relevant subjects.

### **GCE 'A' / 'O' Level Applicants**

- Passes in Five (5) GCE 'O' Level subjects with credits in English and Mathematics.
- Two (2) GCE 'A' level passes plus 3 passes at GCE 'O' Level subjects including Mathematics and English. OR
- One 'A' Level in a relevant subject area plus four (4) passes at GCE 'O' Level subjects including English and Mathematics. A pass in general paper is an advantage.

### **General Business Certificate Applicants**

Four (4) passes at General Business Certificate Examination (RSA II) including English Language and Business Communication.

## **VIII. EEE TECHNICIAN PART III**

### **Course Duration (1 Year)**

Applicants must have EEE Technician Part II Certificate

## **IX. EEE TECHNICIAN PART II**

### **Technician Applicants**

- Passes in 3 courses in EET I
- Advanced Electrical Installation (Course C) Certificate.

### **SSSCE/WASSCE Applicants**

Passes in Core English Language, Core Mathematics, Core Science / Integrated Science and elective subjects including Physics, Mathematics and either Chemistry or Applied Electricity OR Electronics OR Biology. Technical Drawing is acceptable in place of Chemistry. In all five (5) subjects with aggregate 23 or better for SSSCE and 33 or better for WASSCE.

## **X. EEE TECHNICIAN PART I**

### **Technician Applicants**

- Passes in Electrical Installation Works (Course B) Certificate

### **SSSCE/WASSCE Applicants**

Passes in Core English Language, Mathematics, Science /Integrated Science plus 2 passes in elective Mathematics and either Physics, Applied Electricity, or Electronics or Technical Drawing.

## **XI. PRE-HND ACCESS COURSE FOR TECHNICAL/VOCATIONAL SCHOOL GRADUATES**

The duration of this programme is one year. It is designed for graduates of Technical and Vocational Institutions who have successfully completed their programmes of study and wish to pursue an HND programme in the University.

### **ENTRY REQUIREMENTS**

- Applicants should possess a minimum qualification of Intermediate or Craft Certificate or its equivalent in the relevant area of study.
- Students with SSSCE (A-D) or WASSCE (A1-C6) in any two relevant electives.

Successful Pre-HND candidates will proceed to enroll in any of the following Programmes:

1. HND Agricultural Engineering
2. HND Automobile Engineering
3. HND Building and Civil Engineering
4. HND Electrical/Electronic Engineering
5. HND Fashion Design & Textile
6. HND Industrial Art
7. HND Hotel, Catering & Institutional Management
8. HND Food Technology

## MODE OF APPLICATIONS

### THE MODE OF APPLICATION CAN BE DONE EITHER BY ONLINE OR MANUAL

#### A. ONLINE APPLICATION INSTRUCTIONS FOR APPLICANTS WITH GCB E-VOUCHERS

1. Purchase E-Voucher from any networked branch of GCB Bank in Ghana.
2. Go to the University website [www.htu.edu.gh](http://www.htu.edu.gh) >> Click on Admissions >> Click on GCB Online Application Form
3. Input your E-Voucher details (E-Voucher Number and PIN).
4. Follow steps on the Online Admission system to complete your application
5. On completion and submission of your online application form, print the summary page of your details.
6. Enclose in an EMS envelope your printed summary page together with photocopies of your result slip or certificate (Note: transcripts for Top-up B-Tech applicants) and (Birth Certificates for mature applicants).
7. Write the GCB E-Voucher serial number on the EMS Envelope and address it to:

**The Registrar,  
Ho Technical University,  
P. O. BOX HP 217,  
Ho**

**Note: Applicants who wish to submit in person do not require an EMS Envelope.**

#### B. ONLINE APPLICATION INSTRUCTIONS FOR APPLICANTS WITH ZENITH BANK, ADB BANK AND POST OFFICE E-VOUCHERS

1. Go to <http://admissions.htu.edu.gh> on the internet after you purchase the Ho Technical University Admission Electronic Voucher (E-Voucher)
2. Log on to the **online Admissions System** with the **E-Voucher Number and PIN**
3. Follow steps on the Online Admission system to complete your application
4. On completing and submission of your online application, **an envelope number** will be generated automatically for you.
5. Enclose in an envelope, a printed copy of your completed online application together with **photocopies of certificates or result slips, (transcripts for Top-up B-Tech applicants) and (Birth Certificates for mature applicants).**
6. Write at the back of the envelope, the **envelope number**, before posting to **The Registrar, Ho Technical University, P. O. BOX HP 217, Ho** by customized EMS envelope from the Ghana Post Office or in person.

7. An **E-voucher Number** and **PIN** can be obtained from:
  - i. All Regional Post Offices in Ghana including the under listed post offices:  
Ho, Kaneshie, Accra Central, Tema Main, Akosombo, Hohoe, Keta, Sogakope, Akatsi, Aflao, Denu, Cantonments, Kumasi, Koforidua, Sunyani, Cape Coast, Takoradi, Tamale, Bolgatanga, Wa etc..
  - ii. All networked branches of Zenith Bank in Ghana.
  - iii. All networked branches of ADB Bank in Ghana.

## **C. MANUAL APPLICATION**

### **I. APPLICANTS AWAITING RESULTS**

1. Purchase E-Voucher from any networked branch of GCB Bank in Ghana.
2. Go to the University website [www.htu.edu.gh](http://www.htu.edu.gh) >> Click on Admissions >> Click on Manual Admission Form to download
3. Fill the downloaded application form.
4. Enclose in an EMS envelope your completed application form together with a copy of your GCB E-Voucher and address it to:

**The Registrar,  
Ho Technical University,  
P. O. BOX HP 217,  
Ho**

**Note: Applicants who wish to submit in person do not require an EMS Envelope.**

### **II. APPLICANTS WITH RESULTS**

1. Purchase E-Voucher from any networked branch of GCB Bank in Ghana.
2. Go to the University website [www.htu.edu.gh](http://www.htu.edu.gh) >> Click on Admissions >> Click on Manual Admission Form to download
3. Fill the downloaded application form.
4. Enclose in an EMS envelope your completed application form together with a copy of your GCB E-Voucher and photocopies of your result slip or certificate (**Note: transcripts for Top-up B-Tech applicants**) and (**Birth Certificates for mature applicants**).
5. Address the EMS Envelope to:

**The Registrar,  
Ho Technical University,  
P. O. BOX HP 217,  
Ho**

**Note: Applicants who wish to submit in person do not require an EMS Envelope.**



### C. INTERNATIONAL APPLICANTS

1. Go to the University website [www.htu.edu.gh](http://www.htu.edu.gh) on the internet.
2. Go to Admissions on the home page of the website
3. Click on Manual Admissions and download Manual Application form.
4. Fill the downloaded form and attach your relevant result slips including two passport photographs.
5. The completed Manual Application Form together with **photocopies of certificates or result slips, (transcripts for Top-up B-Tech applicants) and (Birth Certificates for mature applicants)** should be returned to: **The Registrar, Ho Technical University, P. O. BOX HP 217, Ho by FEDEX or DHL.**
6. Cost of application form will be paid on admission.

**NOTE:** International applicants may be admitted on the basis of qualifications from their countries for which equivalence shall be determined by the National Accreditation Board (NAB) of Ghana and submitted to Ho Technical University. Evidence of proficiency in English Language will be required in the case of applicants from non -English speaking countries. International applicants are also requested to acquire Non-Citizens Ghanacard as a pre-requisite for admission. International applicants who fail to provide evidence of having acquired this card will not have their applications processed.

#### **COST OF E-VOUCHER/MANUAL FORM**

Bachelor of Technology Applicants	-	GH¢150
HND Applicants	-	GH¢140
Mature Applicants	-	GH¢150
Non-Tertiary Applicants	-	GH¢140
International Applicants	-	USD 100 ( <b>To be paid on admission</b> )

**NOTE:** All mature applicants will pay an additional amount of GH¢100.00 on or before the day of the Entrance Examinations at the University campus. The GH¢ 100.00 will cover the cost of the Entrance Examinations.

**Closing date for sale of application forms is Friday, 31<sup>st</sup> August, 2017.**

Detailed entry requirements can be obtained from Ho Technical University website [www.htu.edu.gh](http://www.htu.edu.gh)

*For more information please call the Admissions Office on 0504450254 or the Public Relations Office on 0500553508/03620 26456 during working hours.*

**REGISTRAR**