



COLLEGE OF TROPICAL AGRICULTURE, KUMASI (KITA)

**ACCREDITED BY NATIONAL
ACCREDITATION BOARD**

**MOFA'S BEST INSTITUTION FOR THE YEAR
1991, 2007 & 2010**

International Farmers Training Center

**(PROFESSIONAL FARMERS TRAINING COLLEGE) Centre for Technical & Vocational Agriculture
Training, Consultancy, Research & Development and Permaculture Design**

Univ. Box 293, KNUST, Kumasi
Tel: 0244 108 268 / 0244796059/0243235017

Email: director@kitaghan.org, kita_ghana@yahoo.com
Website: www.kitaghana.org

OFFICIAL ADMISSION FORM

ADMISSION FOR AUGUST 2016/17 ACADEMIC YEAR

Dear Applicant,

We have the pleasure to introduce KITA and our programs to you. PLEASE READ THROUGH THOROUGHLY AND COMPLETE THE FORM ATTACHED IN THE LAST FOUR PAGES.

KITA – The College of Tropical Agriculture, Kumasi is at the forefront of **Professional, Tertiary, Technical and Vocational Agricultural training since 1984**, offering a wide range of full time and part time courses for prospective and practicing farmers and agriculturalists.

COURSES OFFERED INCLUDE:

1. HIGHER NATIONAL DIPLOMA IN TROPICAL AGRICULTURE, (HND TA) – 3 YEARS

Entry Requirements: WA/ SSCE with 5credits passes including English, Maths and Science, GCE 'O' level, Cert. A teachers, NVTI NCC, City and Guilds advanced, and MOFA Certificate in Agric.

2. HIGHER NATIONAL DIPLOMA IN GENERAL AGRICULTURE, (HND GA) with options – 3 YEARS

- Post Harvest technology
- Horticulture,
- Agric Extension Management
- Animal Science & Veterinary ,
- Crop Science,
- Agribusiness & Farm Management,
- Sustainable Agriculture
- Agro – Forestry & Environment,
- Agricultural Administration,
- Agribusiness & Value Chain Development

Entry Requirements: WA/ SSCE with 5credits passes including English, Maths and Science, GCE 'O' level, Cert. A teachers, NVTI NCC, City and Guilds advanced, and MOFA Certificate in Agric.

3. CERTIFICATE IN GENERAL AGRICULTURE - 1 YEAR

NATIONAL VOCATIONAL TRAINING INSTITUTE (NVTI) – Grade ONE and NCC CERT I, CERT II, NCC
Entry requirements for certificate courses: NVTI Grade TWO and ONE, Farm institute NACVET, WA/SSCE with 4 PASSES, GCE 'O' Level 4 passes. (Proceed to the Diploma / HND with CERT II, NCC)

4. SHORT CERTIFICATE COURSES – 1 DAY TO 6 WEEKS

Landscape design and Floriculture, Agricultural Surveying & Farm Land Design, Grasscutter & Rabbitry Technology, Mushroom & Snail Production technology, Pig Production Technology, Sheep and goats production technology, Fish Farming Technology, Turkey Production, Group Dynamics, Projects proposal writing, Beekeeping and Honey production, Poultry Production, Agroforestry Technology, Organic Farming and Permaculture (intro), Banking culture and Credit management, Vegetable production, Cocoa Agronomy, Fingerlings production, Agribusiness & entrepreneurship, Cassava processing, Oil palm processing, Soya bean processing, Fruit juice processing, Food processing (Fish and Meat), Farm Management, Tree Seedlings Production.

5. DISTANCE LEARNING AND CORRESPONDENCE COURSES for working Professionals, Public/Civil servants, **TEACHERS**, Police & Prison Officers, MOFA extension workers, etc in each of the Higher National Diplomas ,Diploma, NVTI Certificate and Short Courses. Attach letter of appointment from place of Work to the admission forms.

6. Seminars and workshops in new technologies for farmers, youth and women and community groups

SCHOLARSHIPS AND RESIDENTIAL (HOSTEL & BOARDING) FACILITIES AVAILABLE

CAREER PROGRESSION: Our programs have been running for **30 years** and it is designed for people who want to further their education and also those who want to take up careers in agriculture as Farm Owners/Managers, NGO/Bank Project officers, Veterinary officers, Extension workers, Agricultural consultants and Researchers and Agric Entrepreneurs.

Higher National Diploma (HND), Diploma AND Certificate graduates partake in the **NATIONAL SERVICE SCHEME**, working mostly with MOFA, GES - teaching, NGOs, and other international Organizations. Most of our graduates from both Diploma and Certificate courses have **WON BEST FARMER AWARDS**; others have **RECEIVED SCHOLARSHIPS TO CONTINUE THEIR EDUCATION** both in Ghana and abroad. Others have received grants to start their own farms, NGOs.

We are pleased to bring our students in contact with **EXPERIENCED TRAINERS** drawn from the Universities, research Institutes, colleges, NGO,s Banks etc, who are recognized in their own fields of expertise and are able to deliver training of the highest caliber.

Please complete form and send the following as soon as possible, either personally or by EMS to reach us for immediate attention:

1. Two recent passport pictures
2. Photocopies of Certificates and Results slips (originals to be shown at interview) / **THOSE AWAITING RESULTS CAN APPLY.**
3. **GH¢80.00** for **ADMISSION FORMS, (if not paid yet) OR**

ONLINE PROCESS: Print admission forms from our website (www.kitaghana.org). Complete forms by following instructions on how to fill the forms, send scanned copies of the forms with passport pictures affixed, results slips and prove of payment to director@kitaghana.org. Send originals to the registrar by EMS.

As soon as we receive the above requirements we shall send you all the necessary information you need for your admission including your **ADMISSION LETTER.**

SPECIAL OFFER:

Only few vacancies exist. If we do not hear from you before **30th JUNE 2014**, we will assume you are not interested in the offer and your place will be given to any of the numerous applicants on the waiting list. If you are interested, please complete the attached form and send it to us before the said date. **Admission Letters will be sent out from the first week of JULY**

METHOD OF PAYMENTS

ADMISSION FORMS is GH¢80.00 for any of the programmes .If you downloaded the form online make payment by APEX Transfer to KITA A/C No. 1520000145261 Asokore Rural Bank Oduom Brranch, Kumasi OR Pay into KITA GCB Account No. 6031130000440 or by **Bank Drafts. You may also pay by Cash at any of our APPROVED centres.**

PLEASE CALL 0240497722/0240497766/0269257976 FOR DIRECTIONS

Come and turn your personal commitments into reality. We would appreciate your presence in one of our programs this academic year.

Do not hesitate to contact the office for further assistance on Tel: **0240497722/0240497766/0269257976**
OR VISIT WEBSITE: www.kitaghana.org

Location: Domeabra – Apromase off Oduom Anwomaso roundabout near Crop research and KNUST.

Registrar (Admissions)

Tel: **0240497722/0240497766/0269257976**

**INSTRUCTIONS ON HOW TO FILL THE APPLICATION FORM
THESE INSTRUCTIONS ARE PROVIDED TO HELP YOU COMPLETE THE APPLICATION
FORM. IT IS IMPORTANT THEREFORE THAT YOU READ THEM CAREFULLY**

GENERAL INSTRUCTIONS

1. MUTILATION OF FORM

Avoid improper handling of the application form such as folding, crumbling, ruling lines or making unnecessary marks on the forms. Mutilated forms and forms with irrelevant marks will be rejected.

2. USE OF INK

Complete the sheets in ink. Use block letters in filling all the sections in the form.

3. PHOTOGRAPH

Applicant must enclose Two passport-size photographs [Standard size] on **white background** which must be affixed on the form. One of the photographs must have the Applicants First choice programme of study and should be endorsed by a person of high repute.

COMPLETING THE VARIOUS SECTIONS OF THE FORMS

A. PERSONAL DETAILS

Applicants write full name as it appears on their certificates; surname first followed by other names. If you have compound name use hyphen (-) to link the two names. If your name is longer than the space provided do not use initials but attempt to write full name and stop where you exhaust all the space provided. If you were using a name initially which is on your previous certificates or results slips, provide it in the space provided and attach copies of affidavit with other documents of proof.

B. PARTICULARS OF PARENT, GUARDIAN / GUARANTOR

Applicants write full name of parent, guardian who will sponsor financially the full course fees if applicant is admitted. He/ she must provide full information in the spaces provided.

C. EDUCATIONAL RECORD (*Start with most recent or current institution*)

Provided information on the institutions you've attended starting with the most recent/current, month and year of completion, Index number, centre where you took the examinations, field / course of studied and the type of examination e.g. SSSCE, WASSCE, NVTI etc.

D. HISTORY OF EXAMINATION

Applicant is expected to list all subjects taken (passed or failed) in chronological order. The name of the core subjects have been pre-printed D1 (Applicants with **SSSCE/ WASSCE only**) AND other courses D2 (Applicants with **NCC, GRADE ONE, CERT II etc only**). Applicants should therefore input the grades obtained against the appropriate subjects. For elective subjects, (**SSSCE/ WASSCE holders**) Applicant is expected to write the subject name and must further input the grade obtained against them. Applicants should group all subjects taken at one sitting in each of the boxes provided (**THIS APPLIES FOR APPLICANTS IN BOTH D1 &D2**).

D1. EXAMINATION RESULTS RECORD SSSCE / WASSCE (*Start with most recent or current institution*) Applicants with Senior Secondary School Certificate examination (SSSCE) results should input the equivalent grade in the West Africa Senior High School Certificate Examination (WASSCE), on the form as follows:

SSSCE RESULTS:

A	-	A1
B	-	B2
C	-	B3
D	-	C4
D	-	C5
D	-	C6
E	-	D7
F	-	E8
		F9

NOTE: F, E8 and F9; is not acceptable for admission into HND programmes.

Total aggregate of 3 core subjects plus elective should add up to aggregate 36 or better.

D2. NATIONAL CRAFTSMANSHIP CERTIFICATE, GRADE 1, GRADE II, CERTIFICATE II, CERTIFICATE I, FOUNDATION, NAGVET, CERT A TEACHERS, GCE 'O', CITY AND GUILD ADVANCE, INTERNATIONAL STUDENTS, MOFA CERTIFICATE IN AGRIC:

Applicant is expected to list all subjects taken (passed or failed) in chronological order. Applicants should therefore input the name of the subjects and the grades obtained against the appropriate subjects. For elective subjects, Applicant is expected to write the subject name and must further input the grade obtained against them. Applicant should group all subjects taken at one sitting in each of the boxes/columns provided.

E. EMPLOYMENT RECORD (*Start with most recent or current employment*)

Applicants should provide details of employment record, if employed after school by any organization or firm, where it's located, address, position held there, year that you entered and year you stopped with referees name and position

F. COURSE / PROGRAMME OF INTEREST

This is where you select which programme you want to pursue. You have three (3) choices for the programme. The first choice should be the most preferred choice of programme.

G. DO YOU WANT TO TAKE THE COURSE AS A

Tick how you want to take the programme, you are provided with three options, Residential for students residing in the school, distance / correspondence for applicants who are working under appointments (lectures are on weekends only) and matured for applicants who are above 25 years.

H. CAREER QUESTIONNAIRE FORM

Tick how you got to know the college, purposes of taking the course. Write briefly about your interest in agriculture and provide details of two of your friends / colleagues who may have interest in any of our courses.

APPLICANT'S DECLARATION

This is the section which deals with verification and declaration of the data you provided. Please be aware that providing False information about yourself and any other person is fraud and is subjected to prosecution under the laws of Ghana. You are required to sign the form before submission

CORROBORATIVE DECLARATION

This portion of the form should be signed by someone of high repute, and who knows the applicant personally. He/ She should endorse one of the Applicants photographs.



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KUMASI (KITA)
ACCREDITED BY NATIONAL ACCREDITATION
BOARD**

(Professional Farmers College)

*Training, Consultancy, Research & Development University
Center For Technical Vocational Agriculture & Permaculture Design*

MOFA'S BEST INSTITUTION AWARD – 1991, 2007 & 2010

University P.O. Box 293, KNUST, Kumasi-Ghana

Tel: 0244 108 268, 0244 79 60 59, 0243235017, 0244 382 175, 0246 297 382

Email: director@kitaghana.org, kita_ghana@yahoo.com

Website: www.kitaghana.org

**OFFICIAL APPLICATION FORM FOR ADMISSION
AUGUST 2016/2017**

AFFIX
PASSPORT SIZE
PHOTOS HERE

A. PERSONAL DETAILS:

1. Full name as on Certificate.....
2. Former Name (if applicable).....
3. Date of Birth...../...../..... Sex.....
4. Country..... Place of Birth..... Nationality.....
5. Postal Address.....
.....
.....
Tel..... Fax..... Email.....
6. Permanent/Home Address.....

B. PARTICULARS OF PARENT, GUARDIAN / SPONSOR

- Full Name of Sponsor.....
- Occupation & Position Held.....
- Postal Address.....
.....
- Residential Address: H/No Tel

C. EDUCATIONAL RECORD (Start with most recent or current institution)

Particulars	1 st Sitting	2 nd Sitting	3 rd Sitting
Name of Institution			
Month and Year			
Exam. Index No.			
Centre of Exam.			
Field of Study			
Type of Exam / Board			

E. EMPLOYMENT RECORD (Start with most recent or current employment)

Institution OR Organization	Address	Position Held	From – to	Name & Position of Referee

F. COURSE / PROGRAMME OF INTEREST

Please indicate the exact course / programme you are applying for participation

CHOICE	PROGRAMME OF STUDY
1 ST	
2 ND	
3 RD	

G. DO YOU WANT TO TAKE THE COURSE AS A

- Residential Student
 Distance/Correspondence Course Student
 Matured student

H. CAREER QUESTIONNAIRE FORM

How did you know/hear about the College?

- From the media From an old students
 Through friends Participated in an activity of the Institute

Purpose of taking the course (Please tick as appropriate):

- To start a backyard farm To start a commercial farm To expand an existing farm
 To upgrade my knowledge As a springboard for further studies
 To gain promotion in my present employment

Briefly state why you are interested in Agriculture:

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.....

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Write two names of your friends who may be interested in the details of this course:

(1) NAME: (2) NAME:

.....

ADDRESS: ADDRESS:

.....

.....

TELEPHONE NO: TELEPHONE NO:

EMAIL: EMAIL:

APPLICANT'S DECLARATION

I hereby declare by signing, that all the information given here to the best of my knowledge is true and correct, that I should be denied admission, and /or withdrawn from the college if the information is found to be false.

1. Signature of applicant..... Date/...../.....
2. Name and Address of Corroborator
..... Tel No.....
3. Signature of Corroborator Date/...../.....

OFFICE USE ONLY

1. Date Received.....
2. Date Admitted/ Adm. Letter sent:
3. Waiting List.....
4. Date Acceptance Letter is received:

GOOD LUCK

JOIN THE KITA PROFESSIONAL FARMERS FAMILY

MISSION

Raising a new generation of scholars and professionals to revolutionise the practice of agriculture and farming in Ghana and beyond.

*The Registrar,
College of Tropical Agriculture, KITA
University Box 293 KNUST, Kumasi.
Tel: 0240497722/0240497766/0269257976
Email: director@kitaghana.org, kita_ghana@yahoo.com
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