



# VALLEY VIEW UNIVERSITY

A Seventh-day Adventist Institution of Higher Learning • Chartered by the National Accreditation Board, Ghana

## SCHOOL OF GRADUATE STUDIES

P. O. Box DT 595, Adentan – Accra, Ghana

### ADMISSIONS AND RECORDS OFFICE

## APPLICATION FORM DOCTORAL DEGREE

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#### SECTION A: PERSONAL INFORMATION

Name: \_\_\_\_\_ Gender: Male ( ) Female ( )  
*(Surname, First Name, Middle Name)*

Permanent Postal Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone/Mobile Number: \_\_\_\_\_

Skype ID: \_\_\_\_\_ WhatsApp Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_

Passport No.: \_\_\_\_\_ Date of Issue: \_\_\_\_\_ Place of Issue: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Religious Affiliation (Specify Church/Denomination): \_\_\_\_\_ Mission/Conference (if SDA): \_\_\_\_\_

ECOWAS ID: \_\_\_\_\_ Date of Issue: \_\_\_\_\_ Place of Issue: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name of Spouse (if applicable): \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Emergency Contact (Name: \_\_\_\_\_ Mobile Number: \_\_\_\_\_)

#### SECTION B: EDUCATIONAL INFORMATION

List below all colleges/universities attended, degrees conferred and date degree was granted. Begin with the most recent year.

<i>Name of Institution</i>	<i>Degree/Certificate</i>	<i>Year</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Master's Degree Research Topic: \_\_\_\_\_

#### SECTION C: EMPLOYMENT RECORD

List work experience for the last 5 years beginning with the most recent.

<i>Employer</i>	<i>Address/Location</i>	<i>Title/Position</i>	<i>Dates</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**SECTION D: FINANCIAL INFORMATION**

Who is responsible for your tuition and other expenses?

Sponsored  Self-Sponsored

If sponsored provide details of sponsoring institution:

Name: \_\_\_\_\_

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

Telephone number (s): \_\_\_\_\_

**SECTION E: RESIDENCE**

*International Students only*

Accommodation  Feeding

**SECTION F: PROGRAMME OF STUDY**

PhD Accounting  PhD Management  PhD Finance

**SECTION G: MODE OF STUDY**

When do you intend to start the programme? *Please indicate the year:* \_\_\_\_\_

Weekend (Sundays)  Sandwich: December  June

**SECTION H: APPLICATION FEE DETAILS**

Local Applicants (GH¢400.00)

Cedi Account Details:

Bank: Prudential Bank Limited  
Account Name: Graduate School  
Account Number: 0362000060047  
Branch: Valley View University

International Applicants (US\$150)

Dollar Account Details:

Bank: Prudential Bank Limited  
Account Name: Graduate School  
Account Number: 0362000060182  
Branch: Valley View University

**PLEDGE:**

If admitted as a PhD student, I agree to uphold the standards and regulations as set forth by the Institution. I also accept the responsibility to settle all financial expenses with regards to the programme schedule.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Official Use Only**

Bank Receipt Number: \_\_\_\_\_ Attachments: Certificate  Transcript   
Applicant's Status: Local Applicant  International Application  Qualified  Not Qualified

Date Received: \_\_\_\_\_ Signature of Registry Staff: \_\_\_\_\_

Dean's Approval: \_\_\_\_\_ Decision: \_\_\_\_\_

## **REQUIREMENTS FOR ADMISSION:**

### 1) All Applicants

- Complete application form
- Proof of payment of non-refundable application fee
- Certified copies of all certificates and academic transcripts
- International applicants must have their documents endorsed by an Attorney/Lawyer
- Two letters of recommendation from employer/pastor (character) and a former Professor (academic)
- Birth and marriage certificates (documents must be endorsed by an Attorney/Lawyer)
- Pass selection interview

Submit a 5- 9 page Research Proposal on a topic of interest. The proposal should have the following:

- Topic
- Introduction
- Literature review
- Methodology

### 2) International Applicants

- Copy of Passport (Bio page, endorsed by an Attorney/Lawyer)
- Financial Deposit of USD 1,000 (Refundable)

Completed Application Forms and Attachments must be mailed to:

**Dean  
School of Graduate Studies  
Valley View University  
P. O. Box DT 595  
Adentan - Accra  
Ghana**

**Email Address:** [dean.sgs@vvu.edu.gh](mailto:dean.sgs@vvu.edu.gh)

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