



UNIVERSITY OF CAPE COAST
SCHOOL OF GRADUATE STUDIES
STEP-DOWN DEGREE APPLICATION FORM

Affix recent passport-sized photograph endorsed by a Senior Public Officer or Minister of Religion

Instructions

- a. Be sure you qualify to step-down by checking the requirements under Clause 4 below
b. Receive approval from your Head of Department before proceeding with the application
c. Receive further approval from the SGS before making payment
d. After approval from the SGS, payment should be made at any Branch of Prudential Bank Limited, into account number 0201900070000 or Ghana Commercial Bank, into account number 3021130001275

1. Personal Details

Surname:
First Name:
Other Names:
Sex: Male [] Female [] Nationality:

2. Contact Address:

Tel Numbers: E-mail:

3. Programme:

Year of Admission: Registration Number:
Department:
Year of Completion of course work:
Programme to be stepped-down to:

4. Requirements

- i. Pass in all taught courses (Grade C or better)
ii. Minimum CGPA of 2.0
iii. Fee of GHC 1,532.00 for Education/Humanities and GHC 1,595.00 for Sciences/Agriculture

5. Declaration

I hereby declare that the above information provided by me is accurate to the best of my knowledge.

Signature: Date:

6. Approval by Head of Department

Name: ; Signature: ; Date:

7. Approval by Head of Department

