



**UNIVERSITY OF CAPE COAST
SCHOOL OF GRADUATE STUDIES
POST GRADUATE DIPLOMA IN EDUCATION (PGDE)
STEP-DOWN APPLICATION FORM**

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

1. Personal Details

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

2. Contact Address:

Contact No: E-mail:.....

3. Programme Details (PGDE):

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

(Note: To step down means, you enrolled on the PGDE programme (i.e. with project work but you were unable to submit your project work within the maximum stipulated time, and will therefore be stepped down to Post Graduate Certificate in Education, after satisfying all approved requirements))

4. Requirements

- i. Pass in all taught courses (Grade **C** or better)
- ii. Minimum **CGPA** of **2.5**
- iii. Payment of application and processing fee of **GH¢ 250** (Payment should be made at any Branch of Prudential Bank Limited, into UCC Admissions account number 0201900070000 or Ghana Commercial Bank, into UCC Admissions account number 3021130001275).

5. Declaration

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

Signature: Date:.....

6. Certified by Head of Department in consultation with Supervisor(s).

.....
 Name:; Signature:; Date.....

FOR OFFICIAL USE ONLY

Checked by:..... Approved by the **Deputy Registrar, SGS**
 Signature..... Signature.....
 Date:..... Date:.....