



**UNIVERSITY OF CAPE COAST
SCHOOL OF GRADUATE STUDIES (SGS)
STEP-DOWN DEGREE APPLICATION FORM**

PAffix 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:.....

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Phone No:..... E-mail:.....

3. Programme:.....

Year of Admission:..... Registration Number:.....

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 GH¢ 1,790.00 for Education/humanities and GH¢1,865.00 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

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

7. Approval by the Deputy Registrar

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Signature & Stamp:..... Date:.....