INSTRUCTION ON HOW TO FILL THE ONLINE APPLICATION FORM

To fill the online application form, you would require:

i. A soft copy of your passport-size photograph against a white background. 
   (Please ensure that the passport picture is in the ‘JPG’ format and that the size does not exceed 50KB.)

Having met the above requirements, now follow the steps below to complete the application form.

1. Log onto the website at www.admissions.jackson.edu.gh
2. Enter the serial number and pin number at the back of the scratch card and click on the log on button to start registering.
3. Click on the browse button and select your passport picture to upload.
4. Fill in the required entries and click on the save and continue button at the bottom left corner to take you to the next page.
5. Click on the previous button to take you to the previous page to make any corrections.
6. Tick the box to declare that the information you have provided is true and accurate.
7. Print two copies of the confirmation letter. Submit one copy together with a photocopy of your result slip, certificate and any other supporting documents to where you bought the scratch card and keep the other copy for your personal records.

Please take note of the following:

a. Ensure that the information you have provided is correct, especially with the presentation of your name, examination grades, contact numbers, etc.

b. You are to check your admission status with your serial number and pin number at the back of the scratch card, two weeks after the deadline of submission of forms.

INSTRUCTION TO APPLICANTS WHO WILL BE INVITED TO WRITE THE ENTRANCE EXAMINATION

Details of the exam are as follows:

Date: Saturday, 27th October, 2012.

Time: 9:00am – 12:00pm

Subjects: English and Mathematics (based on the SHS syllabus)

Exam Fee: Thirty Ghana Cedis (GHC30.00)

Venue: Venues shall be created in all the Regional Capitals and communicated to candidates before the stipulated date.

You are required to bring along the following items to enable you to sit for the exam. Failure to present any of them will disqualify you from writing the exam.

Stationery: Blue pen, HB pencil, eraser, calculator, ruler and math set.

National ID card: NHIS ID, voter’s ID, driver’s licence or passport.

Proof of Registration: Your copy of the confirmation letter when you completed the online application form.