SOS-HGIC

APPLICATION GUIDE

A quick guide on how to use the college
application system.

Terms and Conditions for Online Applicants:

1. Only applicants in JHS3 of the national system, Grade 9 of the British system or Grade 8 of the American System in the year of application will be shortlisted. Kindly ensure that the following documents have been uploaded in the previous stages of your online application:

i. A standard recent passport picture on a white background and of a size not more than 350px * 350px.

ii. Scanned copy of birth certificate or detailed bio-data page of passport.

iii. Scanned copy of resident permit or dual citizenship card where it applies.

iv. Scanned copies of last two years terminal or semester reports (i.e. school reports for the last six terms or four semesters, not transcripts)

v. Proof of payment of application and examination fee (to be emailed to admissions @soshgic.edu.gh)

vi. Completed MYP course selection form

2. The Entrance Examination in English, Mathematics and Science will be administered to all applicants at the college premises on Saturday, April 13th 2019.

3. Applicants abroad who are unable to write the exam in Ghana are advised to notify the Admissions Officer at least a month before the date of examination so that the necessary arrangements can be made with the applicant's Head of School or personnel in charge of examination.

Terms and Conditions for Online Applicants Cont'd:

Kindly note that the examination papers would be sent the applicant's school on condition that the latter's parents' or guardians would bear the cost of courier.

4.   Selection of applicants for admission interview will solely be based on merit.

5.   All Online Applications will receive a confirmation email acknowledging receipt of their applications.

6.   It is important that correct details are entered in the online application process.

7.   Data Protection: Information held by the college will be used only for its intended purpose.

Website to Apply from:

Open your browser and navigate to
https://www.soshgic.edu.gh/admissions

NB: Kindly note that both illustrations named as 1 all lead to a new application as illustrated also in stage two of this guide.

NB: Kindly write to admissions@soshgic.edu.gh if faced with any technical challenges for immediate assistance or call +233243690197 / +233303204267 for guidance

Stage One

This screenshot marks the very beginning of the application, therefore the user must fill into the various fields as per the criteria demanded. This will collect data about the applicant's personal information.The fields marked with the asterisks are all mandatory fields.

Apply for Admission (IB MYP)

Step 1 of 8 - Applicant's Personal Information

`12%`

Applicant's Name *

First Name | Middle Name (if any) | Surname

Upload Photo (220px * 220px) *

Choose File   no file selected

Applicant's Place of Birth *

Select Country of Birth ▼

Applicant's Nationailty *

Select Nationality ▼

Resident Permit Upload (Only applies to applicants with dual citizenship)

Choose File   no file selected

Gender *

☐ Male
☐ Female

Mother *

○ Alive
○ Deceased

Father *

○ Alive
○ Deceased

Date of Birth *

Applicant's Email *

Previous Institution / Current Institution *

Currently in Grade *

Semester of Entry *

1, 2019/20

Parents... *

Single

Do you have any siblings studying at SOS-HGIC?

Please indicate

Applying for *

IB MYP 4

Languages Spoken *

English, Spanish, Ga, French, etc.

Length of Time Studied

Please indicate the length of time of study of each language. Example: English - 4 years, Ga - 3years, etc.

Next | Save and Continue Later

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Stage Two

This screenshot marks the very second stage of the application. In this section of the application, the family information such as the first parent/guardian information and if applicable, the second parent or guardian information follows. Again, all questions are self-explanatory. The fields marked with the asterisks are all mandatory fields.

2

Apply for Admission (IB MYP)

Step 2 of 8

`25%`

Family Information

Parent #1 / Guardian #1

Relationship to Applicant *	Parent / Guardian Name *		Title *
Father			Mr
	First Name	Surname	

Occupation	Employer	Telephone No. 1
		Home / Office

Telephone No. 2	Mobile Phone	Email 1
Home / Office		

Email 2

Parent #2 / Guardian #2

Relationship to Applicant	Parent / Guardian Name		Title
Father			Choose title
	First Name	Surname	

Occupation	Employer	Telephone No. 1
		Home / Office

Telephone No. 2	Mobile Phone	Email 1
Home / Office		

Email 2

Previous   Next   Save and Continue Later

NB: Kindly write to admissions@soshgic.edu.gh if faced with any technical challenges for immediate assistance or call +233243690197 / +233303204267

Stage Three

This screenshot marks the third stage of the application process. Kindly select your wards, courses from IB MYP with respect to the criteria given.

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Apply for Admission (IB DP / IB MYP)

Step 3 of 8

37%

MYP at SOS-HGIC Course Selection

Please read carefully, the instructions below and complete your course selections as per each criteria:

Language & Literature (Choose one course here - your best language) *

- 🔘 English
- ⚪ French
- ⚪ Amharic
- ⚪ Swahili

Language Acquisition (Choose one course here - Not the same language as above) *

- 🔘 French
- ⚪ English

Individuals and Societies / Sciences (Choose four courses from this block) *

- ☐ Economics
- ☐ Geography
- ☐ History
- ☐ Biology
- ☐ Chemistry
- ☐ Physics

Mathematics (Mathematics is compulsory) *

- 🔘 Mathematics

Design and The Arts (Choose either one or both courses here)

- ☑ Design
- ☐ The Arts

Please note that at SOS-HGIC, there are also compulsory courses in Thinking Skills (TS) and Information and Communication Technology (ICT)

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Stage Four

This screenshot marks the forth stage of the application process which collects data about who is actually paying the respective applicant's fees. In some cases, some organisation's cater for the fees, therefore we kindly advise that you indicate clearly, if there is a sponsoring organisation or individual, and their address as per the criteria given below:

Apply Now

Apply for Admission (IB DP / IB MYP)

Step 4 of 8

50%

Who Will Pay Applicant's School Fees

Name of Parent / Organization Sponsoring the Candidate *

Mr. John Gmeiner and SOS Tema Village

Address (Skip this if you have already provided address previously)

Street Address

Address Line 2

City   State / Province / Region

ZIP / Postal Code   Country

Phone   **Email**   **Relationship to Applicant**
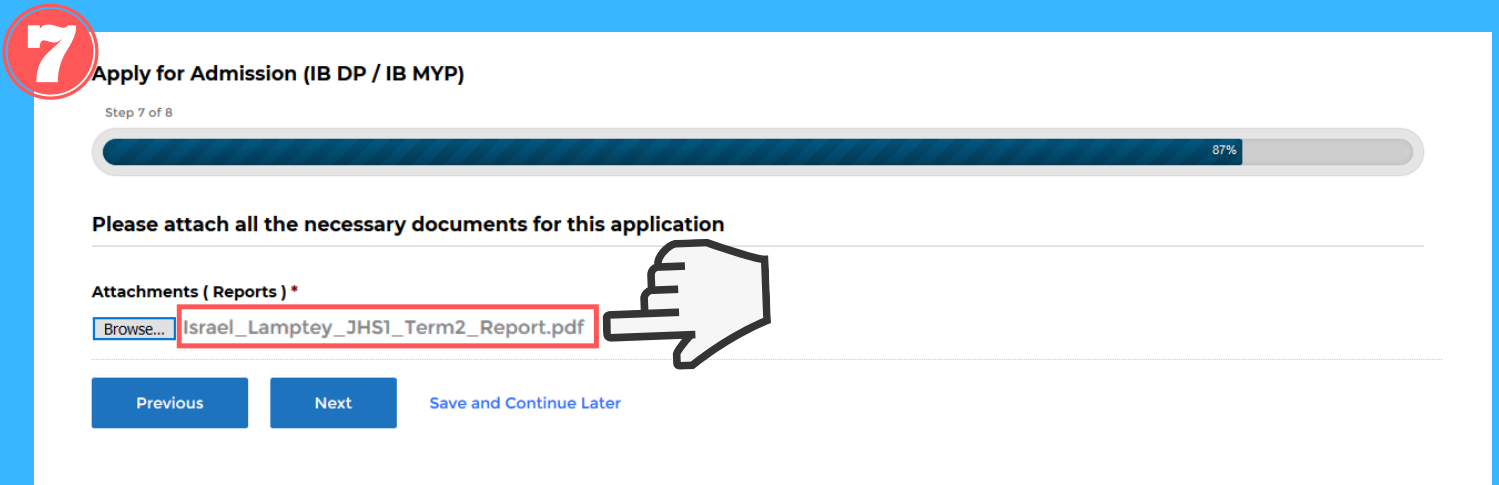
Father

[Previous] [Next] Save and Continue Later

Stage Five

This screenshot marks the fifth stage of the online application process. In this stage, the applicant is required to stipulate clearly, the health conditions as per the criteria given below.

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Apply Now

Apply for Admission (IB DP / IB MYP)

Step 5 of 8

62%

Medical Information

Applicant's Health Status *

Applicant's Eye Sight Status *

Applicant's Hearing Status *

Any Medical Conditions / Allergies *

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Stage Six

This screenshot marks the sixth stage of the online application process. In this stage, the applicant is required to stipulate clearly and briefly, the status of his or her Psychological Well Being as per the criteria given below.

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Apply for Admission (IB DP / IB MYP)

Step 6 of 8

75%

Applicant's Psychological Well Being

How well adjusted and cooperative is the applicant? Please provide examples

What are his/her best qualities? (Character)

Is the applicant considered ambitious, motivated, playful, focused, easily distracted or lacking the drive to succeed, at least at the moment?

Is the applicant particularly good in any field? (e.g sports, sewing, helping in the house, school work, etc.)

What are the applicant's main interests? (e.g hobbies, cultural activities, kinds of literature, singing, etc.)

Does the applicant have any significant history of past psychological trauma?

○ Yes
● No

[Previous]   [Next]   Save and Continue Later

Stage Seven

This screenshot marks the seventh stage of the online application process. In this stage, the applicant is required to upload a pdf copy of his or her last two years reports. Kindly refer to the terms and conditions for online applicants for more detailed information about this.

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Apply for Admission (IB DP / IB MYP)

Step 7 of 8

87%

Please attach all the necessary documents for this application

Attachments (Reports) *

Browse... Israel_Lamptey_JHS1_Term2_Report.pdf

Previous   Next   Save and Continue Later

NB: Kindly note that the uploaded report must bear the first name and the last name of the applicant, therefore we advise all applicants to rename the file into their first name_last name_JHS1_Term2_report format for proper identification.

Stage Eight

Kindly read the Terms and Conditions for Online Applicants carefully and prepare all the requested documents or requirements or if already provided in the previous stages of the online application process, then kindly agree by checking the radio button and submit the online application. There will be a pdf application summary ready for download after this last stage of the submission.

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Apply for Admission (IB DP / IB MYP)

Step 8 of 8

100%

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Applicants abroad who are unable to write the exam in Ghana are advised to notify the Admissions Officer at least a month before the date of examination so that the necessary arrangements can be made with the applicant's Head of School or personnel in charge of examination. Kindly note that the examination papers would be sent the applicant's school on condition that the latter's parents' or guardians would bear the cost of courier.
Selection of applicants for admission interview will solely be based on merit.
All Online Applications will receive a confirmation email acknowledging receipt of their applications.
It is important that correct details are entered in the online application process.
Data Protection: Information held by the college will be used only for its intended purpose.

Read and agreed to

☑

| Previous | Submit | Save and Continue Later |

Download the Application Summary and print it out.

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Apply Now

Kindly note that an application and examination fee of GHS 1000 must be paid to complete the application process. For payment details please download the **Application Summary** below.

Download a summary of application here: **Download PDF**

Final Download of application summary:

Bank details for paying-in the application fees.

Bank Details for Paying-In Admission Fees:

BENEFICIARY: SOS-HGIC SCHOLARSHIP FUND

BANK: STANDARD CHARTERED BANK – TEMA

ACCOUNT NO: 010-01-198505-00 (GH¢)

PAID IN BY: APPLICANT'S NAME

DESCRIPTION: 2019 MYP4 Application Fee

An alternative for express pay users:

Using the alternative payment link below, parents, guardians and sponsoring organizations can complete the online application and processing fees on expresspay website and payment processor.

https://expresspaygh.com/sos

Thank you for applying to SOS-HGIC.

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