



*SOS-HGIC*

# APPLICATION GUIDE

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

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# 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 of One Thousand Ghana Cedis(to be emailed to admissions @soshgic.edu.gh)

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>

SOS Hermann Gmeiner International College Admissions

Home Admissions Contact Us **Apply Now**

## Apply for IB MYP

2019 / 2020 Academic Year

### SOS-HGIC Admissions Portal

Apply for IB MYP 2019/2020 Academic Year

- + How to Apply
- + Admission Requirements
- + Deadline for Admissions
- + Do You Need Support?

**DOWNLOAD APPLICATION GUIDE**  
[Click Here to Download](#)

**APPLY FOR IB MYP**  
[Click Here to Apply Now](#)

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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](mailto: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.

1

## 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 \*

### Applicant's 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 \*

### Parents... \*

### Do you have any siblings studying at SOS-HGIC?

### Applying for \*

### Languages Spoken \*

### 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

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

# 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 \*

Father

Parent / Guardian Name \*

First Name

Surname

Title \*

Mr

Occupation

Employer

Telephone No. 1

Home / Office

Telephone No. 2

Home / Office

Mobile Phone

Email 1

Email 2

#### Parent #2 / Guardian #2

Relationship to Applicant

Father

Parent / Guardian Name

First Name

Surname

Title

Choose title

Occupation

Employer

Telephone No. 1

Home / Office

Telephone No. 2

Home / Office

Mobile Phone

Email 1

Email 2

Previous

Next

Save and Continue Later

**NB: Kindly write to [admissions@soshgic.edu.gh](mailto: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 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:

4

## 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 Four

This screenshot marks the fourth 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.

5

## 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 \*

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 and briefly, the status of his or her Psychological Well Being as per the criteria given below.

6

## 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

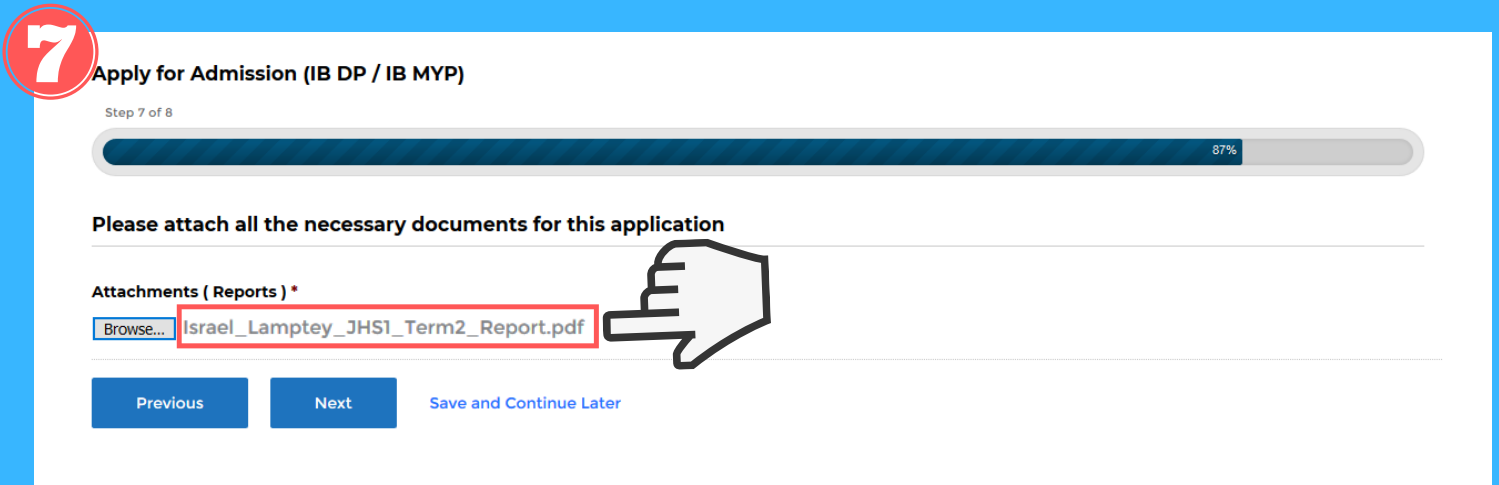
Previous

Next

Save and Continue Later

# Stage Six

This screenshot marks the sixth 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.



**7** 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 Seven

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.



## Apply for Admission (IB DP / IB MYP)

Step 8 of 8

100%

### Terms and Conditions for Online Applicants

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*A standard recent passport picture on a white background and of a size not more than 350px \* 350px.  
Scanned copy of birth certificate or detailed bio-data page of passport.*

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

*Scanned copies of last two years terminal or semester reports (i.e. school reports for the last six terms or four semesters, not transcripts)  
Proof of payment of application and examination fee (to be emailed to [admissions@soshgic.edu.gh](mailto:admissions@soshgic.edu.gh))  
Completed MYP course selection form*

*The Entrance Examination in English, Mathematics and Science will be administered to all applicants at the college premises on Saturday, April 13<sup>th</sup>  
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](#)

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## Final Download of application summary:

SOS-Hermann Gmeiner International College  
Application Summary

**Applicant's Personal Information**

UPLOAD PHOTO (320PX x 220PX)  APPLICANT'S NAME



STUDENT'S PLACE OF BIRTH  STUDENT'S NATIONALITY  DATE OF BIRTH

Ghana  Ghanaian  01/01/2019

GENDER  MOTHER  FATHER

Male  Alive  Alive

APPLICANT'S EMAIL  PREVIOUS INSTITUTION / CURRENT INSTITUTION

lansrey\_@sostgic.edu.gh

CURRENTLY IN GRADE  SEMESTER OF ENTRY

Write down your current grade  1, 2, 03/020

PARENTS...  DO YOU HAVE ANY SIBLINGS STUDYING AT SOS-HGIC?  APPLYING FOR IS MYP 4

No

Kindly pay-in an Application Fee of GHS2000 into the beneficiary account below:  
BENEFICIARY: SOS-HGIC SCHOLARSHIP FUND  
BANK: STANDARD CHARTERED BANK - TEMA  
ACCOUNT NO: 0310-03-198505-80 (GHG)  
PAID IN BY: APPLICANT'S NAME  
DESCRIPTION: 2019 MYP4 Application Fee  
Alternatively, Express pay can also be used to pay-in the Application Fee as a payment option.  
<https://expresstestingh.com/tes>

Married

LANGUAGES SPOKEN  LENGTH OF TIME STUDIED

Parent #1 / Guardian #1

RELATIONSHIP TO APPLICANT  PARENT / GUARDIAN NAME  TITLE

Father   Mr

OCCUPATION  EMPLOYER  TELEPHONE NO. 1

Mobile phone

MOBILE PHONE  EMAIL 1  EMAIL 2

(024) 677-0880  johndee@gmail.com  johndee2@gmail.com

Parent #2 / Guardian #2

RELATIONSHIP TO APPLICANT  PARENT / GUARDIAN NAME  TITLE

Mother   Mrs

OCCUPATION  EMPLOYER  TELEPHONE NO. 1

Mobile phone

MOBILE PHONE  EMAIL 1

(024) 787-5682  jcsa2ae@gmail.com

**MYP at SOS-HGIC Course Selection**

LANGUAGE & LITERATURE ( CHOOSE ONE COURSE HERE - YOUR BEST LANGUAGE )

English

LANGUAGE ACQUISITION ( CHOOSE ONE COURSE HERE - NOT THE SAME LANGUAGE AS ABOVE )

French

Bank details for paying-in the application fees.

# Bank Details for Paying- In Application 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

**AMOUNT:** ONE THOUSAND CEDIS (GHS 1000)



## 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>



The screenshot shows the payment interface for SOS HGIC. At the top, it features the SOS Hermann Gmeiner International College logo and the expressPay logo. The main heading is "SOS HGIC" with a sub-heading "Complete your application payment below:". Below this, there are two tabs: "1. CHILD'S INFORMATION" (selected) and "2. PERSONAL INFORMATION". The "1. CHILD'S INFORMATION" tab contains a form with a text input field for "Child's full name" (with a placeholder "Please enter child's full name") and a dropdown menu for "Class" (with "MYP4-1000.00" selected). At the bottom of the form are "PREVIOUS" and "NEXT" buttons. On the left side, there is a sidebar with two numbered steps: "1. Fill form and click 'Pay'." and "2. Select your payment method and enter your payment details". The footer includes the year "© 2019" and the expressPay logo.

Thank you for applying  
to SOS-HGIC.

NB: Kindly write to  
[admissions@soshgic.edu.gh](mailto:admissions@soshgic.edu.gh) if faced with  
any technical challenges for immediate  
assistance. You may also call  
+233243690197 or +233303204267 for  
guidance through the process.