



SOS-HGIC

APPLICATION GUIDE

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

Terms and Conditions for IB DP Online Applicants:

1. Applicants must be in Grade 11 of the British System or Grade 10 of the American System and should be preparing to write their upcoming IGCSE exams or its equivalent while applying.

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 four semesters or terms, **not transcripts)**

v. Proof of payment of application fee (to be emailed to admissions@soshgic.edu.gh) Please refer to page 13 in this document for more on the payment options and details

vi. IB Higher Level and Standard Level course selection

vii. Confidential Predicted Grades

viii. A 400-word personal essay on the applicant's future aspirations as an IB student of SOS-HGIC.

ix. Recommendation from current Head of School

x. Recommendation from a current Teacher

Terms and Conditions for Online Applicants Cont'd:

2. Selection of applicants for admission interview will solely be base on merit.

Applicants abroad who are unable to come to the College Campus in Ghana for their interview are advised to notify the Admissions Officer at least two weeks before the scheduled date so that the necessary arrangements can be made for a skype interview or its equivalent.

3. All Applications would receive a confirmation email acknowledging receipt of their applications.

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

5. 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](#)



IB DIPLOMA PROGRAMME

Apply
for
IB DP

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 DP

[Click Here to Apply Now](#)

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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.

1

Apply for Admission (IB DP)

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

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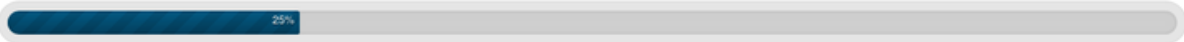
Stage Two

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.



Apply for Admission (IB DP)

Step 2 of 8



Family Information

Parent #1 / Guardian #1

Relationship to Applicant *

Father

Parent / Guardian Name *

First Name

Surname

Title *

Mr

Occupation

Home / Office

Employer

Home / Office

Telephone No. 1

Home / Office

Telephone No. 2

Home / Office

Mobile Phone

Home / Office

Email 1

Home / Office

Email 2

Home / Office

Parent #2 / Guardian #2

Relationship to Applicant

Father

Parent / Guardian Name

First Name

Surname

Title

Choose title

Occupation

Home / Office

Employer

Home / Office

Telephone No. 1

Home / Office

Telephone No. 2

Home / Office

Mobile Phone

Home / Office

Email 1

Home / Office

Email 2

Home / Office

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

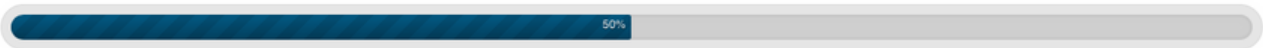
This screenshot marks the third stage of the application process which collects data about who is actually paying the respective applicant's fees. In some cases, some organisation's cater for the fees, therefore we kindly advise that you indicate clearly, if there is a sponsoring organisation or individual,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

4

Apply Now

Apply for Admission (IB DP)

Step 4 of 8



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)

Step 5 of 8



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.

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Apply for Admission (IB DP)

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)

Step 7 of 8

87%

Please attach all the necessary documents for this application

Attachments (Reports) *

Browse... Israel_Lampzey_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)

Step 8 of 8

100%

Terms and Conditions for Online Applicants

Only applicants in JHS3 of the national system, Grade 8 of the American System or Grade 9 of the British 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:

*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)
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 13th
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

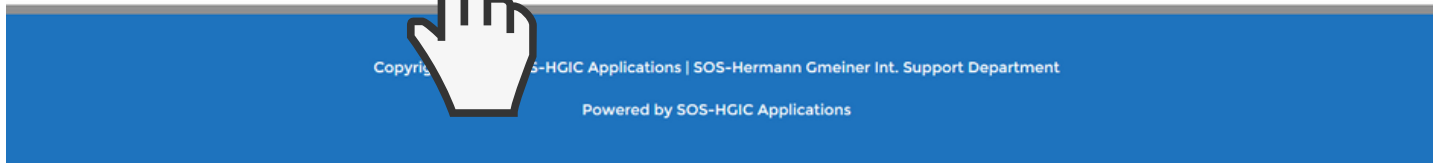
Download the Application Summary and print it out.

9

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:


 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

GENDER MOTHER FATHER

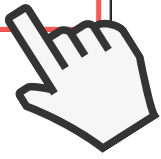
APPLICANT'S EMAIL PREVIOUS INSTITUTION / CURRENT INSTITUTION

CURRENTLY IN GRADE SEMESTER OF ENTRY

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

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 MYPA Application Fee
 Alternatively, Express pay can also be used to pay-in the Application Fee as a payment option.
<https://expresspay.h.com/gh>



LANGUAGES SPOKEN
LENGTH OF TIME STUDIED

Parent #1 / Guardian #1

RELATIONSHIP TO APPLICANT **PARENT / GUARDIAN NAME** **TITLE**

OCCUPATION **EMPLOYER** **TELEPHONE NO. 1**

MOBILE PHONE **EMAIL 1** **EMAIL 2**

Parent #2 / Guardian #2

RELATIONSHIP TO APPLICANT **PARENT / GUARDIAN NAME** **TITLE**

OCCUPATION **EMPLOYER** **TELEPHONE NO. 1**

MOBILE PHONE **EMAIL 1**

NYP at SOS-HGIC Course Selection

LANGUAGE & LITERATURE | CHOOSE ONE COURSE HERE - YOUR BEST LANGUAGE |

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

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 DP One Application Fee

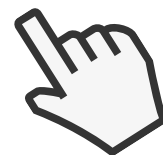
AMOUNT: ONE THOUSAND CEDIS (GHS 1000)



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 SOS HGIC application payment interface. 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 steps: "1. CHILD'S INFORMATION" and "2. PERSONAL INFORMATION". The "1. CHILD'S INFORMATION" step is active and shows 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, there are "PREVIOUS" and "NEXT" buttons. The footer includes the year "2019" and the text "All rights reserved" along with the expressPay logo.

**Thank you for applying to
SOS-HGIC.**

**NB: Kindly write to 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.**