



SOS-HGIC

APPLICATION GUIDE

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

Terms and Conditions for IB MYP Applicants:

1. 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:

i. A standard recent passport picture on a white background and of a size not more than 220px * 220px.

ii. Scanned copy of birth certificate and 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) Please refer to page 15 for more information on payment options and pay-in-details.

2. The Entrance Examination will be administered in English, Mathematics and Science to all applicants at the college premises on Saturday, April 25th 2020.

Terms and Conditions for IB MYP Applicants Cont'd:

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.

Kindly note that the examination papers would be sent to and from 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 e-mail addresses are supplied on the application form since ALL CORRESPONDENCE with prospective parents will be exclusively by e-mail.

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

Terms and Conditions for IB DP Applicants:

1. Only applicants in Grade 11 of the British System or Grade 10 of the American System in the year of application and who are preparing to write their upcoming IGCSE exams or its equivalent 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 220px * 220px

ii. Scanned copy of birth certificate and 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) Proof of payment of application and examination fee (to be emailed to admissions@soshgic.edu.gh) Please refer to page 15 for more information on payment options and pay-in-details.

v. IB higher level and standard level course selection form

vi. Confidential predicted grades

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

Terms and Conditions for IB DP Applicants:

i. Recommendation from current head of school

ii. Recommendation from current teacher

1. There will be no entrance examination. Applicants' IGCSE results will be used to shortlist candidates for admission interview.

2. Selection of applicants for admission interview will solely be based 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 a month before the scheduled date so that the necessary arrangements can be made for a skype interview or its equivalent.

3. All Online Applicants will receive a confirmation email acknowledging receipt of their applications.

4. It is important that correct e-mail addresses are supplied on the application form since ALL CORRESPONDENCE with prospective parents will be exclusively by e-mail.

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](#) [f](#) [t](#) [s](#)

The banner features two circular diagrams on the left. The first is the IB Diploma Programme (IB DP) diagram, showing components like Language Acquisition, Theory of Knowledge, Extended Essay, Creativity, Action, Service, and Personal Project. The second is the IB Middle Years Programme (IB MYP) diagram, showing components like Language A, Language B, Mathematics, Arts, Science, Personal Project, and Technology. To the right, a large orange section contains the text 'Apply for Admission' and 'IB MYP / IB DP 2020 / 2021 Academic Year'.

SOS-HGIC Admissions Portal

Apply for IB MYP | IB DP 2020/2021 Academic Year

- + [How to Apply](#)
- + [Admission Requirements](#)
- + [Deadline for Admissions](#)
- + [Do You Need Support?](#)

**DOWNLOAD
APPLICATION
GUIDE**

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APPLY FOR ADMISSION

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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 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.

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Apply for Admission (IB MYP / IB DP)

Step 1 of 7 - Applicant's Personal Information

14%

Applicant's Name *		Upload Photo (220px * 220px) *	
<input type="text" value="Israel"/> <small>First Name</small>	<input type="text" value=""/> <small>Middle Name (if any)</small>	<input type="text" value="LAMPTEY"/> <small>SURNAME (Should be in uppercase)</small>	<input type="button" value="Choose File"/> Israel Lamptey.jpg
Applicant's Place of Birth *	Applicant's Nationality *	Resident Permit / Dual Citizenship Card (Attach where applicable)	
<input type="text" value="Ghana"/>	<input type="text" value="Ghanalan"/>	<input type="button" value="Choose File"/> No file chosen	
Gender *	Mother *	Father *	
<input checked="" type="radio"/> Male <input type="radio"/> Female	<input checked="" type="radio"/> Alive <input type="radio"/> Deceased	<input checked="" type="radio"/> Alive <input type="radio"/> Deceased	
Date of Birth *	Applicant's Email *	Previous Institution / Current Institution *	
<input type="text" value="23/01/2020"/>	<input type="text" value="lamptey@gmail.com"/>	<input type="text" value="Deks Educational Institute"/>	
Currently In Grade *	Semester of Entry *		
<input type="text" value="Year 9"/>	<input type="text" value="1, 2020/21"/>		
Parents... *	Do you have any siblings studying at SOS-HGIC?	Applying for *	
<input type="text" value="Married"/>	<input type="text" value="No"/>	<input type="text" value="IB MYP"/>	
Languages Spoken *	Length of Time Studied		
<input type="text" value="English and Ga"/>	<input type="text" value="English - 5 years
Ga - Since birth"/>		

[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.

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Step 2 of 7

28%

Family Information

Parent #1 / Guardian #1

Relationship to Applicant *	Parent / Guardian Name *	Title *
Father	Joseph First Name Lamptey Surname	Mr
Occupation	Employer	Telephone No. 1
Pilot	South African Airlines	(030) 344-5678
Telephone No. 2	Mobile Phone	Email 1
Home / Office	(024) 487-9393	lampteyys@gmail.com
Email 2		

Parent #2 / Guardian #2

Relationship to Applicant	Parent / Guardian Name	Title
Mother	Jemima First Name Lamptey Surname	Mrs
Occupation	Employer	Telephone No. 1
Trader	Makola Market Accra	(030) 056-7824
Telephone No. 2	Mobile Phone	Email 1
Home / Office	(026) 688-9474	reseyy@gmail.com
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

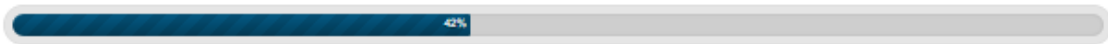
Stage Three

This screenshot marks the third stage of the application process 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:

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Step 3 of 7



Who Will Pay Applicant's School Fees

Name of Parent / Organization Sponsoring the Candidate *

Mr. John Gmelner and SOS Tema Village

Address

Tsinal-Agbe Street

Street Address

Address Line 2

Lane 2, Hno. 54

Greater-Accra

City

State / Province / Region

00233

Ghana

ZIP / Postal Code

Country

Phone

(024) 678-9499

Email

sosrtema@gmail.com

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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.

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Step 4 of 7



Medical Information

Applicant's Health Status *

Excellent

Applicant's Eye Sight Status *

Excellent

Applicant's Hearing Status *

Excellent

Any Medical Conditions / Allergies *

None

Previous

Next

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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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Step 5 of 7

71%

Applicant's Psychological Well Being

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

Israel is a good team player and is able to complete tasks on time. He tries to always understand where someone is coming from and tries to react appropriately to situations

What are his/her best qualities? (Character)

He is very kind and considerate, hardworking, and a motivator.

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

He is ambitious, motivated, playful and focused when necessary

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

He currently runs in his school and is on the basketball team.

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

He likes to dance and did jazz for 8 years

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

Yes

No

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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.

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Apply for Admission (IB MYP / IB DP)

Step 6 of 7



Please attach all the necessary documents for this application

Kindly note that each pdf file must not be more than 150kb. This will allow for a quick submission to the next stage of the application process.

Attachments (School Report 1) *

📎 Israel_Lamptey_JHS1_Term2_Report.pdf

Attachments (School Report 2)

No file chosen

Attachments (School Report 3)

No file chosen

Attachments (School Reports 4)

No file chosen

Attachments (School Reports 5)

No file chosen

Attachments (School Reports 6)

No file chosen

Other Documents (Passport, Birth Certificate and more NB: Kindly scan as one document)

No file chosen

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 Now

Apply for Admission (IB MYP / IB DP)

Step 7 of 7

100%

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:

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1. The Entrance Examination will be administered in English, Mathematics and Science to all applicants at the college premises on Saturday, April 25th, 2020
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6. **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.

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

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: 010-01-198505-80 (GHG)
PAID IN BY: APPLICANT'S NAME
DESCRIPTION: 2019 MYN4 Application Fee
Alternatively, Express pay can also be used to pay-in the Application Fee as a payment option.
<https://expresspay.h.com/ghs>

Married

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: 2020 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>



SOS HERMANN GMEINER
INTERNATIONAL COLLEGE

powered by
expressPay

SOS HGIC

Paying for your SOS HGIC application fee has never been easier. Simply follow the two steps below to complete your transaction

- 1 Fill form and click 'Pay'.
- 2 Select your payment method and enter your payment details

Complete your application payment below:

1. CHILD'S INFORMATION 2. PERSONAL INFORMATION

Child's full name
Please enter child's full name

Class
MYP4-1000.00

PREVIOUS NEXT

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**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.**