



SOS-Hermann Gmeiner International College

APPLICATION GUIDE

A quick guide on how to use the college application system

Application Requirements for IB MYP

Applicants:

Only applicants in IB MYP3 or 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 copies of birth certificate and detailed bio-data page of passport.
- Scanned copy of the 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 fee (to be emailed to admissions@soshgic.edu.gh)

Application Requirements for IB MYP Applicants

Cont'd:

- The Entrance Examination will be written and computer based. Applicants will be assessed in Numeracy, Literacy/Thinking Skills, Science, and Computer-based tests at the college premises on Saturday, 24th February 2024.
- Applicants abroad who are unable to write the entrance exam in Ghana are advised to notify the Admissions Officer at least a month before the date of examination so that alternative arrangements can be made for the exam to be written.
- Selection of applicants for admission interview will be based solely on merit.
- All applicants will receive a confirmation email acknowledging receipt of their submissions.
- 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 : Data Protection: Information held by the college will be used only for its intended purpose.

Application Requirements for IB DP Applicants:

Only applicants in IB MYP5 or Grade 10 of the American System or Grade 11 of the British System 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:

- A standard recent passport picture on a white background and of a size not more than 350px * 350px.
- Scanned copies of birth certificate and 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 fee (to be emailed to admissions@soshgic.edu.gh)
- A 400-word personal essay on the applicant's future aspirations as an IB student of SOS-HGIC

Application Requirements for IB DP

Applicants:

1. The Entrance Examination will be written and computer based. Applicants will be assessed in Numeracy, Literacy/Thinking Skills, Science, and Computer-based tests at the college premises on Saturday, 24th February 2024.
2. Applicants abroad who are unable to write the entrance exam in Ghana are advised to notify the Admissions Officer at least a month before the date of examination so that alternative arrangements can be made for the exam to be written.
3. Selection of applicants for admission interview will be based solely on merit. Candidates must submit IGCSE results once they have been released.
4. All applicants will receive a confirmation email acknowledging receipt of their submissions.
5. 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.
6. 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://soshgic.openapply.com/>



SOS Hermann Gmeiner International College 🇬🇭


<p>Apply for Admission</p> <p>Application for Admission</p> <p>Submit Application</p> 	<p>Registration of Interest</p> <p>Enquiry</p> <p>Submit ROI</p> 
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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 in the various fields as per the criteria demanded. This will collect data about the applicant's personal information.

Upload Photo *

 Upload New Photo?


Applicant's Name

First Name *
Estelle ✓

Surname *
APPIAH ✓
(Should be in uppercase.)

Date of Birth *
3 Jun 1991 DOB 14

Gender *
☐ Male ☒ Female

Place of Birth *
 Canada

Please select which Programme you are applying for *
MYP4 or DP1
MYP4

Enrollment Year *
2024-2025 Academic Year

Home Address


Street Address 1 *
SOS-Hostels, Community 10 ✓


Street Address 2

City *
Tema ✓

State/Province/Region

Zip/Postal Code

Country *
 Ghana

Nationality #1 *
 Ghanaian

Nationality #2
Select an Option

Religion *
Christianity

Applicant's Email *
applah_c@soshgic.edu.gh ✓

* denotes Required Fields.

[Save & Next](#)

NB: Kindly write to 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 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.

Family Information

1. Parent/Guardian

Relationship to Applicant *

Father

Gender *

☒ Male ☐ Female

Title *

Mr

First Name *

Kwesi

Surname *

Appiah

Home Address (If different from child's.)

Street Address 1

SOS-Hostels, Community 10

☒ Address same as first applicant

Street Address 2

City

Tema

State/Province/Region

Zip/Postal Code



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

This screenshot is the continuation of the second stage of the application. In this section of the application, the family contact information such as the parent/guardian contact, email address and occupation.


Zip/Postal Code

 ✓


Country

 Ghana 


Telephone No.1

 +233 24 369 0197 ✓

Telephone No.2

 +233 24 369 0197 ✓

Mobile Phone *

 +233 24 369 0197 ✓

Email 1 *

appiah_c@soshgic.edu.gh 

This account already exists. Please [click here](#) to log in or [reset your password](#)

Set Password *

..... ✓

Password Confirmation *

..... ✓

Email 2

admissions@soshgic.edu.gh ✓

Occupation

Doctor ✓

Employer

Healthwise Medical Centre ✓

This screenshot is the continuation of the second stage of the application. In this section of the application, the family contact information such as the parent/guardian contact, email address and occupation.

Please select parent status. *

☒ Alive ☐ Deceased

2. Parent/Guardian



Relationship to Applicant *

Mother

Gender *

☐ Male ☒ Female

Title *

Mrs

First Name *

Ama

Surname *

Attah

Home Address (If different from child's.)

Street Address 1

SOS-Hostels, Community 10

☒ Address same as first applicant

Street Address 2

City

Tema


State/Province/Region

This screenshot is the continuation of the second stage of the application. In this section of the application, the family contact information such as the parent/guardian contact, email address and occupation.

Zip/Postal Code


 ✓

Country

 Ghana


 ^

Telephone No.1


 +233 24 369 0197

 ✓

Telephone No.2

 +233 23 123 4567

Mobile Phone *

 +233 24 369 0197

 ✓

Email 1 *

annacyndy@yahoo.com

 ✓

Email 2

appiah_c@soshgic.edu.gh

 ✓

Occupation

Banker

 ✓

Employer

The Lords Bank

 ✓

Please select parent status. *

☒ Alive ☐ Deceased

Add Parent/Guardian

Stage Three

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

Parents... *

☒ Married ☐ Single ☐ Separated ☐ Divorced ☐ Widowed

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

☐ Yes ☒ No

Who will pay applicant's school fees?

Name of Parent/Organization Sponsoring the Candidate

First Name *

Mr. Kwesi ✓

Surname *

Appiah ✓

Payer Address

Street Address 1 *

SOS-Hostels, Community 10 ✓

Street Address 2


City *

Tema ✓


State/Province/Region

ZIP/Postal Code

Country *

 Ghana

Telephone *

 +233 24 369 0197 ✓

Email *

admissions@soshgic.edu.gh ✓

* denotes Required Fields.

Previous

Save & Next

Stage Four

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

Additional Information

First Language *

English

Second Language

Akan

Languages Spoken



Language Spoken *

English

Length of Time Studied *

12 years



Add Language

Current Institution *

Tema International School



Currently in Grade *

MYP3



Telephone *

 +233 24 369 0197



(For Transcript Requests)

Email *

dodoo_c@soshgic.edu.gh



This screenshot marks the continuation of the fourth stage of the application process.

Previous Institutions



Institution Name *

ICS

Grade *

Year 9



Telephone *

 +233 54 687 9047



 (For Transcript Requests)

Email *

gfdjkdfkjd@gmail.com



 (For Transcript Requests)

Add School

Medical Information *

Applicant's Health Status

Health Problem *

☐ Yes ☒ No

Applicant's Eye Sight Status

Eye Sight Difficulties *

☐ Yes ☒ No

Applicant's Hearing Status

Hearing Difficulties *

☐ Yes ☒ No

Stage Five

This screenshot marks the fifth stage of the 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.

Any medical condition? *

☐ Yes ☒ No

Any allergies? *

☐ Yes ☒ No

If you gain admission to HGIC it is a 30-minute walk to and from the college, do you think you are fit and well to do this? *

☒ Yes ☐ No

Applicant's Psychological Well Being

How will you describe the applicant's emotional wellbeing? *

Good

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

Good

What are his/her best qualities? *

Caring

 (Character)

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

Focused

This screenshot marks the continuation of the fifth stage of the application process.

Is the applicant particularly good in any field? *

Sports

 (E.g Sports, sewing, helping in the house, school work, etc.)

What are the applicant's main interests? *

Reading

 (E.g Hobbies)

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

☐ Yes ☒ No

Data Protection *

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

☒ I acknowledge.

How did you hear about us? *

Website

* denotes Required Fields.

Previous

Save & Next

Stage Six

Kindly review the application requirements and ensure that all the required information has been provided before submission.

Review & Confirm Application Form

1.

2.

3.


Submit

Proceed to Submission

Applicant's Personal Information

Edit

Upload Photo



Applicant's Name

First Name

Estelle

Surname

APPIAH


Date of Birth

3 January, 1979 (44y, 10m)

Gender

Female

Place of Birth

 Albania

Please select which Programme you are applying for

MYP4

Enrollment Year

2024-2025

Semester of Entry

1, 2024/25

Campus

Academic Campus

Home Address

Street Address 1

SOS-Hostels, Community 10

Street Address 2


City

Tema


State/Province/Region

Zip/Postal Code

Country

 Canada

Nationality #1

 Ghanaian

Nationality #2

Religion

Christianity

Applicant's Email
appiah_c@soshgic.edu.gh

Family Information

 Edit

Parent/Guardian One

Relationship to Applicant
Father

Gender
Male

Title
Dr

First Name
Kwesi

Surname
Appiah

Home Address (If different from child's.)

Street Address 1
Community six

Street Address 2

City
Tema

State/Province/Region

Zip/Postal Code

Country

 Ghana

Telephone No.1

Telephone No.2

Mobile Phone
+233 24 369 0197

Email 1
appiah_c@soshgic.edu.gh

Email 2

Occupation
Medical Doctor

Employer
Healthwise Clinic

Please select parent status.
Alive

Parent/Guardian Two

Relationship to Applicant
Mother

Gender
Female

Title
Mrs

First Name
Esi

Surname
Appiah

Home Address (If different from child's.)

Street Address 1	Street Address 2	City	State/Province/Region
Zip/Postal Code	Country		
Telephone No.1	Telephone No.2	Mobile Phone	
		+233 24 369 0197	
Email 1	Email 2		
admissions@soshgic.edu.gh			
Occupation	Employer		
Nurse	Healthwise		

Please select parent status.

Alive

Parents...

Married


Do you have any siblings
studying at SOS-HGIC?

No

Who will pay applicant's school fees?**Name of Parent/Organization Sponsoring the Candidate**

First Name	Surname
Mr. Kwesi	Appiah

Payer Address

Street Address 1	Street Address 2	City	State/Province/Region
SOS-Hostels, Community 10		Tema	
ZIP/Postal Code	Country		
	 Austria		

Telephone

+233 24 367 9041

Email

admissions@soshgic.edu.gh
