

INTERNATIONAL PATHWAYS FOR ADMISSION AT
**THE AMERICAN INSTITUTE
OF COMMONWEALTH**

GlobalSelect
ENTRY INFORMATION GUIDE



A unique opportunity for outstanding students from around the world to gain admission into our degree programmes.



*“Our vision is to promote
and support effort to international
academic curricula;
increase the number and diversity of
international students on campus;
develop international faculty collaboration;
and foster links with higher
education and academic
credential evaluation institutions
around the world.”*

Uriel J. Agbedja BSc, MSc, DBA, PhD
CEO AMERICAN INSTITUTE OF COMMONWEALTH

CONTENTS

03	How to use this Guide	18	What support can you expect
04	What is Global Select?	19	Where will you live
05	Is Global Select the right choice for you?	20	What about everyday living expenses
06	Your Global Select pathway – at a glance	21	What our International Students say
07	What qualifications will you need?	22	What to do Now
08	How to apply		
09	Pre-entry Assessment for a Scholarship		
10	What can you expect in the first year?		
11	Year two and beyond		
12	Undergraduate Studies		
13	Career Opportunities to You		
14	Post Graduate Studies		
15	Why to Choose AIC University		
16	What are the Fees		
17	Enjoying Student Life		

HOW TO USE THIS GUIDE

The purpose of this Guide is to provide a general overview of our **GLOBALSELECT** programme and the benefits it offers talented international students as a unique entry route to a full degree programme at **American Institute of Commonwealth**.

It is therefore important that you read this Guide in conjunction with the more detailed information on our website before deciding whether **GLOBALSELECT** could be the right choice for you.

If, however, you're reading this guide as a print-out, the easiest way to find us when you're next in front of a computer is to key in www.aic-uni.org then **search** for **GLOBALSELECT**. This will take you to our Home Page and you can then follow the links to other pages from there.



What is GLOBALSELECT?

The **AIC University** has a long tradition of welcoming international students and helping them achieve their full potential, both academically and personally as individuals.

Regardless of country of origin, we select only the brightest and best students who we think will gain from all the best the University has to offer. We set high standards for admission to our Degree programmes. But, we have come to realise that this resulted in the exclusion of highly talented students from certain countries whose secondary school certificate is equivalent to Ordinary (O) Level.

This is why we have introduced GLOBALSELECT as a way of offering these exceptional students the opportunity to join our undergraduate degree programmes without the need to gain further qualifications on a pre-university foundation course first.

GLOBALSELECT students will therefore enjoy the same status and advantages of their fellow direct entry classmates with full integration into all aspects of the core study programme from day one. The only difference is that GLOBALSELECT students will receive additional semesters (summer) during their study year. This will help meeting up with the required standards for Bachelor Degree and to fill any knowledge gaps identified by the **skills assessment** exercise, which will be taken prior to being accepted for graduation.

In the following pages, we'll tell you more about how the GLOBALSELECT programme works and what makes it unique as a pathway to a degree that will be recognised as a mark of excellence and achievement all over the world.





IS GLOBALSELECT the right choice for you?

The **American Institute of Commonwealth** is an accredited higher education institution in Togo (Africa) established to offer **Undergraduate and Postgraduate programs** to both francophones and anglophones students at an international standard.

We offer two entry routes to degree programmes for international students – **GLOBALSELECT** and **GLOBALDIRECT**. **GLOBALDIRECT** is for international students whose qualifications from their home countries are recognised by the University as being equivalent to **A-levels**.

The **GLOBALDIRECT** route would also be available to students from francophone countries whose national qualifications are recognised by the University – Irrespective of which country you have taken your exams in, if you have studied for A (Advanced)-levels, the French Baccalaureate (BAC), you would be eligible for the **GLOBALDIRECT** route.

Outstanding applicants with national qualifications (O Level- with 5 credits; Maths and English) from commonwealth countries, would be considered for entry via the **GLOBALSELECT** route. If your country is not in commonwealth (**check the map**), and you are unsure which route is suitable for you, please email the Admissions Office for further advice – admissions@aic-uni.org

Remember – if you come from any of these countries but have also studied for A-levels, HND or NCE, you should apply to the University through the **GLOBALDIRECT** route instead.

Very Important – Whatever your country of origin, you will also need to demonstrate that you already possess sufficient English skills for your application to be considered. The requirements for **GLOBALSELECT** for non English speaking students are TOEFL (IBT) with an overall score of 90 and a minimum of 20 in listening, writing, reading and speaking.

Your GLOBALSELECT pathway... step-by-step





07

WHAT QUALIFICATIONS WILL YOU NEED?

The **GLOBALSELECT** is a programme dedicated to any applicant with a secondary school leaving certificate equivalent to an **O (Ordinary) Level** such as **WAEC, NECO, GCE**. Such applicant must have minimum of **5 Credits in English, Maths and any other 3 relevant subjects**.

The **GLOBALDIRECT** programme is dedicated to any applicant with a previous qualification equivalent to an **A (Advanced) level** such as **NABTEB, ND, HND, NCE**. For francophones, the **Bacalaureat (BAC) or its equivalent** is required for direct entry.

Follow the guidelines in the **APPLY** section on the website www.aic-uni.org making the right pathway choice. Apply through www.aic-uni.org selecting the relevant course for Global Select students. You will need to upload your credentials (O level Result, Birth Certificate and your International Passport) and indicate your resumption period. Your A level result will be also required for upload.

HOW TO APPLY

As a prospective GLOBALSELECT student, you will need to apply for entry in exactly the same way as any GLOBALDIRECT candidate.

You can apply through online at www.aic-uni.org or contact the Office of International Students on WhatsApp +228 79 89 35 59 / +234 909 762 5794. If you are applying through an agent in your own country, it is important to seek their advice on the best way to complete and forward your application. If you do not have an agent, you can get helpful advice and guidance from Admission & Recruitment at Admissions@aic-uni.org.

To give your application maximum impact, please follow all the guidelines on the website closely and make full use of the many useful links to help and advice you'll find on our website. From there, you'll also be able to access the main University website where you can order or download our Prospectus for undergraduate entry.

We welcome applications from international students from September onwards of each year, with a preferred deadline of June 30th. In certain circumstances this deadline may be extended.

PRE-ENTRY ASSESSMENT FOR A SCHOLARSHIP-STEP-BY-STEP

If you are asked to undertake our two-part assessment exercise, it shows that we were impressed by your application and are seriously considering offering you a scholarship on a degree programme as a **GLOBALSELECT** student.

The purpose of this assessment exercise is to help us gain a better understanding of your capabilities in your preferred study area, and your level of competency in English. It will enable us to ensure that you have access to support needed to address any shortfalls and get you up to speed with your fellow students.

This level of personal support is what makes **GLOBALSELECT** the ideal choice for outstanding international applicants, who wish to complete a three year degree programme at the AIC University. You should therefore think of pre-entry assessment in terms of the personal benefits it will ultimately offer you rather than as a test for you to pass or fail. However we will be expecting the results of your assessment to confirm the potential we saw in you from the information you provided about yourself in your application.

There are two parts to the assessment process. **The first stage** is a short online exercise that you can complete at home or from anywhere else where you have access to the internet, answering questions which have been carefully chosen for their relevance to your particular area of study.

The Second Stage

If we then make you an offer of entry and you accept it, you will need to undertake a second assessment of similar length on arrival on campus. This will not only validate the results of your first assessment, but highlight any weaknesses in specific aspects of your chosen study area that you may need extra help with during your first year.



WHAT CAN YOU EXPECT IN YOUR FIRST YEAR?

Shortly after you arrive at the University to take up your place on a degree programme, a meeting will be arranged with the **Offices of the Course Coordinator and Student Affairs**– who will monitor your first year progress and always be there for you to discuss any problems that might be affecting your studies.

As a **GLOBALSELECT** student, your initial meeting with the Office of the Course Coordinator will focus on designing a personal study plan which will include a schedule of supplementary courses to address any knowledge gaps in your core study area. The non-english speaking students joining the University will be required to attend English for Academic Purpose course. These are specially designed to help students attain the speaking, reading and writing standards they'll need to gain full benefit from their studies, and will count towards the number of credits required to successfully move into second year.

The Course Coordinator will help you decide what combination of course options in each semester might be the most suitable and beneficial choice for you.

Apart from the supplementary courses designed specifically for **GLOBALSELECT** students during summer, you will attend the same lectures and undertake the same practical assignments in your core subject as every other first year student on your particular degree programme. In other words, regardless of your entry route, you'll be treated in exactly the same way and enjoy all the same privileges and benefits right from day one!

YEAR TWO



You will need to accumulate **60 credit points** from a combination of your core subjects and other complementary courses to successfully complete your first year studies and move on to year two.

With help and advice from the Course Coordinator, this is the point where you will need to decide on which specialist subjects within your core discipline you wish to study over the three remaining years of your degree programme. There is the option in many of the subjects to extend your study for a further year to attain an integrated masters degree.

UNDERGRADUATE PROGRAM

Administration & Management Sciences

Bachelor of Science

Accounting
Banking & Finance
Business Administration
Human Resource Management
Insurance
Policy & Administrative Studies
Public Administration
Transport & Logistics Management
Taxation
Hospitality Management
Commerce
Local Government Administration & Management
Estate Management
Project Management
Agrobusiness
Agroeconomics

13

SOCIAL SCIENCES & HUMANITIES

Bachelor of Science/Bachelor of Arts

International Relations & Diplomacy

Defense & Strategic Studies

Political Science

History & International Studies

Economics

Psychology

Sociology

Peace & Conflict Studies

Legal Studies (Law)

International Law

Business Law

Maritime Law

International Law & Diplomacy



A hand holding a red rotary telephone receiver over a globe of Earth. The globe is resting on a yellow base. In the background, there is a large red circle and a blue grid pattern. The number 14 is displayed in a white box on the left side.

14

ARTS & COMMUNICATION

Bachelor of Art / Bachelor of Science

Media & Communication (Mass Communication)

Journalism

Corporate Communication

Marketing & Public Relations

Digital Communication & Marketing

Linguistics

French & International Studies

English (Anglophone Studies)

Theater Arts

Publicity & Graphics Arts

SCIENCES & ENGINEERING

Bachelor of Science / Bachelor of Engineering

Information Technology (IT)
Network & Telecommunication
Network & IT System
Software Engineering
Management Information System
Industrial Computer Science
Mathematics & Computer Science
Computer Engineering
Civil Engineering
Mechanical Engineering
Marine Engineering
Agricultural Science
Food & Nutrition
Biochemistry
Laboratory Science
Nursing (Affiliation)
Pharmacy

WHAT CAREER OPPORTUNITIES COULD BE OPEN TO YOU?

Regardless of your particular field of study, a degree from **AIC University** is highly valued and regarded as a mark of excellence and personal achievement by employers and other academic institutions all over the world.

Whether you already have a career path in mind or are still uncertain about what you want to do after gaining your degree, our award-winning Careers Service are available to provide expert advice on the choices available to you and practical assistance in preparing you for success in the graduate employment market.

- guidance on how to go about finding the best career opportunities
- help with application forms, covering letters and CVs
- providing an insight into what to expect through mock interviews
- events and online toolkits to support your career development
- mentoring programmes and career focussed seminars
- relevant work experience placements
- access to actual and virtual Careers Fair events

“I will forever be thankful to the staff for the support I was shown throughout my degree. My career is now exactly where I wanted it to be.”

Clara
(Hons) Physics Graduate

Postgraduate Studies

Administration & Management Sciences (Msc)

Accounting & Auditing
Banking & Finance
Project Management
Human Resource Management
Business Administration
Insurance
Maritime & Port Management
Transport & Logistics Management
Agrobusiness
Agroeconomics
Estate Management
International Strategic Management
International Commerce
Sale & Marketing Management
General Administration

Social Science & Humanities MSC / MA

International Relations & Diplomacy
Political Science
Maritime Law
Insurance & Banking Law
International Law & Diplomacy
Psychology
Sociology
Finance & Macroeconomics
Peace & Conflict Resolution
Security & Strategic Studies
Economics



Sciences & Engineering (MSc – Meng)

Computer Science
Software Engineering
Information Technology
Management Information System
Civil Engineering
Computer Engineering
Mechanical Engineering
Electronic Electrical Engineering
Agricultural Sciences
Food & Nutrition

Arts & Communication (MA)

Communication & Journalism
Political & Public Communication
Corporate Communication
Journalism & Digital Technology
Multimedia & Information Management
Graphics Design
French
English (Anglophone Studies)
Marketing Communication & Public Relations



WHY TO CHOOSE THE AIC UNIVERSITY?

The **American Institute of Commonwealth** is one of the bilingual and most respected universities in Africa. In early times, we have built a particular reputation for welcoming international students with over 1000 students from more than 30 commonwealth countries currently attending courses here. This is part of our commitment to be a truly global university, dedicated to producing high calibre graduates with the qualities to become the innovators, influencers and leaders of tomorrow.

The facts speak for themselves. We are consistently ranked as one of the top 10 universities in Togo, including an impressive 15th place in the current rankings for graduate employability. 80% of our students graduate with a first or 2:1 degree.

With nearly 30 staff and over 500 students, the University is one of the largest in the Togo. We are the leading research university in Togo.

Choosing the American Institute of Commonwealth also means the promise of a fantastic student experience away from the lecture hall with a huge variety of clubs and societies to appeal to every taste and interest, superb sporting facilities and all the delights of one of the world's most fascinating and exciting cities right on the doorstep.

WHAT ARE THE FEES?

For the academic year 202-24, tuition fees for international students for all undergraduate degree programmes offered by the University varies between **USD 800 – USD 1.000 PER YEAR.**

The University offers a choice of several fee payment methods for international students, depending on whether your fees are being paid by a sponsor, you have been accepted to receive one of the University's Global Scholarships or you are fully funding your fees yourself. For more information on the payment options that could be available to you, please contact the Office of Accountant

accountant@aia-uni.org

SCHOOL FEES SCHEDULE 2023-2024 Postgraduate Studies

	Fresh Applicant	Transfer Applicant	Returning Applicant	Mode of Payment
MANAGEMENT □ SOCIAL SCIENCES □ ARTS -STRATEGIC STUDIES				
Application Fee	USD 50	USD 70	USD 30	Once
Registration Fee	USD 150	USD 180	USD 100	Once
Tuition Fee	USD 1.800	USD 1.500	USD 1.500	80% - 20%
Total	USD 2.000	USD 1.750	USD 1.630	100% before Exams
APPLIED SCIENCES □ ENGINEERING □ LEGAL STUDIES				
Application Fee	USD 100	USD 150	70	Once
Registration Fee	USD 200	USD 250	150	Once
Tuition Fee	USD 2.000	USD 1.800	USD 1.700	80% - 20%
Total	USD 2.300	USD 2.200	USD 1.920	100% before Exams

OTHER FEES 2023-2024 (Paid in CFA)

	Fresh Applicant	Transfer Applicant	Returning Applicant	Mode of Payment
Research	100.000 cfa	100.000 cfa	70.000 cfa	Cash to Accountant
Seminar	20.000 cfa	20.000 cfa	-	Cash to Accountant
SUG Fee	5.000 cfa	7.000 cfa	5.000 cfa	Cash to Accountant
Course Material	50.000 cfa	50.000 cfa	50.000 cfa	
Graduation Fee	150.000 cfa	150.000 cfa	150.000 cfa	Cash to Accountant

SCHOOL FEES SCHEDULE 2023-2024 Undergraduate Program

	Fresh Applicant	Direct Entry Applicant	Transfer Applicant	Returning Applicant	Mode of Payment
MANAGEMENT □ SOCIAL SCIENCES □ ARTS -STRATEGIC STUDIES					
Application Fee	USD 20	USD 35	USD 35	-	Once
Registration Fee	USD 70	USD 150	USD 160	-	Once
Returning Fee	-	-	-	USD 50	Once
Tuition Fee	USD 850	USD 850	USD 850	USD 900	80% - 20%
Total	USD 940	USD 1.035	USD 1.045	USD 950	100% before Exams
APPLIED SCIENCES □ ENGINEERING □ LEGAL STUDIES					
Application Fee	USD 25	USD 50	USD 50	-	Once
Registration Fee	USD 125	USD 200	USD 225	-	Once
Returning Fee	-	-	-	USD 60	Once
Tuition Fee	USD 950	USD 950	USD 950	USD 1000	80% - 20%
Total	USD 1.100	USD 1.200	USD 1.225	USD 1.060	100% before Exams
NURSING-PHARMACY STUDIES					
Application Fee	USD 50	-	-	-	Once
Registration Fee	USD 200	-	-	-	Once
Returning Fee	-	-	-	USD 100	Once
Tuition Fee	USD 1.200	-	-	USD 1300	100%
Total	USD 1.450	-	-	USD 1.400	

OTHER FEES 2023-2024 (Paid in CFA)

	Fresh Applicant	Direct Entry Applicant	Transfer Applicant	Returning Applicant	Mode of Payment
Library Fee	10.000 cfa	12.000 cfa	12.000 cfa	8.000 cfa	Cash to Accountant
T-shirt & Uniform	20.000 cfa	20.000 cfa	20.000 cfa	-	Cash to Accountant
SUG Fee	5.000 cfa	7.000 cfa	7.000 cfa	5.000 cfa	Cash to Accountant
Matriculation	20.000 cfa	20.000 cfa	20.000 cfa	-	Cash to Accountant
SIWES Posting	-	7.000 cfa	7.000 cfa	5.000	Cash to Accountant
Clinical Posting (Nursing)	50.000 cfa	-	-	50.000 cfa	Cash to Accountant
Study Trip	Determined by the Management and SUG				Cash to Accountant
Graduation Fee	Only Final Year			100.000 cfa	Cash to Accountant

ENJOYING STUDENT LIFE

There is much to enjoy about student life at the **American Institute of Commonwealth** on campus, the AIC University Students Union Government (SUG) supports several clubs and societies offering the opportunity to share your passions and interests with like-minded friends, get involved in charity work or make your mark on student media including a weekly newspaper, a fortnightly magazine and Student Union own radio station Fresh Air FM.

AIC-University is also a leading sports university with outstanding facilities including a swimming pool, extensive playing fields, state-of-art gyms, a residential centre for outdoor activities, a nationally renowned sports injuries clinic ... and more!



WHAT SUPPORT CAN YOU EXPECT AS AN INTERNATIONAL STUDENT?

By choosing the University of AIC you will have the advantage of being allocated a Personal Tutor who you can turn to for help and advice throughout your study years. Your Personal Tutor will always be there to help you make the right decisions on course selection, to discuss your progress through regular meetings and to offer guidance on any issues that might be affecting your studies or personal wellbeing.

In addition to your Personal Tutor, you can also count on the support of our International Office team. As over 30% of the University's annual student intake is made up of students from outside Togo, we understand just how important it is to have a dedicated International Office to help each and every overseas student settle into University life and get the most out of the time they spend with us here.

Through the International Office, you can access a huge range of support services from pre-entry and onwards throughout your university career. These can include airport welcoming and familiarisation activities, help with any immigration problems such as visa extensions, social and information events and, if necessary, liaison on your behalf with our Accommodation Services team.

You'll find the support offered by our International Office to be invaluable from the moment you receive your confirmed offer of entry to AIC University.

You can also look forward to constant support from the university's award winning student organisation – set up by the University Students' Association to promote internationalisation and enhance the living and learning experience of our international students with a full calendar of exciting social events and engagement programmes.

WHERE WILL YOU LIVE?



As an international student, you can apply for accommodation at our main Hostels Complex or other equally convenient university student housing sites to help you feel right at home during your all-important first year. However, your accommodation can only be guaranteed if you apply for the type of accommodation you would prefer by our deadline of **August 16 and January 15** in the year of your proposed entry to the university.

Assuming you are coming to the university as a single student, we can offer two types of guaranteed accommodation – **fully-catered** or **self-catering** in a shared house or flat with other first year students

Fully-catered

This will usually be in our Hostels complex. Your monthly rent will include breakfast and dinner Monday to Friday with brunch and dinner at weekends, internet connections in each study bedroom and telephones in most, a regular cleaning service, contents insurance, secure bike storage and all heating, hot water and electricity costs.

Self-catering

You may choose this as the cheaper rental option, but you should remember that you will have to buy all your own food which can add considerably to your monthly budget

WHAT ABOUT EVERYDAY EXPENSES?

The cost of living in Togo is generally lower than many other countries in Africa, but it may seem a lot higher than in your own country. As you must be able to demonstrate that you have sufficient funds to cover living expenses as well as tuition fees, the figures below will hopefully give you a better idea of how much it could cost you in outgoings during your first year as an AIC University student.

The table below should only be taken as a guide to your **minimum** weekly living expenses in either fully-catered or self-catering university accommodation.

Fully-catered room in Halls (single/shared)		Self-catering room
Rent	\$1.000/Sem.	\$300/Sem.
Food	\$400/Sem.	\$700-\$1.000/Sem
Mobile phone	\$100-\$150	\$200-\$250

On top of this you will need to consider fixed expenses, including the **\$100** deposit on your accommodation which all students have to pay before they arrive. There is also the estimated minimum cost of **\$50** a year for textbooks, photocopying and stationery, and the current **\$10** fee to register with the local police on arrival if required.

You will also need to think about other routine costs such as clothing, travel, going to the cinema or just generally socialising with your fellow students

WHAT OUR INTERNATIONAL STUDENTS SAY

// The University of AIC was recommended to me by friends. The lecturers are fantastic. They are insightful and prepare you for university life.

Daisy, Bsc Chemistry //

// I think this programme provides a great opportunity to enter one of the best universities in Africa. It does not mean an extra year of study and I can take the same classes as the other students.

Mustapha, GLOBALSELECT student //

WHAT TO DO NOW

We hope you have found this Guide useful as a basic introduction to the University of AIC and the **GLOBALSELECT** entry route to a degree programme.

The decision to spend up to 3 years studying abroad is one of the most important decisions you'll ever make. It's therefore vitally important to gather as much information as you can about your pre-ferred university destination, study options and what to expect from student life in a foreign land far from home before taking such a life- changing step.

That's why, in conjunction with this Guide, you should spend time researching the detailed information provided for international students on the University's main website where you can also download our undergraduate Prospectus.

For further information about the **GLOBALSELECT** programme at the AIC University, go to www.aia-uni.org.

