



AMERICAN INSTITUTE OF COMMONWEALTH

Lome, Togo. Tel: +22871841605
Website: www.aic.uni.org, info@aic.uni.org

PROGRAM REGISTRATION FORM

STUDY PROGRAM

- ▶ Associate Degree
- ▶ Bachelor Degree
- ▶ Master Degree

FACULTIES

Faculty of Economics and Management Sciences
Faculty of Humanity and Social Sciences
Faculty of Sciences and Technologies
Faculty of Legal, Political, and Administration Sciences
Faculty of Agricultural Sciences

RECOGNITION & EVALUATION

- ✓ National (MESR TOGO)
- ✓ Regional
- ✓ International

ACCREDITATION & AFFILIATIONS

National Regional and International
No 094/2023/MESR/SG/DES



REPUBLIQUE DU TOGO
COMMONWEALTH

UNIVERSITY INFORMATION

ACCREDITATION

- National
Ministère de l'Enseignement Supérieur et de la Recherche (MESR) of Togo
- International
International Association for Quality Assurance in Pre-tertiary and Higher Education (QAHE-UK)

DEGREE RECOGNITION AND EVALUATION

- National
Homologation du MESR
- Regional
Federal Ministry of Education (FME Nigeria). Ghana Tertiary Education (GTEC Ghana) ... etc.
- International
International Evaluation organizations.

DEGREE PROGRAMS

- Professional
Associate Degree Program
- Undergraduate
Bachelor's Degree Program
- Postgraduate
Master Degree Program
Doctoral Degree Program (Affiliation)

FACULTIES

- Humanity & Social Sciences
- Legal, Political Science and Administration
- Economics & Management
- Sciences, Engineering & Technology
- Agricultural Sciences.

DURATION OF PROGRAMS

- Undergraduate Program
3 Years (180 – 240 ECTS)
- Postgraduate Program
2 Years (120 ECTS) Master
3 Years (180 ECTS) Doctorate (Affiliation)

ACADEMIC SESSIONS

- Fall Session
September – January
- Spring Session
February – May
- Summer Session
June – August

MEDIUMS OF INSTRUCTION

- Anglophones
English & French
- Francophones
Français & Anglais

STUDY MODE

- Regular Class
On-campus – Online
- Evening Class
On-campus – Online
- Distance Learning
Online – On-remote

GENERAL REQUIREMENTS

- SSCE Results with 5 credits
- Credits in English & Maths
- Not more than 2 sittings
- First Degree Results (Master Applicant)
- Academic Reference (Master Applicant)
- Birth Certificate
- Identity Card or Passport

SPECIAL FEATURES

- French Language Course
- Industrial Internship (SIWES) Slots
- Degree results recognized worldwide
- Accessibility to overseas Scholarships
- Multicultural Environment of learning
- National Evaluation and Recognition
- Africa Job Markets Networks

FEES SCHEDULES

REGISTRATION FEES

- Professional - Bachelor Degree Program
\$50 or 30.000 FCFA
- Master Programs
\$90 or 50.000 FCFA
- Doctoral Program
\$160 or 100.000 FCFA

TUITION FEE

- Professional - Bachelor Degree Program
\$399 230.000 FCFA / Semester
- Master Degree Program
\$569 or 325.000 FCFA / Semester
- Doctoral Degree Program
\$1.125 or 650.000 FCFA / Semester

OTHER FEES

- Administrative Fees
\$40 or 25.000 FCFA
- SUG Fee
5.000 FCFA
- SIWES Registration Fee
5.000 FCFA
- Study Trip Fee
Decided according to the journey.

PAYMENT MODALITIES

- Initial Payment at the Resumption
Full 1 Semester Tuition Fee.
- Second Payment at Second Semester
60% of Yearly Tuition Fee
- Last Payment before the Exams
100% Yearly Tuition Fee.

REGISTRATION PROCEDURES

PHYSICAL PROCESS

- Fill the Registration Form.
- Submit the file to the Admission Officer or admission@aic-uni.org
- Pay the Registration Fees.
- Receive the Letter of Acceptance.
- Pay the Administrative and Tuition Fees
- Visit the Student Affairs' Office for orientation.

ONLINE PROCESS

- Forward your credentials to info@aic-uni.org
- Receive a Notification of Admission along with the Registration Form
- Fill and submit the Registration Form
- Pay the registration fees through bank/mobile transfer.
- Receive the Letter of Acceptance
- Visit the campus for Tuition Fees payment and orientation.

NOTE & GUIDANCE

Thank you for your interest in studying at **American Institute of Commonwealth**. In order to get the Letter of Acceptance for the program, we need you to complete the registration form. American Institute of Commonwealth will acknowledge your application by email upon receipt. If you're concerned that we may not have received your application, please contact us on +228 71841605 or by email: info@aic-uni.org Before completing the form, please ensure to read these guidance notes. To apply, please print and fill the following registration form, save as PDF document and email this as an attachment to admission@aic-uni.org.

NOTE & GUIDANCE

The information that you give on your application form will be used for the following purposes only:

- To enable your application for entry to be considered.
- To enable the University to compile statistics or to assist other organisations or individual researchers to do so, provided that no statistical information that would identify you as a person will be published.
- To enable the University to initiate your student record.

Please provide details of previous degree/professional qualifications gained. You should also attach an electronic copy (e.g. a scan of the paper documents where necessary) of a full transcript/educational records and qualifications to your application email.

The University encourages you to disclose any disability or medical condition that may affect your future studies. All offers are made on academic grounds and the information given will be used to help provide services that meet your needs.

Please ensure that you answer the question on criminal convictions and attach any supporting material in a separate electronic document if appropriate.

Please provide name and address of your sponsor and indicate the type of relationship.

Any offer of a place you receive is made on the understanding that none of the information provided by you in the registration process is fraudulent, and you agree to abide by the Rules and Regulations of the University.

By submitting the Registration Form, you are confirming your agreement to do that.

We will contact you if we require you to produce further information. Once you accept the offer of American Institute of Commonwealth, it means you understand and agree to abide by the standards of the university.

DECLARATION

Any offer of a place you receive is made on the understanding that none of the information provided by you in the application process is fraudulent. In accepting the offer of a place, you agree to abide by the Rules and Regulations of the University, and by emailing the application form you are confirming your agreement to do this. We will contact you if we require you to produce further information. If we feel we may be able to supervise your project, you will be invited for an interview to discuss the proposal further with your potential supervisors. Once you accept the offer of American Institute of Commonwealth, it means you understand the accreditation standard of the university.

IDENTIFICATION

APPLICANT

Ref:

Surname:

First Name:

Other Name:

Date of Birth:

Nationality:

Address:

Contact (WhatsApp):

Email:

Genotype:

Disability:

Police Report:

Null

Convicted

SPONSOR

Name:

Occupation:

Relation:

Adresse:

Contact (WhatsApp):

Email:

Official Use

How were you informed of AIC?

Internet / Friend / Agent

SCHOOL INFORMATION

PRIMARY SCHOOL

School Name:

Study Year:

Primary Certificate:

SECONDARY SCHOOL

School Name:

Study Year:

Junior Secondary Certificate:

Senior Secondary Certificate:

UNIVERSITY (ONLY FOR MASTER & DOCTORATE)

University Name:

Study Year:

Major:

Degree Certificate:

OTHER QUALIFICATIONS (Only for Transfers applicants)

University Name:

Study Year:

Major:

Degree Certificate:

INTENDED STUDIES

Programme: (I-C)

1st CHOICE

Faculty: (I-D)

Course:

Academic Session: (I-G)

2ND CHOICE

Faculty: (I-D)

Course:

Academic Session: (I-G)

STUDY FINANCING

FINANCING

Sponsor:

Bourses:

PAYMENT MODE

For Banking Transaction, contact the campus at +228 71841605:

For Cash Transaction, visit the office of the accountant.

CERTIFICATION

I certify that, to the best of my belief, the information I have provided is complete and true.

Name & Signature

NAME

SIGNATURE

USAGE OFFICIEL OFFICIAL USE

VISAS & CACHETS
Recruitment & admission Officer.

VISAS & CACHETS
Head of the Department



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