



College of Islamic Studies (CIS) – Student File Checklist

1. Admission & Personal Information

- ☐ Completed **Student Admission Form** (per GTEC requirements)
 - ☐ Copy of **National ID** (Ghana Card, Passport, or other acceptable ID)
 - ☐ **Passport-sized photographs** (2–4 copies)
 - ☐ **Birth certificate** / official age declaration
 - ☐ **Admission letter** issued by CIS
 - ☐ **Acceptance letter** signed by student
 - ☐ Proof of **admission/registration fee payment**
 - ☐ **Student ID number** allocation record
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2. Academic Background

- ☐ Copies of **previous academic certificates** (e.g., WASSCE, SHS diploma, tertiary transcripts)
 - ☐ **Official transcripts** from previous institutions
 - ☐ Recognition/evaluation of **foreign certificates** (if applicable)
 - ☐ **Entrance exam results** or placement test results
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3. Financial Records

- ☐ Signed **fee agreement** or payment plan (if applicable)
 - ☐ Record of **all fee payment receipts**
 - ☐ Scholarship / sponsorship agreement (if applicable)
 - ☐ Loan or **financial aid documents**
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4. Health & Emergency Information

- ☐ **Medical examination report**
 - ☐ **Immunization record** (if required)
 - ☐ **Emergency contact form** (next-of-kin details)
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5. Academic Progress at CIS

- ☐ Semester **course registration forms**
 - ☐ **Grades/transcripts** for each semester
 - ☐ **Attendance records**
 - ☐ Academic warning / probation letters (if any)
 - ☐ Approved **research proposal / project work** (if applicable)
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6. Disciplinary & Compliance

- ☐ Signed **CIS Code of Conduct** acknowledgment
 - ☐ Disciplinary notices or warnings (if any)
 - ☐ Appeals / resolutions (if any)
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7. Graduation & Exit

- ☐ Completed **graduation application form**
 - ☐ **Clearance form** (signed by finance, library, etc.)
 - ☐ Final **academic transcript**
 - ☐ Copy of **certificate awarded**
 - ☐ Alumni registration form (if applicable)
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Tip for CIS Registry

- Keep **two sets** of files: **Physical** (securely stored) and **Digital** (scanned into the CIS student management system).
 - Use this checklist at the point of **admission, mid-course audit, and graduation** to ensure completeness.
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