Applications are invited from qualified applicants for admission to the under-listed undergraduate and diploma programmes for the 2018/2019 Academic Year:

1. Available Programmes and Sessions
   (a) Undergraduate Programmes
      • Bachelor of Arts in Public Relations Management
      • Bachelor of Science in Accounting
      • Bachelor of Science in Accounting and Finance
      • Bachelor of Science in Business Economics
      • Bachelor of Science in Actuarial Science
      • Bachelor of Science in Banking and Finance
      • Bachelor of Administration
      • Bachelor of Science in Information Technology Management
      • Bachelor of Science in Marketing
      • Bachelor of Science in Real Estate Management and Finance
      • 4-Year Bachelor of Laws (LLB)
      • 3-Year Post First Degree Bachelor of Laws (LLB)
   (b) Diploma Programmes
      • Diploma in Accounting
      • Diploma in Marketing
      • Diploma in Management
      • Diploma in Public Relations Management
      • Diploma in Information Technology Management
   ©) Sessions
      • Undergraduate Programmes:
        Regular (Morning) Session available for Level 100 entrants only
        Evening & Weekend Sessions are available for Level 100, Level 200 & Level 300 entrants
        * Weekend Session is not available for the LLB programme
      • Diploma Programmes:
        Regular (Morning), Evening and Weekend Sessions are available

2. Minimum Admission Requirements for Various Levels of Undergraduate Programmes
(i) LEVEL 100
   • West African Senior School Certificate Examination (WASSCE)
   • Senior Secondary School Certificate Examination (SSSCE)
   • General Business Certificate Examination (GBCE)
   • American High School Grade 12 with at least Final Grade Point of 3.0.

WASSCE and SSSCE/GBCE applicants must have at least credit passes (i.e. grade A1-C6 and grade A-D respectively) in three relevant subjects including English Language, Mathematics and Integrated Science/Social Studies in addition to any three elective subjects.

Note 1:
• Applicants for the Bachelor of Science in Real Estate Management and Finance programme are required to have credit passes in Economics, Geography and any other elective subject.
• Applicants for Bachelor of Science in Actuarial Science programme with credit pass in Elective Mathematics is an added advantage.
• Applicants for admission to the Bachelor of Laws programme will in addition to the above be required to pass both written examination and selection interview.
• Applicants for level 100 undergraduate programmes, who will be writing WASSCE/GBCE/ABCE in May/June 2018, are also eligible to apply. They will be required to indicate their WASSCE/GBCE/ABCE index numbers and the subjects they will be writing on the online application form.

(ii) LEVEL 200
Category A
WAEC General Certificate of Education (GCE) Advanced Level Holders:
Passes in any three (3) subjects (at least, one of the passes should be grade D or better) at the GCE Advanced Level plus a pass in General Paper. In addition, the applicant must have had credit passes (Grade 6) or better in five (5) subjects including English Language, Mathematics and any Science Subject at the GCE Ordinary (‘O’) Level.

Category B
Advanced Business Certificate Examinations (ABCE) Holders:
Full diploma certificate (i.e. passes in five (5) subjects including three compulsory subjects in the diploma option of the ABCE). In addition, the applicant must have had credit passes in five (5) subjects including English Language, Mathematics and Integrated Science/Social Studies in the GBCE/SSSCE/WASSCE.

Category C
Post-Secondary Teacher's Certificate 'A'/Diploma in Education Certificate awarded by any institution accredited by the National Accreditation Board (NAB).

Category D
Recognized Professional Qualifications:
At least complete Level One (1) of any of the following recognized professional qualifications: ACCA (3 papers), CIIB (5 papers), CIMA (3 papers), CIMA (4 papers), ICAG (4 papers) and ICSA (4 papers) only.

Category E
Higher National Diploma (HND) with Second Class (Lower Division) awarded by NABPTEX in disciplines relevant to the programmes being offered by the University (i.e. Accounting, Secretarialship & Management Studies, Purchasing & Supply, Marketing, Statistics, etc).

Category F
Applicants in possession of University/Tertiary Diploma with a Final Grade Point Average (FGPA) of up to 2.49 from any university accredited by NAB in programmes relevant to the UPSA programme being applied for.

Category G
General Certificate of Secondary Education (GCSE)/Cambridge GCE 'O' and 'A' Level
Applicants must have at least five (5) credit passes including English and Mathematics at the GCSE/Baccalaureate/Cambridge 'O' Level and three relevant subjects at the 'A' Levels plus a pass in General Paper.

Note 2:
• Applicants who qualify under Categories C, D, E and F must, in addition, have WASSCE/SSSCE/GBCE passes of at least grade D7 or D respectively in three (3) core subjects and two (2) elective subjects or credit passes in five (5) subjects including English Language, Mathematics and any Science subject at the GCE 'O' Level.
• Applicants for Bachelor of Science in Actuarial Science programme with credit passes in Elective Mathematics or Additional Mathematics is an added advantage.
• Applicants for the Bachelor of Science in Real Estate Management and Finance programme are required to have credit passes in Economics, Geography and any other elective subject.

Category H
Applicants with Bachelor's degree or its equivalent recognized Chartered Professional Qualifications (i.e. ICSA, CIM, CIMA, ACCA, ICAG and CIIB) applying to do the 3-Year Post-First Degree LLB programme must have a minimum of third class in addition to passing both written examination and selection interview.

Note 3:
Applicants who qualify under this category must, in addition, have WASSCE/SSSCE/GBCE credit passes of at least grade C6 or D respectively in three (3) core subjects and three (3) elective subjects or credit passes in five (5) subjects including English Language, Mathematics and any Science subject at the GCE 'O' Level in addition to three 'A' Level passes plus a pass in General Paper.

(iii) LEVEL 300
Category A
Higher National Diploma (HND) with at least Second Class (Upper Division) awarded by NABPTEX in disciplines relevant to the programmes being offered by UPSA (e.g. Accounting, Secretarialship & Management Studies, Purchasing & Supply, Marketing, Statistics, etc).
University/Tertiary Diploma with at least FGPA of 2.5 (Credit) in related programmes (e.g. Accounting, Public Administration, Management and Marketing etc) from any university accredited by the NAB.

Category C
Applicants with at least complete level two (2) of any of the following recognized professional qualifications: ACCA (9 papers), CIB (10 papers), CIM (6 papers), CIMA (8 papers), ICAG (10 papers) and ICSA (8 papers) only.

Note 4:
(i) WASSCE/SSSCE/GBCE applicants must have passes (i.e. A1-D7) in three (3) core subjects and two (2) elective subjects or credit passes in five (5) subjects including English Language, Mathematics and any Science subject at the GCE O’ Level.

(ii) Applicants with at least complete level two (2) of any of the following related programmes (e.g. Accounting, Public Administration, Management and Marketing etc) from any university accredited by the NAB.

Category B
G.C.E. Advanced Level
Passes in any two (2) subjects at the GCE ‘A’ Level plus a pass in General Paper. In addition, the applicant must have had credit passes (at least Grade 6) in five (5) subjects including English Language, Mathematics and any Science Subject at the GCE O’ Level.

(4) International Applicants
International applicants may be admitted on the basis of qualifications from their home countries for which equivalence shall be determined by the National Accreditation Board of Ghana and submitted to the University. Evidence of proficiency in English Language will be required in the case of applicants from non-English speaking countries. International applicants are also requested to acquire Non-Citizen Ghanacard as a pre-requisite for offer of admission.

International applicants who fail to provide evidence of having acquired this card will not have their applications processed.

(5) INTERPRETATIONS OF WASSCE AND SSSC/GBCE GRADES

<table>
<thead>
<tr>
<th>WASSCE</th>
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<th>Interpretation</th>
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<tbody>
<tr>
<td>A1</td>
<td>A</td>
<td>Excellent</td>
<td>1</td>
</tr>
<tr>
<td>B2</td>
<td>B</td>
<td>Very Good</td>
<td>2</td>
</tr>
<tr>
<td>B3</td>
<td>C</td>
<td>Good</td>
<td>3</td>
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<tr>
<td>C4</td>
<td>D</td>
<td>Credit</td>
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<td>C5</td>
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<td>Credit</td>
<td>5</td>
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<tr>
<td>C6</td>
<td>-</td>
<td>Credit</td>
<td>6</td>
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Note 5:
(i) Mature Applicants applying for admission must satisfy the following entry requirements:

- Attained a minimum age of twenty-five (25) years by Thursday, 5th April, 2018.
- Show proof of age with birth certificate which is at least five (5) years old at the time of application.
- Must have at least three (3) years’ work experience and should be able to provide a letter of appointment from the employer or show any proof of employment.
- Must possess at least pass in five (5) subjects including English Language and Mathematics at WASSCE (grade D7/E8) or SSSCE/GBCE (grade E) or GCE O’ Level (grade 7/8)
- Must pass the University’s Mature Access Course Entrance Examinations which comprise Mathematics, English Language and Aptitude Test. A mature applicant shall be deemed to have passed the entrance examinations for consideration for admission if he/she obtains a pass mark of 40% in each paper and an average pass mark of 50% in all three papers.
- Must pass a Selection Interview. Successful applicants will be placed in Level 100.

(b) Mature Access Course Classes and Entrance Examinations

Registration for the Mature Access Course Classes and Entrance Examinations begins immediately in the Admissions Office, Room 7, Seidu Mustapha Wing and will end on Thursday, 5th April, 2018.

Mature Access Course Classes will take place from Friday, 6th April, 2018 to Thursday, 31st May, 2018.

Mature Access Course Entrance Examinations will be held on Friday, 1st June, 2018 and Saturday, 2nd June, 2018.

Details guidelines on the Mature Access Course Classes and Entrance Examinations may be downloaded from the University’s website (www.upsa.edu.ac) or call the Admissions Office on 0303-937544 / 0303-937542.

(3) Minimum Admission Requirements for Diploma Programmes

Category A

(i) WASSCE applicants must have passes (i.e. A1-D7) in three core subjects including English Language, Mathematics and Integrated Science/Social Studies in addition to passes (i.e. A1-D7) in any three elective subjects. Note that at least three (3) of the core and elective courses should be credit passes (A1-C6). A credit pass is required for the relevant elective.

(ii) SSSC/GBCE applicants must have at least credit passes (i.e. grade A-D) in three core subjects including English Language, Mathematics and Integrated Science/Social Studies in addition to credit passes in any three elective subjects. A credit pass is required for the relevant elective.

Category B

G.C.E. Advanced Level
Passes in any two (2) subjects at the GCE ‘A’ Level plus a pass in General Paper. In addition, the applicant must have had credit passes (at least Grade 6) in five (5) subjects including English Language, Mathematics and any Science Subject at the GCE O’ Level.

(4) International Applicants

International applicants may be admitted on the basis of qualifications from their home countries for which equivalence shall be determined by the National Accreditation Board of Ghana and submitted to the University. Evidence of proficiency in English Language will be required in the case of applicants from non-English speaking countries. International applicants are also requested to acquire Non-Citizen Ghanacard as a pre-requisite for offer of admission.

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</tr>
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(6) HOW TO APPLY

(i) Log on to admissions.upsa.edu.ac to access the on-line application form.

(ii) Use the Online Serial Numbers (OSN) and the receipt number to start the application process.

Note 6:
Please note that a change of programme after the submission of the application would not be possible.

Purchase of Online Serial Numbers (OSN)

Online Serial Numbers (OSN) for the University of Professional Studies, Accra are available for purchase at the cost of GH₵200.00 for Ghanaian Applicants and US$120.00 for International Applicants at the following sales points:

(a) Any branch of Ecobank or Access Bank branch nation-wide

(b) Any Ghana Post (Post Office) branch nation-wide

(c) By Visa/Master Card/Tigo Cash/Airtel Money using the link http://interpayafrica.com/custom/upsa

(7) SUBMISSION OF SUPPORTING DOCUMENTS

Using A-4 manila envelope, all applicants must submit the following documents by COURIER and NOT by hand delivery:

- A printed-out and endorsed applicant’s declaration slip

- Certified copies of all certificate(s)

- Original transcript(s) of academic records (applicable to First Degree, Professional, University Diploma & HND applicants only)

- Birth certificate

The manila envelope should be submitted by COURIER to the address below:

The Director of Academic Affairs
University of Professional Studies
P. O. Box LG 149
Accra.

Closing date for submission is Tuesday, 31st July, 2018.

IMPORTANT NOTE

Applicants who do not meet any of the requirements above MUST NOT APPLY. Fees paid to the University are NOT refundable.

Further information may be obtained from www.upsa.edu.ac or the address below:

Admission Office
Room 7, Seidu Mustapha Wing, Central Administration Block
University of Professional Studies, Accra

Tel: 0303-937544/0303-937542 and E-mail: academicaffairs@upsamail.edu.ac