

# FREQUENTLY ASKED QUESTIONS (FAQS) BY APPLICANTS WHO HAVE GAINED ADMISSION TO UPSA

## 1. How do I print my on-line (provisional) admission letter?

Log on to [admission.upsa.edu.gh](https://admission.upsa.edu.gh) and use your 13-digit on-line serial number (OSN) on the receipt issued to you at the Bank to access your on-line (provisional) admission letter. You are also expected to access your Guidelines for Fresh Students document which appears directly below the link that gives you access to your admission letter.

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## 2. How do I proceed after I have printed my on-line (provisional) admission letter and Guidelines for Fresh Students?

Read all the instructions on the Guidelines for Fresh Students document including the fees you are required to pay. Proceed to the designated Bank to pay as all of following required fees: academic facility user fees, medical levy & examination fees, sports levy, hostel fund and SRC/GRASAG dues.

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## 3. What do I do next after paying at the bank?

Log on to <https://www.interpayafrica.com/upsa/student> or follow the link on [upsa.edu.gh](https://upsa.edu.gh) to disburse the payment on the basis of the various amounts as academic facility user fees, medical levy & examination fees, sports levy, hostel fund and SRC/GRASAG dues) as indicated on the Guidelines for Fresh Students document and make a print-out .

**Note:** Use your student's identification number as both username and password and change the password when logging-out.

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## 4. What is the next step after I have disbursed the payment and made a print-out?

Come to Room 34, located on the 1st Floor, Seidu Mustapha Wing, Opoku Ampomah Building to start your registration.

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## 5. What do I bring along to the Registration Centre?

Please bring along the following documents when you are coming:

- Copy of your on-line admission letter
  - Evidence of fees payment i.e. bank deposit slip and interpay disbursement slip
  - Original certificate(s) of your stated entry qualification
  - Birth certificate.
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## 6. I am WASSCE applicant Awaiting Result. What should I do when coming for registration?

- Go back to the on-line application system
- Change the entry qualification from "WASSCE (Awaiting)" to "WASSCE" which will enable you to have the WASSCE grades entered.
- Generate a new applicant's declaration and have it endorsed.
- Bring the endorsed applicant's declaration along with the other documents listed under **Question 5 to the registration centre.**

**7. What next after my registration?**

Go to the University Clinic with your proof of course registration to do your medical examination.

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**8. I understand every fresh student must get a student ID Card. How do I get mine?**

Send a copy of the summary of your medical examination slip duly endorsed by UPSA medical doctor to the Data Centre AB.9 to collect your student ID card.

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**9. How do I book for a bed in the UPSA Hostel?**

To book for limited vacancy in the UPSA Hostel, use your USIS student's portal by logging on to [www.upsasip.com/student](http://www.upsasip.com/student) after having completed your on-line course registration.

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**10. What next after having gone through the above?**

Get ready for orientation and classes as clearly scheduled on the Guidelines for Fresh Students documents.

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**Further information may be obtained from:**

Room 07, Admissions Office  
Academic Affairs Directorate  
Ground Floor, Seidu Mustapha Wing, Opoku Ampomah Building  
University of Professional Studies, Accra

**Telephone:** 0303-937544 or 0303-937542

**Email:** [admissions@upsamail.edu.gh](mailto:admissions@upsamail.edu.gh)

**Whatsapp:** 0303-937542

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