



UPSA
UNIVERSITY OF PROFESSIONAL STUDIES, ACCRA
Scholarship with Professionalism



GUIDELINES

FOR FRESH STUDENTS

2023/2024 ACADEMIC YEAR

Issued by: Academic Affairs Directorate
Last updated: Friday, 26th May, 2023

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I. INSTRUCTIONS TO FRESH STUDENTS

Introduction: This set of instructions is strictly binding on every fresh student immediately upon accepting the offer of admission.

- All fresh students are in addition to payment of 50% of the total academic facility user fees required to pay miscellaneous charges as indicated on the fees schedule. As a reminder, please quote your student's identification number and name when making payments.
- Note that your place will be given to another qualified applicant on the waiting list if you are unable to make the required payments by the deadline given on the admission letter.
- The University does not give financial assistance to students. It is the responsibility of applicants who are offered admission to apply to the appropriate bodies for any award or loan needed.
- The programme including the session offered on admission cannot be changed or deferred.
- You may be withdrawn from the University at any time for unsatisfactory academic performance or gross misconduct in accordance with the University's regulations published from time to time in the Students' Handbook.
- The University is a secular institution. It is therefore not bound to observe any religious or sectarian practice.
- A student email address has been provided in your admission letter. Use the same email address as username and UPSA2013 as default password to access your email account. All future official correspondence as well as online teaching and learning information from the University will be communicated to you through this email address.
- You are required to quote your student's identification number in all future correspondence with the University. All correspondence should be addressed to the Registrar.

2. FEES SCHEDULE FOR GHANAIAN STUDENTS

Academic Facility User Fees & Miscellaneous Charges: 2.1(a) Undergraduate and Diploma Programmes				
Category of Students	Fee Type	Annual Amount (GH¢)	Initial Payment (50%) (GH¢)	Bank
Diploma	Academic Facility User Fees	4,420.00	2,210.00	Access Bank
Undergraduate (Regular, Evening & Weekend)	Academic Facility User Fees	4,975.00	2,487.50	-do-
3-Year Post 1st Degree Bachelor of Laws (LLB)	Academic Facility User Fees	11,737.00	5,868.50	-do-
4-Year Bachelor of Laws (LLB)	Academic Facility User Fees	6,183.00	3,091.50	-do-
2.1 (b) Miscellaneous (Other Charges)				
All Diploma & Undergraduate Students	Medical Levy & Examination fees	180.00	180.00	Access Bank
	Sports Levy	20.00	20.00	-do-
	Hostel Fund	10.00	10.00	-do-
	SRC Dues	60.00	60.00	-do-
	Faculty Dues	40.00	40.00	-do-
	Hall Dues	30.00	30.00	-do-
	Chest X-ray	150.00	150.00	-do-
2.2 (a) Postgraduate Programmes				
Category of Students	Fee Type	Full Payment for the entire duration (GH¢)	Initial payment (GH¢)	Bank
MPhil/MBA/MSc (2 Years)	Academic Facility User Fees	24,766.00	6,191.50	Access Bank
Exceptions: MA/MSc IRM & PM (1 Year)		17,696.00	8,848.00	
MBA in Impact Ent. & Inn. Mgt. (18 Months)		25,270.00	6,317.50	
2.2 (b) Miscellaneous (Other Charges)				
All Postgraduate programmes	Medical Levy & Examination fees	180.00	180.00	Access Bank
	Sports Levy	20.00	20.00	-do-
	Hostel Fund	10.00	10.00	-do-
	GRASAG Dues	200.00	200.00	-do-
	Faculty Dues	40.00	40.00	-do-
	Hall Dues	30.00	30.00	-do-
	Chest X-ray	150.00	150.00	-do-

3. FEES SCHEDULE FOR INTERNATIONAL STUDENTS

Academic Facility Subsidized Fees & Miscellaneous Charges:				
3.1(a) Undergraduate and Diploma Programmes				
Category of Students	Fee Type	Annual Amount US\$	Initial Payment (50%) US\$	Bank
Diploma	Academic Facility User Fees	3,000.00	1,500.00	Access Bank
Undergraduate (Regular, Evening & Weekend)	Academic Facility User Fees	4,000.00	2,000.00	-do-
3-Year Post Ist Degree Bachelor of Laws (LLB)	Academic Facility User Fees	5,000.00	2,500.00	-do-
4-Year Bachelor of Laws (LLB)	Academic Facility User Fees	4,000.00	2,000.00	-do-
3.1(b) Miscellaneous (Other Charges)		GH¢	GH¢	
All Diploma & Undergraduate Students	Medical Levy & Examination fees	180.00	180.00	Access Bank
	Sports Levy	20.00	20.00	-do-
	Hostel Fund	10.00	10.00	-do-
	SRC Dues	60.00	60.00	-do-
	Faculty Dues	40.00	40.00	-do-
	Hall Dues	30.00	30.00	-do-
	Chest X-ray	150.00	150.00	-do-
3.2(a) Postgraduate Programmes				
Category of Students	Fee Type	Full Payment for the entire duration US\$	Initial payment US\$	Bank
MPhil /MBA /MSc	Academic Facility User Fees	10,000.00	5,000.00	Access Bank
MA		5,000.00	2,500.00	
3.2(b) Miscellaneous (Other Charges)		GH¢	GH¢	
All Postgraduate Programmes	Medical Levy & Examination fees	180.00	180.00	Access Bank
	Sports Levy	20.00	20.00	-do-
	Hostel Fund	10.00	10.00	-do-
	GRASAG Dues	200.00	200.00	-do-
	Faculty Dues	40.00	40.00	-do-
	Hall Dues	30.00	30.00	-do-
	Chest X-ray	150.00	150.00	-do-

4.0 PROGRAMME OF ACTIVITIES

4.1 Course Registration & Start of Teaching

Programme	Date for Course Registration	Date for Start of Teaching
Diploma and Undergraduate, Level 100 (Regular & Evening)	Monday, 13 th November, 2023 to Saturday, 7 th January, 2024	Monday, 16 th January, 2024
Undergraduate, Level 100 (Weekend)		Friday, 20 th January, 2024
Undergraduate, Levels 200 & 300 (Regular & Evening)	Monday, 25 th September, 2023 to Saturday, 30 th September, 2023	Monday, 2 nd October, 2023
Undergraduate, Levels 200 & 300 (Weekend)		Friday, 6 th October, 2023
Postgraduate (Regular)	Monday, 28 th August, 2023 to Thursday, 28 th September, 2023	Monday, 2 nd October, 2023
Postgraduate (Evening)		Friday, 6 th October, 2023
Postgraduate (Weekend)		

4.2 Orientation Exercise

The university organises orientation for fresh students after the admissions process has been completed to inform them about what pertains in the university system. Some of the areas talked about include, the University library and its resources, the University Health Service, Academic Affairs, security on campus, University rules and regulations, dress code, fire on campus, etc. This year's orientation exercise will be held as follows:

- Postgraduate: Friday, 29th September, 2023 to Saturday, 30th September, 2023
- Undergraduate and Diploma: Monday, 9th January, 2024 to Saturday, 14th January, 2024

4.3 Matriculation

Matriculation is an important event where a fresh student is officially initiated as a student of UPSA. Every fresh student must satisfy all the requirements and obligations set by the University before he/she is matriculated. These include: registration, medical screening, orientation, etc. Any student who fails to be matriculated without any valid reason will not be accepted as a student of UPSA.

5.0 REGISTRATION PROCEDURE FOR FRESH STUDENTS

It is a very important requirement of the University that all students (both fresh & continuing) register at the beginning of every semester. The first time registration for fresh students, which is more elaborate will be held during the period stated on the admission letter.

Documents to bring along to the registration point

All fresh students must bring along the following documents called Registration Pack to the various designated points for registration to be announced later.

- Duly endorsed applicant's declaration
- Admission letter
- Birth certificate or any national ID used in applying for admission

- Both original and certified true copies of academic and professional certificates/verification letter from professional body. 2023 WASSCE holders should however bring along certified true copies of result slip
- Proof of payment i.e. print out of interpay disbursement
- Proof of unverified registration slip
- Signed copy of Code of Conduct for Law Students (LLB Students only)

What does FULL REGISTRATION involve?

- Payment of Fees
- Online Unverified Course Registration
- Verification of entry qualification(s) and acquisition of 'verified' proof of registration
- Medical Examination
- Acquisition of UPSA ID Card

5.1 Payment of Fees

- Pay your academic facility user fees and miscellaneous charges or dues at the designated banks indicated on the fees schedule.
- Follow the link below to disburse the payment done at the bank:
<https://www.interpayafrica.com/upsa/student> or visit www.upsa.edu.gh
- Use your student identification number as both username and password and change the password when logging-out.
- Generate a print-out for submission at the registration point.

5.2 Unverified On-line Course Registration

All fresh students are requested to do the unverified on-line course registration as follows:

- Log on to www.upsasip.com/students. Use your student's identification number as username and date of birth (dd-mm-yyyy) as password.
- Your USIS student's portal will display the courses you are supposed to register for the semester.
- Click on "click to register courses" to register courses you will do for the first semester 2023/2024 academic year.
- Print out "NOT VERIFIED" proof of registration generated for submission at the registration point.

5.3 At the Registration Point

- Submit your 'Registration Pack' to the officer at the designated registration point.
- If your 'Registration Pack' is up-to-date and duly verified, the officer will proceed to have your on-line course registration verified. Wait to collect your verified proof of registration.

5.4 Medical Examination

Every aspect of fresh student's medical screening shall be done at the University's Clinic and shall include the following:

- Taking of vitals
- Eye testing
- Laboratory investigation
- Chest X-Ray
- Physical examination

Fresh students are expected to report at the UPSA Clinic on the scheduled date and time after their academic registration to start the medical screening. The scheduled date and time of the Medical Screening for every fresh student will be communicated via SMS. All fresh students are requested to complete the Health Information of Student Form which is downloaded with the admission letter. Please bring along this form when coming for the Medical Screening. Note that

Medical Screening is part of the registration exercise for fresh students and therefore students must be cautioned that unless the Medical Screening is completed and a report issued, duly signed and stamped by a Medical Officer of the University, fresh students cannot proceed with the final stage of registration (i.e acquisition of student's ID card).

5.5 Acquisition of Student's ID Card

After you have fully completed your medical examination at the University clinic, your ID card will be printed and sent to your department for collection on scheduled date to be communicated to you.

6.0 ACCOMMODATION FOR STUDENTS

• UPSA Hostels

The University has three hostel facilities comprising Hostel A (334 rooms), Hostel B (396 rooms) and Hostel C (416 rooms). The three hostels have a total of 1,146 rooms that accommodate a maximum of 4,584 students. Each room has its own toilet and bath facilities, wardrobe for each student in the room, balcony and fan.

The hostels have restaurants, grocery shops, saloons, laundries, study rooms, elevators, TV rooms and storage for students. It is also equipped with CCTV cameras, standby generators and 24-hour security.

Booking Procedure

To book for a bed in the hostels, you need to first do your course registration for the semester.

Registration on the Hostel Portal

Electronic contacts (ie. Email and phone numbers) used in this registration should be readily accessible as login and verification credentials will be sent to them.

- Open the UPSA Hostel Portal from <https://upsahostels.com>
- Click on Hostel registration to open the registration form
- Enter your UPSA Student ID, an active email address and an active phone number
- Click register.

Verification of Details

This makes sure your details are correct and accessible.

- If the Student ID entered on the registration form is correct and active, you should receive a 'One Time PIN' (O.T.P.) via SMS.
- Enter it on the verification form.
- Click "Validate" to complete the registration.
- If the OTP is correct, you will receive your password through an SMS.

Login

- The UPSA Hostel Application can be accessed at <https://upsahostels.com>
- Enter your username (i.e. your student ID) and password, which was created during the initial registration.
- Clicking the Sign-In button will send you to your Student Portal. Continue by following the steps to reserve a bed.

Reservation of Room

- Login to your portal following the login process.
- Select the Hostel of your choice (Note that the Hostels display the rooms available and their respective rates.)
- Select the room, followed by the bed of your choice. (Beds 1 and 3 are down beds whiles Beds 2 and 4 are top beds).

- Read and accept the rules and regulations of the Hostels. Feel free to cancel your booking if you do not agree or accept the rules and regulations. You may contact the Hostel Administration on 0302913535 for clarification before continuing.
- View your bill and approve your bed reservation.

Note that:

- You will be billed automatically after booking.
- You will receive an SMS confirmation of your reservation.
- Beds are reserved for a period. Read SMS for details.

Paying for Your Reservation

- Pay the amount billed into your InterPay account at the Bank.
- Log into your InterPay portal.
- Select to pay the automatically billed amount. (You should receive an SMS confirmation of your payment and bed).

Resetting Password

- On the login screen, click on “I Forgot My Password”.
- Enter your email in the text box provided. Note that the email should be the email you provided during your registration or your student email given by the school.
- From the email, click on the link received which should redirect you to the hostel application, asking for a reset of password.
- Enter a password of your choice.
- Clicking on the button will send you to the login page for a login.

Hostel Rates Per Semester

Room Type	Hostel A (Rate in GH¢)	Hostel B (Rate in GH¢)	Hostel C (Rate in GH¢)
One in a Room	12,000.00	14,820.00	14,920.00
Two in a Room	5,000.00	6,175.00	6,275.00
Four in a Room	1,700.00	2,100.00	2,200.00

These rates are provisional and subject to an upward review in the 2023/2024 Academic Year.

Note the following:

- **please do not book if you know you are not interested in residing at the hostels.**
You will be billed automatically when you book and you will be required to pay the amount.
- Fees paid are non-refundable
- Pay all required fees into the University's approved bank accounts and not to any individual.
- As much as possible, book a bed by yourself. Where you need assistance, contact any of the following numbers:
 - Office line - 0302913535
 - Lyndapurl - 0262621591
 - Ninette - 0240226444
 - Harriet - 0560387551

Please do not pay for any help you require.

- Proof of Payment (Disbursement Sheet) will be inspected by the Hostels porters. This can be printed from the InterPay Portal.
- The University cannot vouch for your security at the private hostels, for that reason, the university hostel must be your first preference.

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

Admissions Office Hotlines: 0303-937544 or 0303937542

Email: admissions@upsamail.edu.gh

Website: www.upsa.edu.gh