



UPSA
UNIVERSITY OF PROFESSIONAL STUDIES, ACCRA
Scholarship with Professionalism



Supplementary Information for Newly Entering PhD Students

2025/2026 Academic Year



1.0 INSTRUCTIONS

This set of instructions is strictly binding on every Newly Entering PhD Student immediately upon accepting the offer of admission.

- a) All Newly Entering PhD Students are, in addition to payment of at least 50% of the total academic facility user fees, required to pay miscellaneous charges as indicated on the fees schedule. Please quote your student's identification number and name when making payments.
- b) 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 **Friday, 29th August, 2025**.
- c) 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.
- d) The University is a secular institution. It is therefore not bound to observe any religious or sectarian practice.
- e) You are required to quote your student's identification number in all future correspondence with the University. All correspondence should be addressed to the Director of Doctoral Programmes.
- f) A student email address has been provided in your admission letter. Use the same email address as username and UPSA@2013 as default password to access it. All future official correspondence as well as online teaching and learning information from the University will be communicated to you through this email.

2.0 FEES SCHEDULE

a) Ghanaian Students

Type of Fee	Annual Amount (GH¢)	Initial Payment/Amount Per Semester (GH¢)	Bank
(i) Academic Facility User Fee	22,468.00	11,234.00	Access Bank
(ii) Miscellaneous Charges			
Medical Levy & Medical Examination Fees	180.00	180.00	Access Bank
Chest X-ray	200.00	200.00	Access Bank
Sports Levy	20.00	20.00	Access Bank
Hostel Fund	10.00	10.00	Access Bank
GRASAG Dues	200.00	200.00	Access Bank
Faculty Dues	40.00	40.00	Access Bank
Hall Dues	30.00	30.00	Access Bank
Online Teaching Levy	120.00	120.00	Access Bank
Total	23,268.00	12,034.00	

2. FEES SCHEDULE

b) International Students

Type of Fee	Annual Amount (US\$)	Initial Payment/Amount Per Semester (US\$)	Bank
(i) Academic Facility User Fee	4,000.00	2,000.00	Access Bank
(ii) Miscellaneous Charges			
	(GH¢)	(GH¢)	
Medical Levy & Medical Examination Fees	180.00	180.00	Access Bank
Sports Levy	20.00	20.00	Access Bank
Chest X-ray fee	200.00	200.00	Access Bank
Hostel Fund	10.00	10.00	Access Bank
GRASAG Dues	200.00	200.00	Access Bank
Hall Dues	30.00	30.00	Access Bank
Faculty Dues	40.00	40.00	Access Bank
Online Teaching Levy	120.00	120.00	Access Bank

3.0 REGISTRATION PROCEDURE

It is a very important requirement of the University that all students (both fresh & continuing) register at the beginning of every semester. Registration for Newly Entering PhD Students will be held on **Monday, 1st September, 2025 to Friday, 5th September, 2025.**

Venue: To be communicated.

Documents to bring along to the registration point

All fresh students must bring along the following set of documents called 'Registration Pack' to the registration point:

- Duly endorsed applicant's declaration
- Admission letter
- Birth certificate/any valid national ID
- Both original and certified true copies of academic and professional certificates, transcript or verification letter from professional body
- Proof of payment i.e. print out of UFIS
- disbursement
- Proof of course registration slip
- GTEC evaluation of foreign certificates (for those with foreign qualification only)

What does FULL REGISTRATION involve?

- Payment of fees
- On-line course registration
- Verification of entry qualification(s) and certificates
- Medical examination
- Acquisition of UPSA ID Card

3.1 Payment of Fees

- Pay your academic facility user fees and miscellaneous charges or dues at the designated banks indicated on the admission letter.
- Follow the link below to disburse the payment done at the bank:
- <https://student.upsa-ufis.com>
- Use your student's identification number as both username and date of birth as password (yyyy-mm-dd) and change the password when logging-out.
- Generate a print out for submission at the registration point.

3.2 On-line Course Registration

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

- Log on to <https://www.upsasip.com/student-portal>. 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 2025/2026 academic year.
- Print out "NOT VERIFIED" proof of registration generated for submission at the registration point.

3.3 At the Registration Point

- Submit your 'Registration Pack' (ie birth certificate/any valid national ID, original and certified copies of certificates, transcript, signed applicant's declaration and admission letter) to the officer at the designated point.
- The Officer will verify the documents submitted and issue you with a validated proof of registration slip.

3.4 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 to start the medical screening. Medical screening is part of the registration exercise for fresh students and therefore students must note 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).

3.5 Acquisition of Student's ID Card

After completing your medical examination, the Medical Services Directorate will forward your information to the Data Centre (AB 9) to print your student ID card. The Office of Doctoral Programmes (ODP) will inform you on the date and time to pick it up. The acquisition of your ID card completes the process of registration as a fresh student.

4.0 ORIENTATION EXERCISE

The University organizes orientation for fresh students after the admission and registration processes have 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 Medical Service, Navigating the academics, security on campus, University rules and regulations, dress code, fire on campus, etc. The orientation exercise for the 2025/2026 academic year for Newly Entering PhD Students will be held on **Wednesday, 24th September, 2025** and **Thursday 25th September, 2025**.

5.0 START OF TEACHING

Teaching will start for Newly Entering PhD Students on **Monday, 29th September, 2025 at 8.00 a.m.**
Venue: To be communicated.

6.0 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 especially those enrolling in UPSA for the first time who fails to be matriculated without any valid reason will not be accepted as a student of UPSA.

CONTACT INFORMATION

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