



# GUIDELINES

## FOR FRESH STUDENTS

2025/2026 ACADEMIC YEAR

**Issued by:** Academic Affairs Directorate

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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- You may be withdrawn from the University at any time for unsatisfactory academic performance or gross misconduct in accordance with the University's regulations published from time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 UPSA@2013 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 GHANAIAI STUDENTS

Academic Facility User Fees & Miscellaneous Charges: 2. 1(a) Undergraduate and Diploma Programmes				
Category of Students	Fee Type	Annual Amount (GH¢)	Initial Pay-ment (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-
Full-Fee Paying 4-Year Bachelor of Laws (LLB)	Academic Facility User Fees	12,364.00	6,182.00	-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	200.00	200.00	-do-
	Online Teaching Levy	120.00	120.00	-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	26,500.00	6,625.00	Access Bank
Exceptions: MA/MSc IRM & PM (1 Year)		18,935.00	9,467.50	
MBA in Impact Ent. & Inn. Mgt. (18 Months)		27040.00	6,760.00	
MBA (Distance Learning)		23,536.00	5,884.00	
2.2 (b) Miscellaneous (Other Charges)				
All Postgraduate programmes	Medical Levy & Examination fees	180.00	180.00	
	Sports Levy	20.00	20.00	-do-
	Hostel Fund	10.00	10.00	-do-
	GRASAG Dues	200.00	20	-do-
	Faculty Dues	40.00	40.00	-do-
	Hall Dues	30.00	30.00	-do-
	Chest X-ray	150.00	150.00	-do-
	Online Teaching Levy	120.00	120.00	-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 1st 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	200.00	200.00	-do -
	Online Teaching Levy	120.00	120.00	-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 -
	Online Teaching Levy	120.00	120.00	-do-

## 4. PROGRAMME OF ACTIVITIES

### 4.1 Course Registration & Start of Teaching

Programme	Date for Course Registration	Date for Start of Teaching
Diploma and Undergraduate (Regular & Evening Level 100 only)	Monday, 16th December, 2025 Sunday, 8th February 2026	Monday, 9th September, 2025
Undergraduate (Weekend Level 100)		Friday, 13th September, 2025
Undergraduate (Regular, Evening Level 300)	Monday 1st September, 2025 Sunday, 7th September, 2025	Monday, 8th September, 2025
Undergraduate (Regular, Evening Level 200)	Monday 22nd September, 2025 Sunday 28th September, 2025	Monday, 29th September, 2025
Undergraduate (Weekend Level 300)	Monday 1st September, 2025 Sunday, 7th September, 2025	Friday, 12th September, 2025
Undergraduate (Weekend Level 200)	Monday 22nd September, 2025 Sunday 28th September, 2025	Friday, 3rd October, 2025
Postgraduate (Evening)	Monday 22nd September, 2025 Sunday 28th September, 2025	Monday, 29th September, 2025
Postgraduate (Weekend)		Friday, 3rd October, 2025

### 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 follow :

- Postgraduate: Friday, 26th September, 2025
- Undergraduate (Levels 200 & 300): Friday, 26th September, 2025 - Saturday, 27th September, 2025
- Undergraduate (Level 100): Monday, 2nd February, 2026 - Saturday, 7th February, 2026

### 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 and continuing) register at the beginning of every semester. The first semester registration for fresh students, which is more elaborate will be held during the period stated on the admission letter.

### What does FULL REGISTRATION involve?

- Payment of Fees
- Online Course 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://student.upsa-ufis.com>
- Use your student identification number as 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.

## **5.2 Registration Procedure for Postgraduate (Masters) and Undergraduate (Levels 200 & 300)**

### **5.2.1 On-line Course Registration**

All postgraduate and undergraduate (Levels 200 & 300) 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 proof of registration generated for submission at the registration point.

### **5.2.2 At the Registration Point**

All postgraduate and undergraduate (Levels 200 & 300) fresh students must bring along the following documents called registration pack to the designated points for registration

- Endorsed applicant's declaration slip
- Admission letter
- Identity document i.e birth certificate or any valid national ID i.e Ghana card, passport, drivers license, etc.
- Both original and certified true copies of academic and professional certificates/verification letter from professional body
- Original transcripts
- Proof of course registration slip
- Signed copy of code of conduct for Law students (LLB students only)

The officer will verify the documents submitted, endorse the proof of registration and issue you with a completion of registration slip.

## **5.3 Registration Procedure for Undergraduate (Level 100) and Diploma First Year Students**

### **5.3.1 Documentation Needed for Online Course Registration:**

All undergraduate (Level 100) and diploma year one fresh students must make the following documents available to complete the online course registration

- Endorsed Applicant's Declaration Form
- Identity document i.e birth certificate or any valid national ID i.e Ghana card, Passport, driver's license, etc.
- Certified true copy of results slip/certificate(s)



### 5.3.2 Upload of Documents and Online Course Registration

All fresh students (Level 100) are required to upload their documents and do the online course registration as follows:

- Once logged in, you are redirected to the registration documents upload page.
- Upload the following documents in PDF format (maximum file size of 1MB)
  - Certified true copy of results slip/certificate(s)
  - Identity document i.e birth certificate or any valid national ID i.e Ghana card, Passport, Driver's license, etc.
  - Endorsed Applicant's Declaration Form
- Click on save and continue.
- 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.
- Generate and print a copy of the proof of registration for safekeeping. The System may also have sent a copy of the proof of registration into your email.

### 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 UFIS account at any branch of Access Bank.
- Log into your UFIS portal (<https://www.student.upsa-ufis.com>)
- 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 UPSA student email.
- 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**

The hostel rates for the 2025/2026 academic year will be communicated in due course.

Detailed booking information (notice of booking) will be available on the University’s website in due course. Pay all required fees into the University’s approved bank accounts and not to any individual.

### **Please do not book if you know you are not interested in residing at the hostel**

- You will be billed automatically when you book and you will be made to pay the amount.
- Fees paid are non-refundable
- No payment should be made to individuals under any circumstances.
- All payments must be made exclusively at Access Bank.
- Kindly adhere to these guidelines to ensure a smooth and secure booking process.
- As much as possible, book a bed by yourself. Where you need assistance, contact any of the following numbers:

You may contact Hostel Administration on **0302913535, 0560387551, 0262621591, 0240226444** for any clarification. You may also email the following for assistance **upsahostel@upsamail.edu.gh** , **harriet.acheampong@upsmail.edu.gh**, **lyndapurl.okpoti@upsamail.edu.gh**.

### **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 UFIS 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](mailto:admissions@upsamail.edu.gh)

***Website:*** [www.upsa.edu.gh](http://www.upsa.edu.gh)