



Dear MR. QUANSAH,

January 2, 2023

COLLEGE OF HUMANITIES
BACHELOR OF SCIENCE IN ADMINISTRATION ADMISSIONS
2022/2023 REGULAR PROGRAMME

1. I write to offer you admission to the **CITY CAMPUS: FULL-TIME** of the **College of Humanities**, University of Ghana to pursue a four-year FULL TIME course of study leading to the award of a **BACHELOR OF SCIENCE IN ADMINISTRATION Degree**.
2. The University of Ghana reserves the right to revoke this offer of admission in the event that any discrepancies are detected in the statements you made in your application.
3. The programme will be conducted at the **Accra City Campus and is non-residential**.
4. Your **Student Identification Number (ID)** is **11069543**. This is the number that you will use throughout your studies in this University. Your **Personal Identification Number (PIN)** is **86484** and your University of Ghana e-mail address is **knkquansah@st.ug.edu.gh**. Your temporary UG e-mail password is Ug?11069543. Information on how to activate your UG e-mail will be available on the University of Ghana website.
5. The fees for the **BACHELOR OF SCIENCE IN ADMINISTRATION** programme for the 2022/2023 academic year is **GHS4,554.00**. Information on payment of fees is attached. Your ID number should be quoted on the pay-in-slip.
6. You are expected to confirm your acceptance of this offer and secure your admission to the University of Ghana by paying a non-refundable commitment fee of **30%** of the fees stated within **2 WEEKS** from the date of issuance of this letter.
7. Students who require financial assistance should contact the Students' Loan Trust Fund (SLTF). To initiate the process of applying for the Students' Loan, contact the Students Loan Trust Fund on www.sltf.gov.gh or 0302 231886/7 and 0264 043072. You can also visit any of their 14 Zonal offices across the country for assistance.
8. Registration will be online from **Saturday December 24, 2022** via the University website <https://www.ug.edu.gh>. You will need your **Student Number** and **PIN** stated above to gain access to the University's online registration system. **To qualify to register for 2022/2023 academic year, you are to pay a minimum of 50% of the fees stated**. The remaining 50% of the fees should be paid by the beginning of the second semester.
9. Guidelines on how to register for courses are available on the University's website. Students are expected to report from **Wednesday, January 4, 2023 to Sunday, January 8, 2023**. Teaching will begin on **Monday, January 16, 2023**.
10. The University requires that you are declared medically fit by its Director of Medical Services. In this regard, you will be medically examined at the University Hospital soon after the beginning of the First Semester. Note that you will be expected to pay for the chest X-ray at the University Hospital.
11. 10. You will be required to participate in a compulsory programme of orientation from **Monday, January 9-Thursday, January 12, 2023**. Details of this programme will be made available on the University's website.
12. Should you decide to withdraw from the University on or before **January 31, 2023** the University shall refund your fees to you less 30% of the total fees paid. Beyond this date, NO REFUND shall be made.
13. All correspondence in relation to your admission should be sent to:

The College Secretary
College of Humanities
University of Ghana
P. O. Box LG 1173
Legon
or
coh@ug.edu.gh

MR. QUANSAH KELVIN NANA KWESI
C/o ADDAI GBLO
P. O. Box 7111



Yours faithfully,

Yvonne Lartey (Mrs.)
For: REGISTRAR



THE APPROVED BANKS FOR FEE COLLECTION:

Ghanaian Students (excluding students studying by Distance Education):

1. Standard Chartered Bank
Account Name: University of Ghana Students Account
2. Ecobank Ghana Limited
Account Name: University of Ghana School Fees Account
3. Absa Bank Ghana
Account Name: University of Ghana Student Fee Collection Account
4. Consolidated Bank Ghana
Account Name: University of Ghana Student Fee Collection Account
5. Secure online payment platform for Visa card, Mastercard & Mobile Money via
Link: <https://sts.ug.edu.gh/ugpay>
6. Republic Bank Ghana Limited
Account Name: University of Ghana – Fees
7. Universal Merchant Bank
UMB Collect Form
8. Access Bank
9. Stanbic Bank Ghana Limited
Account Name: University of Ghana Fee Collection Account
10. PrudentialBank
11. Ghana Commercial Bank

Distance Education:

1. Ghana Commercial Bank
Account Name: College of Education DE Students Fee Collection Account
2. Secure online payment platform for Visa card, Mastercard & Mobile Money via
Link: <https://sts.ug.edu.gh/ugpay>

Post First Degree Law:

1. Ecobank Ghana Limited
Account Name: College of Humanities, University of Ghana

STUDENTS MUST TAKE NOTE OF THE FOLLOWING WHEN MAKING PAYMENTS:

1. Only pay fees at University of Ghana APPROVED BANKS (listed above).
2. All deposits at the bank should be made with a FEE DEPOSIT SLIP.
3. All deposits at the bank should be made with CASH ONLY.
4. Always ensure the STUDENT INDEX NUMBER and NAMES are correctly quoted.
5. Always ensure the AMOUNT quoted on the receipt is the correct amount paid.
6. Ensure the account name is that of UNIVERSITY OF GHANA.
7. Keep Payments by CHEQUE (NO PERSONAL CHEQUES) can be made at the University's Cash Office ONLY.



1. UG Sexual Harassment and Misconduct Policy

Students are to note that the University of Ghana has zero-tolerance for sexual harassment. You are required to familiarize yourself and comply with the University of Ghana Sexual Harassment and Misconduct Policy which can be accessed at the University website under the section on UG Policies at <https://www.ug.edu.gh/pad/publication/policies>

2. Information on Accommodation

Please NOTE that accommodation on campus is not guaranteed with the offer of admission.

The University, however, has a number of residential facilities with limited spaces available via a competitive online allocation system.

Further information on these facilities and eligibility for access to the online allocation portal will be advertised shortly on the University's website.

Applicants are NOT to pay any monies to third persons and should beware of confident tricksters and con men who offer to help them secure accommodation.



REGISTRATION OF UGRCS AND HERCS

(FOR ONLY COLLEGE OF HUMANITIES AND COLLEGE OF EDUCATION STUDENTS)

1. University of Ghana Required Courses (UGRCs): 3 credits per semester

In the first semester students must enroll in any of the following University required courses:

- UGRC 110 Academic Writing I – 3 credits
- UGRC 150 Critical Thinking and Practical Reasoning – 3 credits
(In the second semester another UGRC must be taken)

2. Humanities and Education Required Courses (HERCs): 3 - 4 credits per semester

- In the first semester students must enroll in any of their bouquet-based prescribed Humanities and Education Required Courses. In most cases, students can select a HERC to take from 4-6 courses listed on their registration page after login.
- Courses offered as HERC, including French Language, normally carry three (3) credits per semester. All the other foreign language courses carry only 2 credits per course. As such, a student who wishes to select a foreign language HERC must take 2 conjoined foreign language courses from the list. Such a student will therefore earn four credits of HERC for the semester.
- Apart from French, Foreign language courses are only available in the first semester. (In the second semester another HERC must be selected from the same list as presented in the first semester).

STEPS FOR REGISTRATION

1. Visit University of Ghana website on <http://www.ug.edu.gh>
2. Under “Featured Links”, look for and click on “HERC / UGRC Registration for CoH and CoE students”
3. Sign in with your student ID Number and PIN as stated in your admission letter.
4. Look for and click on “HERC / UGRC Registration” (Your regular courses are pre-registered).
5. Select one (1) course from the HERC and one (1) from UGRC (Please note that courses in modern languages are paired).
6. Save the courses that you have selected and log out.