



# UNIVERSITY OF CAPE COAST

Registrar's Office  
University Post Office  
Cape Coast, Ghana

Tel: +233-3321-32480/3 ext 247 or 251  
Fax: +233-3321-32484  
Email: admissions@ucc.edu.gh

To: **MR. STEPHEN TETTEH**  
BOX 4, TAMAKOU - KAJANYA ADA

Date: October, 2020  
Admission Number: 202120081  
Reference number: TP20/0055307

Dear Mr. Tetteh,

**OFFER OF ADMISSION FOR THE 2020/2021 ACADEMIC YEAR INTO THE SCHOOL OF EDUCATIONAL DEVELOPMENT AND OUTREACH, COLLEGE OF EDUCATION STUDIES TO PURSUE THE BACHELOR OF EDUCATION (POST-DIPLOMA) IN PRIMARY SCHOOL EDUCATION (SANDWICH) - INSTITUTE OF EDUCATION PROGRAMME**

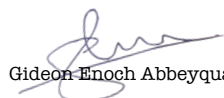
1. We refer to your application for admission into this University and write to inform you that you have been offered admission to pursue a 3-Semester **BACHELOR OF EDUCATION (POST-DIPLOMA) IN PRIMARY SCHOOL EDUCATION (SANDWICH)** Programme of the University of Cape Coast starting from the 2020/2021 Academic Year. A change of programme is **NOT ALLOWED**.
2. This offer of admission is for the 2020/2021 Academic Year **only (cannot be deferred)** and is conditional upon your having the necessary financial support to study at the University. It should be noted that the University does not award scholarships to fresh students. You are required to indicate acceptance of the offer by way of payment of the fees indicated in paragraph 7 of this letter. Your place will be offered to another candidate on the waiting list if you do not indicate your acceptance.
3. You are to note that if the University discovers later that you do not, in fact, possess the qualifications by virtue of which you have been offered admission to pursue this programme of study, you will be withdrawn immediately. You will also be held personally liable for any false statement or omission made on your application form.
4. The programme commences on **Monday, March 15, 2021**. Online delivery of lectures/tutorials will be adopted to support the traditional face-to-face approach. You will therefore be required to have a device that allows you to connect to the internet. The online teaching will commence on **Monday, March 15, 2021**. You are required to register your courses online in order to be part of the teaching and learning activities.
5. You should report at your study centre on **Saturday, April 17, 2021** for the face-to-face sessions scheduled to end on **Saturday, April 24, 2021**. Assessment and examinations will be done in person and at the study centre.
6. You will be on probation for the full duration of your programme. Satisfactory academic work and good conduct are required for your continuous stay on the programme. You will be required to adhere to ALL University rules and regulations as contained in the Students Handbook and the Academic Policies, Rules and Regulations, copies of which will be made available to you during orientation.
7. You are required to make **FULL** payment of a non refundable fee of **Two Thousand Ghana Cedis (GH¢2,000.00)** for the **First Semester** of the 2020/2021 Academic Year **before Friday, March 12, 2021**, if you accept this offer of admission. Payment should be made through **ANY** of the following:
  - a. **EAGLEPAY** using a biller name: **Institute of Education Sandwich Fees** at any networked branch of **GCB Bank**

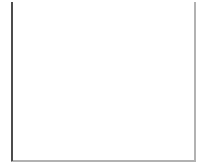
**OR**

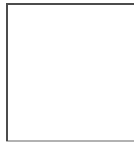
  - b. **TRANSFLOW** into the **Outreach Programme Admissions Account** at any networked branch of **Prudential Bank**.The fee covers tuition, boarding and lodging. Please bring two (2) copies of the pay-in-slip to your Study Centre during the Face-to-Face interaction. Your admission number, **(202120081)** should be quoted on the Bank pay-in-slip.
8. Your study centre will be confirmed to you upon payment of your school fees. You are affiliated to the of the University of Cape Coast.
9. Your Student Identification Number will be sent to you through a text message after you have paid the prescribed fee. This number shall also be your Examination/Registration Number and should be quoted anytime you complete any official University document and in all your correspondence with the University.

Please accept our congratulations.

Yours faithfully,

  
Gideon Enoch Abbeyquaye, Esq.  
DIRECTOR (ACADEMIC AFFAIRS)  
FOR: REGISTRAR





UNIVERSITY OF CAPE COAST

DIRECTORATE OF UNIVERSITY HEALTH SERVICES (DUHS)

**PROCEDURES FOR STUDENT MEDICAL EXAMINATION**

1. Download the following forms from the University website: [www.admissionlist.ucc.edu.gh/medicals](http://www.admissionlist.ucc.edu.gh/medicals)
  1. *Confidential Medical Report*
  2. *Laboratory Report*
  3. *X-ray Form*
  4. *Fresh Students' Oral Screening Form*
  5. *Eye Screening Form & Fresh Students' Eye Examination Report*
6. Portions of the forms must be filled by Students appropriately.
7. Visit the Laboratory Unit of the University Hospital with the **Laboratory report form** to collect **specimen containers**, and also for your blood sample to be taken.
8. Report at the X-ray Unit with the **X-ray form** for the necessary procedures to be done.
9. Report at the Dental Clinic with the **oral form** for the oral examination.
10. Report at the Eye Clinic with its forms for the eye screening.
11. Go back to the Laboratory and X-ray Units for the respective results, and proceed to the OPD for procedures on **weight, height, and blood pressure**.
12. The OPD In-Charge will schedule your consultation with a Medical Officer for the medical examination and completion of the **Confidential Medical Report**.
13. Submit a **photocopy** of the completed **Confidential Medical Report** as well as your NHIS details (*if available*) and two (2) passport sized photographs to HIRU (Records) Unit.
14. A **hospital records card** would be issued to you by HIRU (Records) if they are satisfied with **step 9**.
15. The original copy of the **Confidential Medical Report** should be submitted to the **Directorate of Academic Affairs** for further action.
16. Students are advised to keep photocopies of the **Confidential Medical Report** for future references.