



UNIVERSITY OF CAPE COAST

School of Graduate Studies
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To: **MR. PETER HARUNA**
ST. JOSEPH'S COLLEGE OF EDUCATION P. O. BOX 15 BECHEMAHAFO REGION

Date: August, 2020
Admission Number: 202024820
Reference number: GS20/03212

Dear Mr. Haruna,

OFFER OF ADMISSION FOR THE 2020/2021 ACADEMIC YEAR INTO THE SCHOOL OF BIOLOGICAL SCIENCES, COLLEGE OF AGRICULTURE AND NATURAL SCIENCES TO PURSUE THE DOCTOR OF PHILOSOPHY (MOLECULAR BIOLOGY AND BIOTECHNOLOGY) PROGRAMME

We write on behalf of the Registrar to congratulate you on your admission and to welcome you to the University of Cape Coast. This offer is for you to pursue a 3-year DOCTOR OF PHILOSOPHY (MOLECULAR BIOLOGY AND BIOTECHNOLOGY) programme starting from the 2020/2021 academic year. Please note that a change of programme is NOT allowed. In connection with this offer, you are to note the following points carefully:

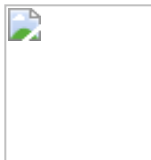
1. Your admission is for the 2020/2021 academic year **only (cannot be deferred)**. If you fail to enroll, you will forfeit the admission automatically. You will be required to complete a fresh set of application forms if you intend to be considered for admission in a subsequent year.
2. This offer of admission is on condition that you have the necessary financial support to study at the University. It should therefore be noted that the University does not award scholarship to students. It is the responsibility of the student to apply to the appropriate sources for any award/loan needed.
3. You are required to make full payment of a PROVISIONAL (non-refundable) fee of Four Thousand Six Hundred and Ninety-Eight Ghana Cedis (**GHC4,698.00**) before Friday, 30th October, 2020 if you accept this offer of admission. The difference between the PROVISIONAL fee and the ACTUAL fee (yet to be agreed upon) will be communicated to you later for payment before the second semester of the 2020/2021 academic year. The University reserves the right to revise fees anytime without notice.
Payment should be made through **ETRAZACT Platform** into the University of Cape Coast Admissions Accounts Number 1252428 at any branch of Absa Bank **OR** through **TRANSFLOW Platform** into the UCC Admissions Account Number 0201900070000 at any branch of Prudential Bank Limited. If you do not indicate your acceptance by the date indicated above, your place will be offered to another candidate. Your admission number, (**202024820**) should be quoted on the Bank pay-in-slip. Your Student Registration Number will be sent to you after you pay the prescribed fees. This number shall also be your Examination Registration Number which should be quoted any time you complete any official University document.
4. Online delivery of lectures/tutorials may 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. Assessment and examinations will be done in person and on campus.
5. You will be on probation for the full duration of your programme and your progression to the next stage will depend on your academic performance at the end of the year. You may however be dismissed at any time for unsatisfactory academic work or misconduct. You will be required to adhere to ALL University rules and regulations.
6. You will have to arrange and pay for your own accommodation during your stay in the University. However, the University has limited accommodation at the Valco Trust Fund Graduate Hall, to which you may apply directly for consideration.
7. You will be required to undergo a medical examination at the University of Cape Coast Hospital. The date for the exercise will be communicated later.
8. You are to note that any false declaration discovered later regarding your qualification(s) will lead to your instant dismissal from the University.
9. The re-opening date for the first semester of the 2020/2021 academic year will be communicated later.
10. The courses you will study will be prescribed by the Provost/Dean of your College/Faculty/School and Head/Director of your Department/Institute.

We wish you a happy stay on campus and success in your studies.

Yours faithfully,


EUGENE K. HESSE
SENIOR ASSISTANT REGISTRAR
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
 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*
2. Portions of the forms must be filled by Students appropriately.
3. 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.
4. Report at the X-ray Unit with the **X-ray form** for the necessary procedures to be done.
5. Report at the Dental Clinic with the **oral form** for the oral examination.
6. Report at the Eye Clinic with its forms for the eye screening.
7. 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**.
8. The OPD In-Charge will schedule your consultation with a Medical Officer for the medical examination and completion of the **Confidential Medical Report**.
9. 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.
10. A **hospital records card** would be issued to you by HIRU (Records) if they are satisfied with **step 9**.
11. The original copy of the **Confidential Medical Report** should be submitted to the **Directorate of Academic Affairs** for further action.
12. Students are advised to keep photocopies of the **Confidential Medical Report** for future references.