

INTERNATIONAL PROGRAMMES OFFICE (IPO)

NOTICE TO ALL VISITING INTERNATIONAL STUDENTS

REGISTRATION PROCEDURE FOR SECOND SEMESTER (2017/2018) ACADEMIC YEAR

DOCUMENTS REQUIRED:

- ADMISSION LETTER
- RECEIPT OF SCHOOL FEES PAYMENT/EVIDENCE OF WIRE TRANSFER
- MEDICAL INSURANCE

REPORT TO THE IPO ENQUIRIES OFFICE (ROOM F1) WITH DOCUMENTS FOR REGISTRATION.

DETAILED REGISTRATION PROCEDURE FOR VISITING STUDENTS

STEP 1

PLEASE PROCEED TO ROOM F1 (ENQUIRIES OFFICE) TO HAVE RECEIPTS OF PAYMENT VALIDATED.

STEP 2

PICK A COURSE REGISTRATION FORM FROM (ROOM F5), EXAMS COORDINATOR'S OFFICE FOR COURSE REGISTRATION AT YOUR DEPARTMENT(S).

STEP 3

- PROCEED TO COMPUTER LABORATORY (ROOM F21.3) FOR ONLINE REGISTRATION.
- INDIVIDUAL STUDENTS SHOULD FILL A SIGN UP SHEET AT ROOM F1 (PATRICIA AKUFFO). STUDENTS ON PROGRAMMES UC-EAP, CSU, ISEP, USAC, CALVIN COLLEGE, CIEE AND NYU WILL HAVE THE SIGN UP SHEETS PROVIDED AT THEIR RESPECTIVE RESIDENT DIRECTOR'S/COORDINATOR'S OFFICES.

IMPORTANT NOTES ON ACADEMIC REGISTRATION:

1. CONSULT ONLINE HANDBOOKS TO READ ABOUT COURSES. PLEASE VISIT THE LINK BELOW:

<http://www.ug.edu.gh/academics/handbook>

2. VISIT THE RELEVANT DEPARTMENT(S) FROM **MONDAY, JANUARY 29** TO ENSURE DESIRED COURSES ARE ON OFFER. SELECT/WRITE DOWN COURSES IF ON OFFER.

3. REGISTER ONLINE AND PRINT PROOF OF REGISTRATION. *YOU WILL BE ASSISTED WITH ONLINE REGISTRATION AT THE COMPUTER LAB OF THE IPO (ROOM F21.3)*

4. ATTACH A COPY OF PROOF OF REGISTRATION TO THE IPO COURSE REGISTRATION FORM AND SUBMIT TO EXAM COORDINATOR'S OFFICE (ROOM F5) *BY THE DEADLINE INDICATED ON THE FORM.*

SCHEDULE FOR REGISTRATION

WEDNESDAY, JANUARY 31, 2018

| PROGRAMME/UNIVERSITY | NUMBER OF STUDENTS | TIME |
|------------------------------|---------------------------|---------------|
| UNIVERSITY OF SUNY CORTLAND | 1 | 9:00AM |
| UNIVERSITY OF HRADEC KRALOVE | 3 | |
| LEEDS UNIVERSITY | 8 | |
| UNIVERSITY OF GUELPH | 1 | |
| MCGILL UNIVERSITY | 1 | |
| UNIVERSITY OF BERGEN | 1 | |
| LEIDEN UNIVERSITY | 2 | |
| SCIENCES PO PARIS | 2 | |
| SCIENCES PO BORDEAUX | 1 | |

| | | |
|-----------------------|----|---------|
| UNIVERSITY OF BREMEN | 1 | 9:00AM |
| KOCHI UNIVERSITY | 1 | |
| UNIVERSITY OF ALABAMA | 1 | |
| SUNY@BROCKPORT | 1 | |
| BANGOR UNIVERSITY | 1 | |
| ISEP | 13 | 11:00AM |
| UC-EAP/CSU | 26 | 1:00 PM |
| CIEE | 42 | 3:00 PM |

THURSDAY FEBRUARY 1, 2018

| | | |
|----------------|----|---------|
| USAC | 25 | 9:00AM |
| CALVIN COLLEGE | 18 | 11:00AM |
| NYU | 9 | 3:00 PM |

REGULAR CONTINUING INTERNATIONAL STUDENTS REGISTRATION

REQUIRED ITEMS FOR REGISTRATION AT INTERNATIONAL PROGRAMMES OFFICE

- Student ID Card
- A Photocopy of Receipt of School Fees Payment

PROCEDURE

- Register at IPO with the required items for registration.
- Fill out particulars into registration note book.
- Proceed to IPO computer lab for **online academic registration.**
- Proceed to your various departments for Departmental Registration.

