

**REGISTRATION NOTICE TO ALL UNIVERSITY OF EDUCATION, WINNEBA SANDWICH STUDENTS
FEE PAYMENT/REGISTRATION PROCEDURES FOR THE 2016/2017 ACADEMIC YEAR – SANDWICH JUNE SESSION**

Rule

1. Fees must be paid in full or arrangement for the full payment of fees must be made and approval obtained from the Finance Officer before registration.

Procedure

1. Fee payments can be made through **Transflow** at the following banks:

Winneba Main Campus

GCB Bank Ltd
Capital Bank Ghana Ltd
Zenith Bank Ghana Ltd
ADB Bank Ltd
Unibank Ghana Ltd
HFC Bank Ltd

Kumasi Campus

GCB Bank Ltd
Unibank Ghana Ltd
Ecobank Ghana Ltd
UBA Bank Ltd

Mampong Campus

GCB Bank Ltd
Unibank Ghana Ltd
Ecobank Ghana Ltd

Ajumako Campus

GCB Bank Ltd

2. Submit a copy of the pay-in-slip to your Faculty Account Officer for verification of payment. Faculty Account Office can be located at the following places:

Faculty

- Faculty of Foreign Languages/Comm. Studies
- Faculty of Educational Studies
- Faculty of Science Education
- Faculty of Social Science
- School of Creative Arts
- School of Graduate Studies
- All Faculties on Kumasi Campus
- All Faculties on Mampong Campus
- All Faculties on Ajumako Campus

Location

Ghartey Hall Block 'B' Room 47
Educational Block, Ground Floor (First floor, Room201)
Science Block, First Floor, Room 201
Faculty Block, First Floor (adjacent office of the HoD, Social Studies)
Central Campus, Main Block, Room 3
Faculty Block, Third Floor
Finance Section on Kumasi Campus
Finance Section on Mampong Campus
Finance Section on Ajumako Campus

3. Collect an official **Financial Clearance Form (FCF)** from Faculty Account Officers within 24 Hours after submission of pay-in-slip and then proceed with registration.

Online Course Registration Procedures

1. Registration would be done online via portals using the following address **sip.uew.edu.gh**
2. Key in your index number (10 Digit number) as your username and password after which you would gain access to the portal
3. Use the registration tab to gain access to the registration portal and register requisite courses obtained from your department.
4. Print out the registration slip and submit to your Departmental Administrator for endorsement
5. An Assisted Registration option would be available at the various departments by the Departmental Administrator

Please note that your Financial Clearance Form (FCF) would be requested before an assisted registration or endorsement of your registration print outs.

Thank you