APPLICATION GUIDELINES

All applicants are to ensure they have a valid and accessible **email address** before commencing the application process

A. **General Procedure**
1. Application vouchers can be purchased at Ghc220.00 via:
   o Short Code ***887*9#** (all networks)
   o All branches of the following banks: GCB Bank, Zenith Bank, ADB Bank
   o All branches of Ghana Posts
   NB: Please indicate the particular class of programme you intend to apply for at the point of purchase (e.g. Undergraduate Regular, International, Access etc)

2. You will receive a **PIN ONLY,** upon purchase of the E-Voucher.
3. Go to https://uhas.edu.gh/uhas/index.php/how-to-apply/
   and click on the link corresponding to the class of programmes you intend to apply for.
4. Verify the Voucher by entering your **PIN**
5. Click on **New Form** and complete the application.
6. Please use the **Save** button if you are unable to complete the form the first time
7. Click **Submit** when you are sure that you have provided accurate relevant information

NOTE: Ensure the accuracy of your information before you submit, as forms once submitted may not be edited

B. **To start the application process and Complete it at another time**
   i. Click **Save** at the point of intent to suspend the process
   ii. Enter your **valid and accessible email** address when prompted
   iii. A **Progress Code** will be sent to the email you provided
   iv. When ready to continue click on the link in *3 above*
   v. Select **Continue Application**
   vi. Enter the **Progress Code** received in *iii above*
   vii. Continue from where you left off.

C. **For application awaiting results**
   a. Complete the application as described in A and B above
When the results are ready
   b. Go to https://uhas.osis.online/admission-checker
   c. Enter the email address you provided
   d. A link will be sent to the email address provided
   e. Click the link to view your admission status
   f. Click on the "**Check Exams**" button
   g. Click on "**Add Exams**" button
   h. Select **Exam Type**
   i. Enter your Index Number
   j. Date of Exams (This is optional)
   k. Aggregate (This is Optional)

l. Click on **Add Results** Button

m. Click on **submit**

D. **Instructions for Checking your Application Status**

- Go to https://uhas.osis.online/admission-checker
- Enter the email address you submitted in your application form
- An email will be sent to you with a link to view your admission status

For Enquiries please contact:
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0503636926
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