

<https://www.uew.edu.gh/admissions/apply-online-uew-admissions>

## STEPS TO UPLOAD FILES INTO YOUR UEW APPLICATION PORTAL

### STEP 1: SELECT GROUP TWO

The screenshot shows the UEW Admissions portal. At the top, there is a banner with the text "ADMISSIONS" and "Applications are open for admissions to study at the University for the 2022/2023 academic year." Below the banner, there is a paragraph: "Applications are invited from qualified applicants for admission into regular, sandwich, distance and postgraduate programmes at the University of Education, Winneba for the 2022/2023 academic year." There are two boxes, one red and one blue, containing application instructions for Group 1 and Group 2 applicants respectively.

**GROUP 1 APPLICANTS:**  
Applicants who:

- were admitted but did not report for the 2018/2019 Academic Year.
- applied but were not admitted in 2019/2020 Academic Year.
- have never applied to UEW.

All applicants who fall within the categories above should [CLICK HERE](#) to apply.

**GROUP 2 APPLICANTS:**  
Applicants who:

- were admitted and reported in 2018/2019 Academic Year.
- were admitted in 2019/2020 Academic Year (whether reported or not).
- applied in 2020/2021 Academic Year.
- who enrolled and completed their programme of study within the last 3 years (from 2018/2019 to 2020/2021 Academic Year).

All applicants who fall within the categories above should [CLICK HERE](#) to apply.

### STEP 2: PROVIDE STUDENT NUMBER (9 DIGITS) & PIN(5 DIGITS CHOSEN BY YOURSELF WHEN YOU WERE COMPLETING THE FORM)

The screenshot shows the UEW Admissions portal login page. The page has a header with the University of Education, Winneba logo and the date "Thursday, 1st December 2022". There are two main sections: "Prospective Students" and "Registered Users: Login Credentials".

**Prospective Students**

If you are a prospective student, not registered at this institution, please select the following option:

**Apply, Register, Change personal information, get academic and other information and make payments.**

**Registered Users: Login Credentials**

Student  Personnel  Other  Alumni

**Student Number:**  
23000....

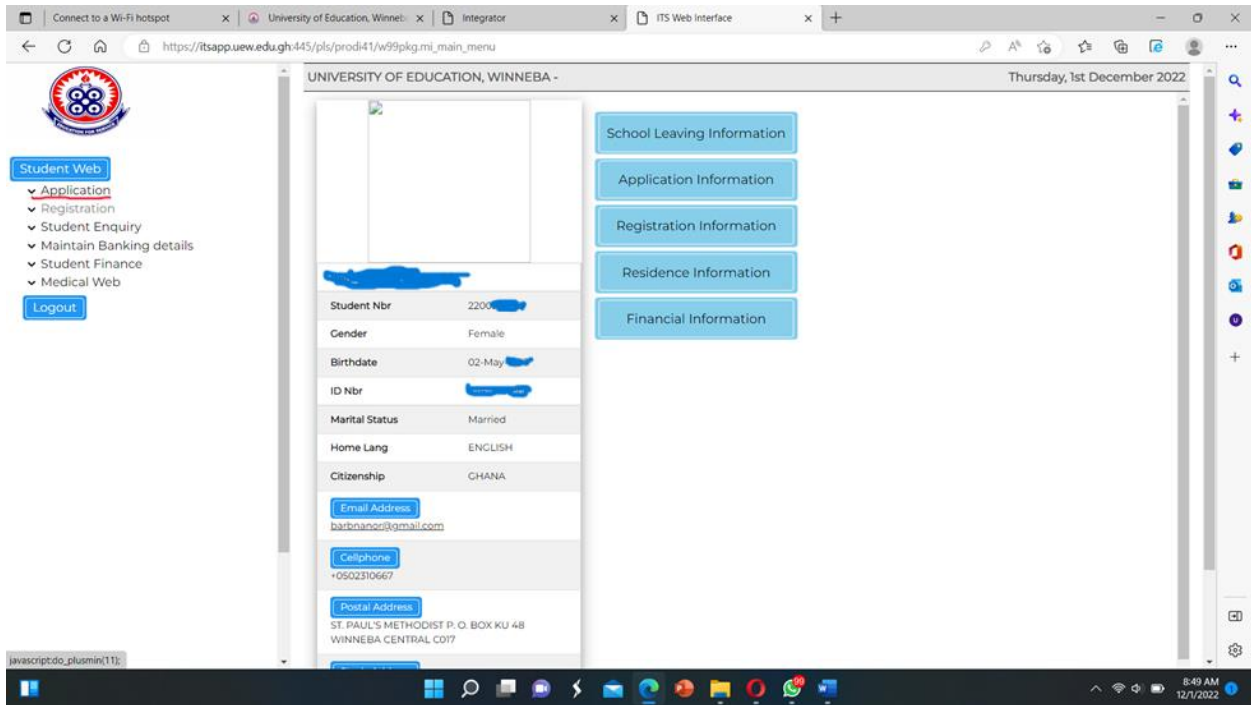
**Pin:**  
.....

(5 numeric digits. Do not start with a 0.)

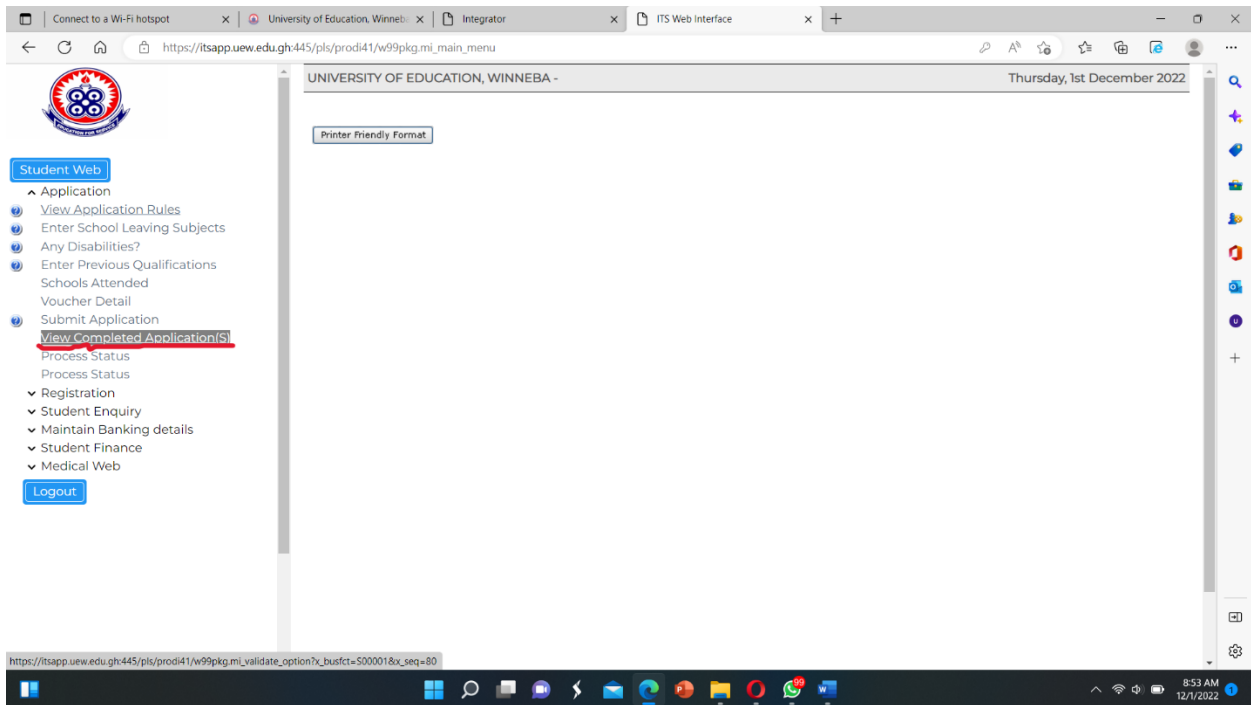
[Login](#) [Forgot Pin](#) [Change Pin](#) [Request A Pin](#)

[Forgot Student Number](#)

### STEP 3: CLICK ON APPLICATION AT YOUR LEFT TOP CORNER



### STEP 4: CLICK ON VIEW COMPLETED APPLICATION



## STEP 5: CLICK ON VIEW/UPLOAD (IN THE RECTANGULAR BOX)

UNIVERSITY OF EDUCATION, WINNEBA - Thursday, 1st December 2022

**View Completed Application(S)**

Student Number: 22002  
Name: [REDACTED]

Note: If any previously submitted applications exist click on the academic year to view its detail.

Academic Year	Academic Preference	Qualification	Description	WRS Score	Contract Code	Quote Number	Quote Total
2023	1	BEDEGE	BED (EARLY GRADE)	0			
2022	1	BEDEGE	BED (EARLY GRADE)				
2022	3	BEDECH	BACHELOR EDUC EARLY CHILDH EDUC KG - P3				

Load/View Documents

Choose Category

View/Upload - Alternate iEnabler Application Documents

## STEP 6: CLICK ON UPLOAD DOCUMENT

UNIVERSITY OF EDUCATION, WINNEBA - Thursday, 1st December 2022

**View Completed Application(S)**

Student Number: 22002  
Name: [REDACTED]

WRS Score	Contract Code	Quote Number	Quote Total
0			

Maintain Documents : Alternate iEnabler Application Documents

Student Number: 22002  
Student Number Numeric: 22002

Document Sequence	Date	File Name	Remarks
762186	17-SEP-21	[REDACTED].jpg	

**STEP 7: CLICK ON “CHOOSE FILE & UPLOAD” AND SAVE AND CLOSE.**

Please do same for all files until you have successfully uploaded all files.

**Note:**

Kindly notify us via whatsapp on the following contacts after you have successfully uploaded the files:

0505195241/0506476201 - Winneba Campus

0506476230/0508118634 - Ajumako

0506476257/0506476124/0506476253 - Distance (CoDEL)