

UNIVERSITY OF EDUCATION, WINNEBA

HOW TO UPLOAD FILES IF YOU HAVE "INCOMPLETE/AWAITING" ON YOUR APPLICATION STATUS





Take a good look at the picture below

To upload your files,

1. click on: https://helpdesk.uew.edu.gh/admissions/uploadDocument

UEW HELP DESK				A Home	
Directorate of ICT Services				ag mome	
	APPLICANT DOCUMENTATION CONFIRMATION REQUEST				
	Dear Applicant, your application is under review to complete your admission process to UEW.				
	Kindly upload any of the applicable document(s) given below to complete your admission process:				
	Applicant Number				
	UEW/230000009				
	200000048 \$ akwasiboafo23@gmail.com				
	Enter the email address you want your admission letter sent to.				
	ID Card: Ghana Card/NHIS/Driver's License/Passport				
	Choose File No file chosen				
	WASSCE Result/Certificate				
	Choose File No file chosen				
	SSSCE Result/Certificate				
	Choose File No file chosen				
	Diploma Result/Certificate				
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	Degree/Bachelors Certificate				
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To upload files : Ensure the files are well named: Eg. Boafo ID, Boafo WASSCE,etc. Click on choose files, locate the file on your gadget and upload

Do same for the other files, note: it must be done one after the other

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Kindly upload any of the applicable docum	ent(s) given below to complete your a	admission process:					
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UNIVERSITY OF EDUCATION, WINNEBA

- Click on "CHOOSE FILES" and do well to locate the file on your electronic gadget and upload into the system.
- Do same for the other files. Note: it must be done one file after the other.
- Click on "**PREVIEW**" to view the attached documents.
- Click on **"SUBMIT"** to have the files submitted to the University.
 - You may forward a copy of that to <u>admissionuploads@uew.edu.gh</u> accompanying the email with your student number eg. "UEW/230000093".



Use the picture below as a guide

UEW HELP DESK Directorate of ICT Services								🐔 Home
	APPLICAN		ION CONFIRMATIO	N REQUEST				
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