

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
Directorate of ICT Services

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/23000009

Phone Number
20000048

Email Address
akwasibofo23@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
Choose File No file chosen

Degree/Bachelors Certificate
Choose File No file chosen

CANCEL PREVIEW



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

APPLICANT DOCUMENTATION CONTINUATION 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

Phone Number
200000048

Email Address
akwasibofo23@gmail.com
Enter the email address you want to use

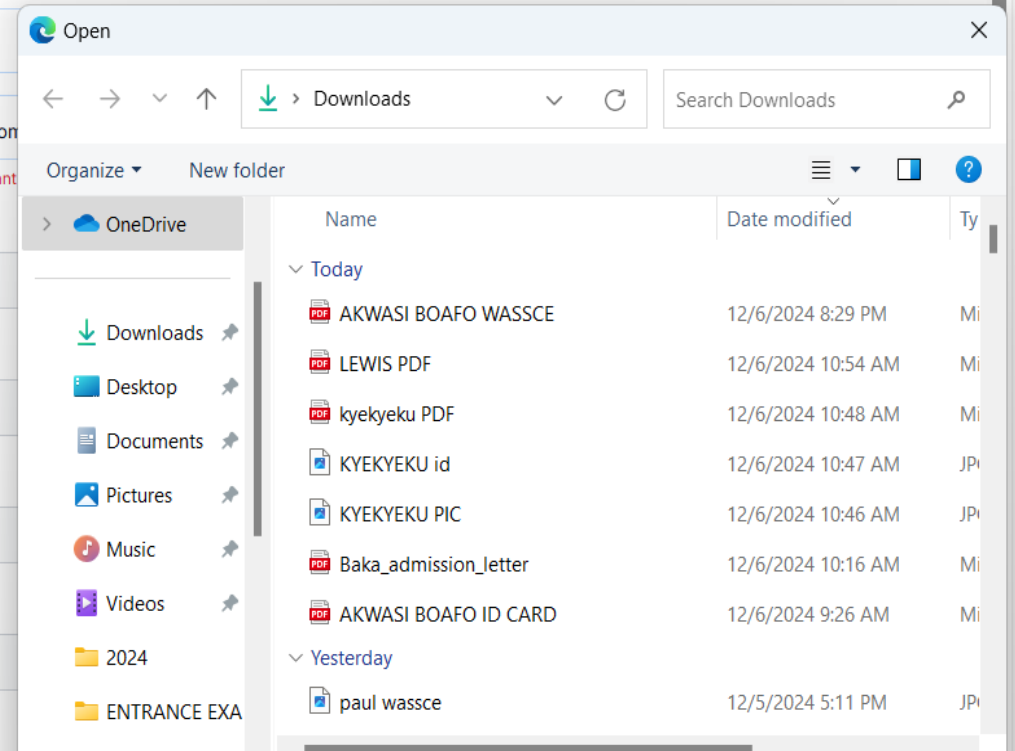
ID Card: Ghana Card/NHIS/Driver's License/Passport
Choose File No file chosen

WASSCE Result/Certificate
Choose File No file chosen

SSSCE Result/Certificate
Choose File No file chosen

Diploma Result/Certificate
Choose File No file chosen

Degree/Bachelors Certificate





- 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 admissionuploads@uew.edu.gh accompanying the email with your student number eg. “UEW/230000093”.



Use the picture below as a guide

UEW HELP DESK
Directorate of ICT Services

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

Phone Number: 200000048

Email Address: akwasibofo23@gmail.com
Enter the email address you want your admission letter sent to.

ID Card: Ghana Card/NHIS/Driver's License/Passport
Choose File: AKWASI BOAFO ID CARD.pdf

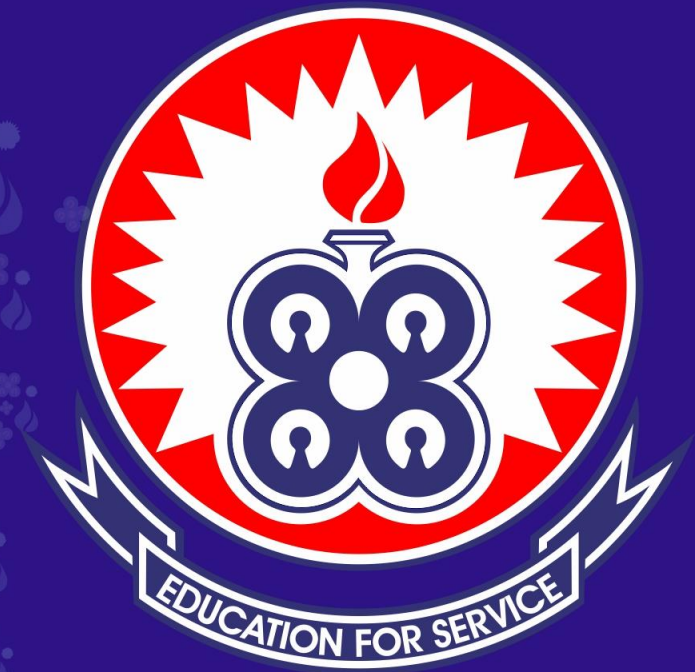
WASSCE Result/Certificate
Choose File: AKWASI BOAFO WASSCE.pdf

SSSCE Result/Certificate
Choose File: No file chosen

Diploma Result/Certificate
Choose File: No file chosen

Degree/Bachelors Certificate
Choose File: No file chosen

CANCEL PREVIEW



THANK YOU

www.uew.edu.gh