

NOTICE

PAYMENT OF RESIDENT PERMIT

All International students should note that hence forth, no student should give any staff cash for payment of any services except the Accounts Office. Students should ensure that for any payment they make at the Accounts Office, they are given receipts. All monies for resident permit should be paid directly into the University's Account in which school fees are paid. Please note the following details:

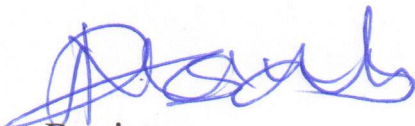
Resident permit cost GH¢120.00. Introductory letters for resident permit is GH¢30.00 (for continuing students only).

- Send payment slip to the Accounts Office for receipt.
- Send receipts to the International Students Coordinator.
- Note that the processing of resident permit takes about a month and its timeliness depends on immigration office processing.

Any student who has paid more than GH¢120.00 should submit proof of payment to the Deputy Registrar in the Office of the Registrar for further action.

Please Note: Any student who gives money to any staff does so at his/her own will and at his/her own risk. Receipts must be requested for all payments.

Thank you.



Registrar

October 22, 2014