

ONLINE ADMISSION PROCESS

SCHOOL: ASAWINSO SENIOR HIGH SCHOOL EMAIL: ASAWINSOSHS@GMAIL.COM LOC: ASAWINSO MOBILE: 0557813149

Friday, 7th November, 2025, 03:24 pm

This guide explains how to purchase your online Admission Code, complete the admission forms, and print your Admission Letter, Form, and Prospectus.

HOW TO BUY ONLINE ADMISSION CODE

- 1. Visit asawinsoshs.com to access the online admission portal.
- 2. Click on 'Buy Admission Code'.
- 3. Enter your mobile number and email.
- 4. Wait for a verification code sent to your mobile number.
- 5. Confirm the payment with the verification code.
- 6. Approve the payment amount.
- 7. Your Admission PIN and Code will be sent via SMS or email (may delay up to 60 minutes due to network).
- 8. If you do not receive your code within the time given, contact the IT Support Team.

STEP-BY-STEP: USE OF THE ADMISSION CODE

- 1. Visit asawinsoshs.com and click on 'Admission'.
- 2. Enter your full name exactly as it appears on your school placement form (same order and spelling).
- 3. Enter your 12-digit BECE index number exactly as it appears on the placement form.
- 4. Click 'Submit'.
- 5. Enter your Admission PIN and Code, then click 'Next'.
- 6. Fill your guardian's details and click 'Next'.
- 7. Complete all required fields on the form as they appear.
- 8. After submission, your student portal opens automatically.
- 9. In your portal, print your Admission Letter, Admission Form, and Prospectus.
- 10. Submit all printed documents and any other items specified in your Admission Letter on the reopening date.
- 11. Admission is incomplete until all required documents are submitted at school on the reopening date.

REQUIRED DOCUMENTS FOR ADMISSION

- BECE Results Slip.
- ENROLLMENT FORM.
- PLACEMENT FORM.
- Passport-sized Photograph(2 copies).

Attach these to your Admission Letter and Personal Record Form before submission.

IT SUPPORT TEAM

No active support team members found.