

# UNIVERSITY OF ABUJA

## INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) UNIT

### CHECK LIST FOR ADMISSION CHECKING, PAYMENTS AND REGISTRATION PROCEEDURES

#### NEW STUDENTS

All newly admitted students are expected to visit the University of Abuja official portal [www.portal.uniabuja.edu.ng](http://www.portal.uniabuja.edu.ng) (OR, visit the University website [www.uniabuja.edu.ng](http://www.uniabuja.edu.ng) and click on **Portal** at the top of the page).

On opening, a pop-up form will display instructions on how to use the portal. Clicking on **General Information** will also display the instructions.

On the portal, click on the **New Students** button. This will lead you to the portal dashboard where the options available will be displayed. However, those who have previously visited the portal and have been screened at their faculties can click on **Returning Students** to complete their registration.

Carefully follow the instructions below in that order, for online Admission Checking, Payments and Registration processes.

#### 1 **CHECK ADMISSION STATUS:**

Click on the button '**Check Admission status**' and enter your **JAMBID** in the box provided to check your admission status. If your status is '**Not Admitted**', patiently wait for the release of subsequent admissions.

If you are approved, please kindly proceed to JAMB website to accept your admission.

#### 2 **ADMISSION NOTIFICATION:**

Successful candidates will get a message on the course they are being offered. To print your **Admission Notification**, you are expected to pay the sum of **N4,500.00** through REMITA via the University Portal. **NOTE** that the system will not allow you to print Notification of Admission until you pay this fee. **DO NOT PAY CASH TO ANYBODY OR DIRECT TO THE BANK. ALL PAYMENTS MUST BE BY CARD OR INTERNET BANKING, AND ONLY THROUGH THE UNIVERSITY PORTAL.**

**THE UNIVERSITY WILL NOT BE RESPONSIBLE FOR ANY PAYMENT MADE THROUGH OTHER MEANS THAN THE ONE MENTIONED ABOVE.**

**ALSO NOTE THE REMITA CHARGES 1% PROCESSING FEE ON ALL ITEMS PAID.**

**2.5 Candidates who did not originally apply for the courses offered to them are required to pay the sum of 20,000 before they can print their notification fee.**

**3 PRINT ADMISSION NOTIFICATION**

Successful students who have paid the Admission Notification Fee can proceed to click the **Print Admission Notification** button. Also click on the **Download Admission Pack** to download registration documents and other notices. You will be required to supply your JAMBID and Surname in the boxes provided.

**4 DEPARTMENTAL SCREENING:**

Proceed to Faculty/Department Screening with your original credentials and Admission Notification printed earlier on.

**5 AFTER SCREENING:**

Successfully screened students should collect matriculation numbers from the screening officer and wait for 24hrs for the upload of their matric numbers by the ICT Unit. **NOTE** that ICT Staff will only collect matriculation numbers from the screening officers for uploading. No student should take his matriculation number to ICT staff for uploading.

**6 UPDATE BIO-DATA:**

Students should login with their Matriculation Numbers and update their Bio-Data by completing other personal information yet to be filled. **NOTE** that every information you give is important and is for the benefit of your studies. Ensure that all fields are completed in the Bio-Data form. Also check and make sure that your names are in order as collected from JAMB. **CHECK** that your surname, middle name and first name are correctly captured. Please, in case of error, fill a form for correction of names in the Registry Department. The names that appear on your admission letter are the names that will be on your certificate after graduation. There should be no abbreviation whatsoever in your names. ICT Unit will collect and update all corrected students information when approved by the Registrar.

**7 CHANGE YOUR PASS WORD:**

It is advisable for students to change their password from the default password to a customized password and protect it against hackers for security reasons. It is obligatory on you to protect your password. Do not allow your password to be used by another person other than yourself.

**8 UPLOAD PASSPORT PHOTOGRAPH:**

Upload your passport photograph and save it with your Matriculation Number with the extension **.JPG**. The size should be as stipulated on the portal (100x100 pixels, not more than 100kbytes) .This is very important because your payment receipts will not be valid without your passport photograph.

**9 PAY SCHOOL FEES:**

Students can pay school fees and other incidental charges on the portal. They can also print receipts of all payments. **NOTE** that using the suggested modes of

payment on our portal is to safeguard your funds and to avoid loss of money during payment transactions.

10 **HOSTEL ACCOMMODATION:**

Application for Hostel Accommodation is optional and should be done through the portal. Click on **Hostel Accommodation** on the Dashboard to book for accommodation. Applicants shall be treated based on first-come-first serve basis.

A period of one week from the date of approval shall be given to students whose applications have been approved to make payment. All booked spaces not paid for within one week of booking shall be revoked.

**NOTE** that you cannot book more than once. Also make sure you choose a hostel on the campus where your faculty is located. **PLEASE, DO NOT PAY FOR ACCOMMODATION WITHOUT A BOOKING. THERE WILL BE NO REFUNDS.**

11 **EVIDENCE OF PAYMENT OF ACCOMMODATION:**

Successful students that have been allocated hostel accommodation should Print Bed Space Booking Approval, pay Hostel Accommodation Fee and print evidence of payment. They should also print Bed Space Allocation Slip and Hostel ID Card. At this point they can proceed to their various Hostels and see their Hostel Administrators to occupy their allocated spaces.

12 **COURSE REGISTRATION:**

After screening and Bio-Data Update, click **Returning Students** on the main Undergraduate Portal menu. Log in with your Registration Number and Password. This takes you to your Dashboard where you can select **Course** Registration on the left panel. Complete your Registration by registering all the courses you are expected to offer this session. **NOTE** that your Course or Level Coordinator as the case may be, is assigned to guide you on what to do. You need to know your Level Coordinator.

13 **MEDICAL REGISTRATION:**

Complete the Medical Record Forms downloaded earlier fill them and visit the University Medical Centre for further instructions.

14 **LIBRARY REGISTRATION:**

Visit the University Library and register as a student so that you can have access to Library facilities.

15 **DOCUMENTATION:**

Submission of all verified registration and payments documents as required by the University in appropriate files as guided by your Faculty officer

16 **MATRICULATION OATH:**

Signing of Matriculation oath is an important event in the history of new students. It is only when this is completed that they are regarded as students of the University of Abuja.



**UNIVERSITY OF ABUJA, ABUJA**  
**ACADEMIC PLANNING UNIT**  
**(Office of the Vice-Chancellor)**

**REVIEWED ACADEMIC CALENDAR FOR THE**  
**2017/2018 ACADEMIC SESSION**

S/N	DATE	ACTIVITIES
1.	Monday, 15 <sup>th</sup> January, 2018	Commencement of 2017/2018 Academic Session & Arrival of fresh students Normal Online Portal Registration begins for <b>Fresh Students</b>
2.	Sunday, 21 <sup>st</sup> January, 2018	Arrival of Returning Students
3.	Monday, 22 <sup>nd</sup> January, 2018	Normal Portal Registration begins for <b>Returning Students</b> <b>Change of Course forms available for returning students</b> First Semester Lectures begin for undergraduate and postgraduate students (15 weeks)
4.	Thursday, 15 <sup>th</sup> February, 2018	Late Portal Registration begins for <b>all Students</b>
5.	Friday, 16 <sup>th</sup> February, 2018	Matriculation Ceremony & Orientation for new entrants
6.	Monday, 19 <sup>th</sup> February, 2018	Online late portal registration ends for all students
7.	Friday, 23 <sup>rd</sup> and Saturday, 24 <sup>th</sup> February, 2018	<b>Convocation Ceremony</b>
8.	Wednesday, 7 <sup>th</sup> March, 2018	All Registration documents submitted to relevant units.
9.	Friday, 16 <sup>th</sup> March, 2018	End of submission of completed Change of Course forms
10.	Monday, 23 <sup>rd</sup> April, 2018	Seminar on Integrity of Examinations
11.	Monday, 30 <sup>th</sup> April – Friday, 4 <sup>th</sup> May, 2018	Revision Week
12.	Friday, 4 <sup>th</sup> May, 2018	<b>End of First Semester Lectures</b>
13.	Monday, 7 <sup>th</sup> May, 2018	Commencement of First Semester Examinations for regular undergraduate students (4 weeks)
14.	Saturday, 2 <sup>nd</sup> June, 2018	End of First Semester Examinations for regular undergraduate Students
15.	Monday, 4 <sup>th</sup> June, 2018	Inter-Semester Break (1 week) for undergraduate students
16.	Monday, 4 <sup>th</sup> June – Friday, 8 <sup>th</sup> June, 2018	First Semester Remedial Science Examinations
17.	Monday, 4 <sup>th</sup> June – Saturday 16 <sup>th</sup> June, 2018	First Semester Postgraduate Students Examinations
18.	Sunday, 10 <sup>th</sup> June, 2018	<b>Resumption for Second Semester</b>
19.	Monday, 11 <sup>th</sup> June, 2018	Second Semester Lectures begin for undergraduate students (15 weeks)
20.	Monday, 18 <sup>th</sup> June, 2018	Second Semester Lectures begin for postgraduate students
21.	Monday, 10 <sup>th</sup> September, 2018	Seminar on Integrity of Examinations
22.	Monday, 17 <sup>th</sup> September – Friday, 21 <sup>st</sup> September, 2018	Revision Week (1 week) Second Semester Examinations for Students going on SIWES and Remedial Programme (1 week)
23.	Saturday, 22 <sup>nd</sup> September, 2018	End of Second Semester Lectures for regular undergraduate students
24.	Monday, 24 <sup>th</sup> September – Saturday, 20 <sup>th</sup> October, 2018	Second Semester Examinations for regular undergraduate students (4 weeks)
25.	Monday, 22 <sup>nd</sup> October – Friday, 2 <sup>nd</sup> November, 2018	Second Semester Postgraduate Examinations
26.	Saturday, 3 <sup>rd</sup> November, 2018	End of 2017/2018 Academic Session

**Signed:**  
**Prof. I.M. Dagwa**  
 Director

