



IGNATIUS AJURU UNIVERSITY OF EDUCATION  
RUMUOLUMENI, P.M.B. 5047  
PORT HARCOURT

*Office of the Registrar*

9<sup>TH</sup> NOVEMBER, 2021

**CLEARANCE PROCEDURE AND REQUIREMENTS FOR 2021/2022  
ADMISSION OF UTME AND DIRECT-ENTRY CANDIDATES**

The 2021/2022 clearance exercise for the UTME and Direct-Entry admitted candidates will commence on (Monday, 15<sup>th</sup> November, 2021). To ensure that incoming candidates fully comply with the Covid-19 life-saving protocols, the University has decided to automate the clearance process as much as possible. This will ensure that incoming candidates do not gather together as a crowd or experience unnecessary stress during the process. Therefore, the clearance process will be decentralized and in dual mode (online/physical).

**Requirements and Procedure:**

- Login to your JAMB Central Admission Processing System (CAPS), accept the offer for admission and print your admission letter and result slip. (Colored Printout only). Please note that admission letter will be authenticated.
- Pay Acceptance fee of **N68, 000.00** only online using the following methods: Pay-Direct, Mastercard or Verve (login to enterpriseschoolsportal.iauae.edu.ng. (payment receipt will be verified).
- Update your bio-data and other fields with required information in the University portal.
  
- Deadline for accepting your admission on JAMB CAPS and payment of acceptance fee for the candidates admitted on merit is on the (19<sup>th</sup> November, 2021). ***Implication: Admission will be reversed for candidates that have not accepted their offer and paid acceptance fee before the aforementioned date.***
- Proceed to your Faculty Conference Hall with the under-listed documents with effect from (15<sup>th</sup> November, 2021) for verification and clearance. Clearance schedules for the departments will be published online later.

<u>S/N</u>	<u>Items</u>	<u>Remarks</u>
1.	Acceptance Form.	From IAUE Portal
2.	Departmental Eligibility Form.	From IAUE Portal
3.	University Provisional Admission Letter.	From IAUE Portal
4.	Admission Status.	From IAUE Portal
5.	Acceptance Fee, Faculty/departmental dues Receipt.	From IAUE Portal
6.	Original JAMB Result Slip.	From JAMB Website
7.	Original JAMB Admission Letter.	From JAMB Website
8.	Registration for Screening Payment receipt	From IAUE Portal
9.	Letter of Attestation or Recommendation	(Addressed to the Registrar)
10.	Age Declaration/Birth Certificate.	-
11.	Local Government Identification Certificate.	-
12.	Functional Email Address and Phone Number.	-
13.	4 File Jacket (Student Files) obtainable at the University Bookshop.	-
14.	4 Passport Photographs.	-
15.	O' Level Results (NECO, WASC)	-
16.	NCE, OND, NABTEB Results (for DIRECT ENTRY Candidates ONLY)	
17.	Identity Card Clearance Form.	From IAUE Portal
18.	Bio-Data Printout.	From IAUE Portal

### **Summary**

1. Candidates are required to pay all fees online and proceed to the Faculty Conference Hall for their physical and online clearance after obtaining all the documents required for clearance as stated on page 2 of this document.
2. When a candidate has been cleared by the Admissions Unit, the portal will automatically generate a Clearance Approval Notice of the Admissions Office for the candidate.
3. When a candidate has been cleared by the Faculty, the portal will also generate a Clearance Approval Notice for the candidate.
4. At completion of the clearance process, the candidate will be required to print all Clearance Approval Notices (Admissions, and Faculty) and put the same in the candidate's file jacket before final submission to the Faculty Officer.
5. The candidate can now proceed online for payment of school fees.
6. This marks the end of registration for the 2021/2022 admitted candidates.

### **Note:**

1. Candidates who do not accept the offer for admission can visit their profiles on JAMB CAPS and reject the admission.

2. Candidates of the Faculty of Vocational and Technical Education will do their clearance at the Rumuolumeni Campus at the Department of Home Economics, Tourism and Hospitality Building. Thereafter, they can proceed to the Ndele Campus for their academic activities.

Congratulations and Welcome to the University.

**(Signed)**

**K.H. Kue-Ikoro (Mrs.)**

**Registrar**