

PROCEDURE FOR ACCEPTANCE OF ADMISSION, REGISTRATION AND PAYMENTS OF SCHOOL CHARGES

1. Successful candidates should check the University website www.fudutsinma.edu.ng to re-confirm their admission status and the programmes of study for which they were admitted.
2. Candidates are advised to study and note the specific Departmental subjects requirements before coming to the University to start registration.
3. All candidates should **note** that, the University requires Credit in English and Mathematics in all its programmes. Direct Entry (DE) candidates should also **note** that, Diploma obtained from another University, NCE below nine (9) points and National Diploma (ND) below Lower Credit would not be accepted for registration.
4. Successful candidates are to report to the University for clearance/Registration from Monday 28th November to Friday, 9th December, 2016.
5. Lectures for the first semester of 2016/2017 Session will commence on Monday, 5th December, 2016.

STEP –1 PROCEDURE FOR PAYMENT OF THE ACCEPTANCE FEES

Successful candidates who confirmed that their names are on the Admission list are to make a **non-refundable** payment of ten thousand naira

(₦10, 000.00) only for acceptance of admission:

a. Candidates are to log on unto www.remita.net and:-

- Click on the 'PAY A FEDERAL GOVERNMENT AGENCY' box which redirects you to a new page;
- On the 'Name of MDA' box type FEDERAL UNIVERSITY DUTSINMA;
- On the 'Name of Service/Purpose', click on the drop list and select '**ADMISSION ACCEPTANCE FEE**' option;
- On the 'Amount to pay' a non-refundable fee of ten thousand naira (₦10,000.00) only;

Complete the form and print. Proceed to any of the commercial banks and make payments through remita;

b. After payments, candidates are advised to come along with the evidence of payment from the bank to the University for collection of receipt.

- c. After Payment of Acceptance Fees, go to the University portal <http://portal.fudutsinma.edu.ng/admissions> to printout the following document and sign before moving to the registration centre:
- i) Acceptance of Offer of Provisional Admission (Form FUDMA/02)
 - ii) Undertaking Against Cultism (Form-FUDMA/01)
 - iii) Printed copy of Letter of Provisional Admission
- d. Proceed to the screening centre with all required documents as listed below for screening and verification of results.
- i) Signed copy of Acceptance of Offer of Provisional Admission (Form FUDMA/02) from the University Website;
 - ii) Printed copy of Letter of Provisional Admission from the Portal;
 - iii) Copy of Admission/JAMB result Slip
 - iv) Original and photocopy of Birth Certificate;
 - v) Original and photocopy of O' Level certificates/statement of results;
 - vi) Two copies of passport photograph;
 - vii) Letter of Reference from a person of reputable standing in the society vouching for your good behaviour;
 - viii) A signed copy of Undertaking Against Cultism (Form FUDMA/01) downloaded from the University website www.fudutsinma.edu.ng

STEP -2 PROCEDURE FOR PAYMENT OF THE SCHOOL CHARGES

After clearance, the successful candidates are to generate remita again and make a payment of School charges according to the programme on the following procedures for continuation of registration.

- a. Candidates are to log on unto www.remita.net and:-
- Click on the 'PAY A FEDERAL GOVERNMENT AGENCY' box which redirects you to a new page;
 - On the 'Name of MDA' box type FEDERAL UNIVERSITY DUTSINMA;
 - On the 'Name of Service/Purpose', click on the drop list and select 'UNDER-GRADUATE FRESH-STUDENT' option;
 - On the 'Item list' select the appropriate course; the Amount to pay will reflect automatically.
 - On the 'Faculty' select your Faculty
 - On the 'Programme' select your programme
 - On the ' Department' select your Department
- Complete the form and print. Proceed to any of the commercial banks and make payments through remita;

- b. After payments, candidates are advised to come along with the evidence of payment from the bank to the University for collection of receipt.
- c. Log onto the portal at <http://portal.fudutsinma.edu.ng/admissions> to generate a School charges for 2016/2017 academic session as shown in the table below:

S/N	DESCRIPTION OF CHARGES	FRESH STUDENTS
A	COMPULSORY CHARGES	
1	<i>Admission Acceptance Fee (Non Refundable)</i>	<i>10,000.00</i>
2	<i>Certificate Verification</i>	<i>3,000.00</i>
3	<i>Departmental Charge</i>	<i>,000.00</i>
4	<i>Examination</i>	<i>5,000.00</i>
5	<i>Faculty Charge</i>	<i>1,000.00</i>
6	<i>Sports/Games</i>	<i>1,500.00</i>
7	<i>ICT Charges</i>	<i>7,000.00</i>
8	<i>ID Card</i>	<i>800.00</i>
9	<i>Library</i>	<i>3,000.00</i>
10	<i>Matriculation</i>	<i>1,000.00</i>
11	<i>Medical</i>	<i>3,000.00</i>
12	<i>Orientation/Students Handbook</i>	<i>1,000.00</i>
13	<i>Sanitation & Utilities</i>	<i>5,000.00</i>
14	<i>Student Records</i>	<i>1,500.00</i>
15	<i>Tuition</i>	<i>-</i>
16	<i>Development Levy</i>	<i>5,000.00</i>
17	Laboratory/Workshop/Studio Charge for All students EXCEPT History, Sociology, Political Science and Business Management	<i>10,000.00</i>
18	SIWES/ Teaching Practice (For Faculty of Agriculture, Faculty of Science, Geography Department and Faculty of Education).	<i>5,000.00</i>
Sub-Total		<i>66,800.00</i>

B	NON-COMPULSORY CHARGES	
19	<i>Hostel Accommodation (Bed Space)</i>	<i>90.00</i>
20	<i>Hostel Maintenance</i>	<i>10,000.00</i>
Sub-Total		<i>10,090.00</i>
GRAND TOTAL		<i>₦76,890.00</i>

STEP - 3 Hostel Accommodation (OPTIONAL)

Limited hostel accommodation is available on first-come-first-serve basis for male and female students.

Again, candidates are to generate remita and make a payment of **Hostel Accommodation fee** on the following procedures:

a. Candidates are to log on unto www.remita.net and:-

- Click on the 'PAY A FEDERAL GOVERNMENT AGENCY' box which redirects you to a new page;
 - On the 'Name of MDA' box type FEDERAL UNIVERSITY DUTSINMA;
 - On the 'Name of Service/Purpose', click on the drop list and select **'Hostel Accommodation Fee'** option;
 - On the 'Department' select your Department
 - On the 'Faculty' select your Faculty
 - On the 'Course of Study' select your programme
- Complete the form and print. Proceed to any of the commercial banks and make payments through remita;

b. After payments, candidates are advised to come along with the evidence of payment from the bank to the University for collection of receipt.

Also, students are requested to carry along evidence of payment for hostel accommodation and other relevant documents to the Student Affairs Deanery for further processing.

Courses for the Semester

Check the courses you are to offer in the first semester on the University portal. Make sure you don't register more than 24 credit units.

Confirmation of Registration

Once you fill your forms online and click submit, check back on the portal after 2 days using your username and password to print the approved registration forms.

Support and Inquiries

For any inquiry or support use the following help lines:

For e-mails: acadoffice@fudutsinma.edu.ng, OR info@fudutsinma.edu.ng

Telephone and text message: 08050828501

Signed

Aliyu Dalha Kankia
Registrar