

REGISTRATION GUIDELINES FOR THE 2016/2017 SESSION (NEW STUDENTS)

PLEASE READ THE FOLLOWING STEPS CAREFULLY BEFORE STARTING YOUR ONLINE REGISTRATION

STEP 1: ADMISSION DOCUMENTATION

All new students are expected to have gone through the verification stage.

- a) Use **Google Chrome Browser or Mozilla Firefox** to log on to www.umyu.edu.ng/undergraduate_admission_letter
- b) To print your Admission Letter, click on 'Print Admission Letter' link at the left hand side. It is recommended to use a color printer to print your admission letter. **Note that you can only print your original admission letter ONCE.**
- c) Click on 'Print Other Forms' under the 'Print Admission Letter' link to download and Print Student Guarantor Form, Acceptance of Provisional offer of Admission Form and Form 01.
- d) Fill the forms diligently and proceed to the next step.

STEP 2: PROFILE UPDATE

Before proceeding to this step make sure that you have completed STEP 1 successfully.

- a) To commence the online registration, go to www.portal.umyu.edu.ng , click 'New Student Login', enter your UTME/DE Reg. No and UTME score/DE Password. Click 'Log on to portal' under 'Print Other Forms' link to open your personalized page.
- b) Supply all the required information on your personalized page including your most recent passport photograph (Snapped on **RED** background), signature, email address, home address and phone number.

IMPORTANT NOTES

- Please ensure that all the information supplied above is to the best of your knowledge correct.
- Your recent passport photograph and signature must be legible and in JPEG format less than 100kb in size.
- Ensure you click on the 'Save Profile' button at the end of the page to complete your registration.

STEP 3: PAYMENT OF TUITION FEES

Before proceeding to this step make sure you complete STEP 2 successfully.

- a) The system will automatically redirect you to the payment page immediately you click the 'Save Profile' button as described in step 2 above.
- b) Please choose any of the following payment options to pay your school fees:
 - i. Pay Choice:
Use this option to generate transaction ID to pay cash in any of the following Banks:-
 - Fidelity Bank (Nationwide)
 - FCMB Katsina Branch
 - UBA Katsina Branch
 - Union Bank Katsina Branch
 - Skye Bank Katsina Branch
 - Keystone Bank Katsina Branch

Or use Quickteller by login on to www.quickteller.com/umyu and follow the instructions.

IMPORTANT NOTES

- Payments made at Banks other than Fidelity Bank attract an additional Bank Charge of ₦100.00 only.
- ii. College Pay: Use this option to pay online with your ATM card via the Interswitch Platform.

STEP 4: COURSE REGISTRATION

- a) Collect your University Email address from the Directorate of ICT (DICT).
- b) To commence the online Course registration, log on to 'portal.umyu.edu.ng' using your university email address collected from the DICT to open your personalized page and register your courses.

STEP 5: SUBMISSION OF REGISTRATION DOCUMENTS

Submit two copies of all completed forms, payment receipts, S.S.C.E scratch card and credentials to your department and academic office.

STEP 6: ACCOMMODATION RESERVATION/PAYMENT

Please note that students can only make room (bed-space) reservation after payment of tuition fees.

- a) To make a room (bed-space) reservation click on 'Reserve Hostel Room' link on your portal profile.
- b) Upon successful reservation, proceed to make payment using any of the payment options above.

IMPORTANT NOTES

- Note that room (bed-space) reservation expires after 48Hrs if payment is not made.
- Accommodation payment attracts an additional ₦300.00 Bank Charges.

Please contact Registration Helpdesk on registration.helpdesk@umyu.edu.ng or +23465290261, +23465290247 and +234 65290279 for inquiries related to new students' registration.

Thank you.

REGISTRATION EXERCISE TIMELINES FOR THE 2016/2017 SESSION

The following timeline has been approved for the registration of fresh and returning students for the 2016/2017 academic session.

Item	Activity	Period
I.	Issuance of letters of admission/payment	28/12/2016 – 30/01/2017
II.	Registration of fresh students begins	28/12/2016 – 30/01/2017
III.	Central registration for returning students including Law students to begins	30/01/2017
IV.	Course registration for returning students including Law students to begins	30/01/2017
V.	Normal registration for ALL students ends	10/02/2017
VI.	Late registration for ALL students begin	13/02/2017
VII.	Late registration for ALL students ends	17/02/2017
VIII.	Add and Drop	20/02/2017 – 03/03/2017

Signed
Registrar