UNIVERSITY OF PORT HARCOURT PORT HARCOURT

REQUIREMENTS FOR COLLECTION OF CERTIFICATES

		SESSION OF GRADUATION								
S/NC	REQUIREMENTS	2011/2012 SESSION BA	CKWARDS	2012/2013 SESSION			2013/2014 SESSION			
		FIRST DEGREE (FULL- HIGHER		FIRST	DEGREE	HIGHER	FIRST DEG			
		TIMEAND PART- TIME/SANDWICH), CERTIFICATE, & DIPLOMA	DEGREE	FULL- TIME, ACIB/B.Sc, POST-HND & SSLT	PART-TIME (CCE)/SANDWICH	DEGREE	FULL- TIME, ACIB/B.Sc, PHND, SSLT	PART-TIME (CCE)/SANDWICH	HIGHER DEGREE	
1.	ORIGINAL SUCCESS LETTER	Applicable	Applicable	Applicable	Applicable	Applicable	Not Applicable	Applicable	Applicabl	
2.	CLEARANCE FORM DULY SIGNED BY: (i) Head of Department (ii) Bursar (Students Account Officer) (iii) Faculty Officer/ College Secretary (iv) University Librarian	Applicable	Applicable	Applicable	Applicable	Applicable	Applicable	Applicable	Applicabl	
3.	ALUMNI ASSOCIATION FEE RECEIPT Pay the sum of N3,000.0 0 (Bank charges inclusive), at any Branch of the University approved Banks, except U & C Microfinance Bank Thereafter, print receipt onlineand obtain Receipt from the Treasury Office, Bursary Department, 2nd Floor, Senate Building, University Park.	Applicable	Applicable	Applicable	Applicable	Applicable	Applicable	Applicable	Applicabl	

REQUIREMENTS FOR COLLECTION OF CERTIFICATES

	REQUIREMENTS SESSION OF GRADUATION								
S/NO.	~	2011/2012 SESSION BACKWARDS		2012/2013 SESSION			2013/2014 SESSION		
		FIRST DEGREE	HIGHER DEG			HIGHER	FIRST D		HIGHER
		(FULL-TIME		FULL- TIME,	PART-TIME (CCE) /	DEGREE	FULL-TIME, ACIB/B.Sc,	PART-TIME (CCE) /	DEGREE
		AND PART-		ACIB/B.Sc	SANDWICH		POST-HND,	SANDWICH	
		TIME/SANDWICH),		POST-HND	DILITO VICE		SSLT	BILL (D (VICI	
		CERTIFICATE, & DIPLOMA		& SSLT					
4.	ORIGINAL	DIFLOMA							
7.	CERTIFICATE								
	FEE RECEIPT								
	Pay the sum of N5,500.00								
	(five thousand, five hundred								
	naira) at the underlisted								
	Bank and obtain receipt								Applicable
	from the Treasury Office,	Applicable	Applicable	Not	Applicable	Applicable	Not	Applicable	
	Bursary Department, 2 nd			Applicable			Applicable		
	Floor,			(see S/No.5)			(see S/No.5)		
	Senate Building, University Park.								
	Name of Bank: First								
	Bank of Nigeria PLC								
	Account Name: Uniport								
	Student Fees A/C								
	3								
	Account Number:								
	2019256382								
5.	CONVOCATION PACK								
	(STUDENT'S COPY OF								
	TRANSCRIPT AND ORIGINAL CERTIFICATE)								
	RECEIPT	Not Applicable	Not Applicable	Applicable	Not Applicable	Not Applicable	Applicable	Not Applicable	Not Applicable
	Pay the sum of N23,000.00								
	(Bank charges inclusive), at								
	any Branch of the University								
	approved Banks, except U &								
	C Microfinance Bank.								
	Thereafter, print receipt								
	onlineand obtain Receipt								
	from the Treasury Office, Bursary Department, 2nd								
	Floor, Senate Building,								
	University Park.								
<u> </u>	Omversity I aik.		l .			<u>I</u>		l	

REQUIREMENTS FOR COLLECTION OF CERTIFICATES

S/NO.	REQUIREMENTS	SESSION OF GRADUATION								
	~	2011/2012 SESSIO	N BACKWARDS	2012/2013 SESSION			2013/2014 SESSION			
		FIRST HIGHER DEGREE		FIRST DEGREE HIGHER			FIRST DEGREE		HIGHER	
		DEGREE(FULL- TIME AND PART-TIME), CERTIFICATE,& DIPLOMA		FULL- TIME, ACIB/B.Sc, POST-HND & SSLT	PART-TIME (CCE) / SANDWICH	DEGREE	FULL-TIME, ACIB/B.Sc, POST-HND &SSLT	PART-TIME (CCE)	DEGREE	
6.	STUDENT I.D. CARD (OR AN AFFIDAVIT SWORN TO AT THE COURT, WITH A RECENT PASSPORT PHOTOGRAPH, IF I.D. CARD IS MISSING).	Applicable	Applicable	Applicable	Applicable	Applicable	Applicable	Applicable	Applicable	
7.	PAYMENT FOR HIRE OF CONVOCATION GOWN First Degree, Certificate and Diploma = N3000.00 (Bank details and procedure are same as S/No 4 above) Higher Degree = N5000.00(Payment is made at the U & C Microfinance Bank thereafter, obtain receipt from the College of Graduate Studies)	Applicable	Applicable	Applicable	Applicable	Applicable	Applicable (The Final Year Students in the 2013/2014 session who paid for this along with their Non- Statutory Charges are to present the Receipt in this regard).	Applicable	Applicable	

Note: Certificates are not issued by proxy.

* Please this supersedes the schedule dated 22nd June, 2015

Signed: Registrar 24th August, 2015