



AKWA IBOM STATE UNIVERSITY

P.M.B. 1167 UYO, AKWA IBOM STATE, NIGERIA

Main Campus:
Ikot Akpaden, Mkpat Enin L.G.A.

Obio Akpa Campus:
Obio Akpa, Oruk Anam L.G.A.

SCREENING/REGISTRATION PROCEDURE FOR FRESH STUDENTS INTO AKWA IBOM STATE UNIVERSITY

All newly admitted students whose names are on the admissions list for 2014/2015 academic session, should please note and comply with the under listed step by step process of registration in Akwa Ibom State University. There will be conference screening/registration at the main auditorium in both campuses of the University.

Note that no candidate can be screened or registered by proxy. All candidates are therefore advised to personally appear for the screening/registration exercise as the University will not be liable for any misrepresentation of details including payment of fees.

STEP I: ACCEPTANCE FEES

All duly admitted students into Akwa Ibom State University will be required to pay a non-refundable acceptance fee of **N5,000** (Five Thousand Naira) only to designated banks and obtain acknowledgement slip which should be exchanged with a University Official Receipt from the Bursary.

Procedure for Payment of Acceptance/School Fees/Charges Students

(a) PAY@BANK OPTION

The steps for **BANK** payments are as follows:

- 1) Visit <http://www.aksu.edu.ng> from any internet access point (E.g. Cybercafés).
- 2) Click on the link “**PAY ACCEPTANCE**” under **Admission Menu** on the top panel.
(Acceptance Fee Payment)
- 3) Click on the link “**MAKE PAYMENT**” under **Students Menu** on the left panel. **(School Fee Payment)**
- 4) Enter your **Jamb registration** number and login.
- 5) Select the **SCHOOL FEE or ACCEPTANCE** button as **applicable** and click **CONTINUE** button.
- 6) Select **FULL PAYMENT** or **PART PAYMENT**
- 7) Click on print button to print the **Pre-Payment Analysis Slip**.
- 8) Click on **MAKE PAYMENT** button to make payment using **PAY4ME** platform.
- 9) Select **Pay AT BANK** mode from the payment mode option menu.
- 10) The list of banks supported on the platform appears, click the **CONTINUE** button to proceed.
- 11) An **ACKNOWLEDGMENT SLIP** containing your transactions details appears.
- 12) Click on **PRINT ACKNOWLEDGEMENT SLIP** button to print the slip.
- 13) With the **Acknowledgment slip** visit any branch of the banks listed on the platform.
- 14) At the bank, the bank teller uses **the Acknowledgment slip** to accept the payment in Cash and provides the student/candidate with e-payment receipt.
- 15) Visit the bursary department to change your e-receipt to the University official receipt.

Banks on the Partner's Network

1. Akwa Saving & Loans Bank
2. Sterling Bank
3. United Bank for Africa(UBA)
4. **First City Monument Bank (FCMB)**
5. Diamond Bank
6. Unity Bank
7. Diamond Bank
8. Enterprise Bank

STEP II: SCREENING EXERCISE

Candidates who have accepted the offer of admission are to report to the University for Screening Exercise, as follows:

Students admitted to Faculties of (1) **Agriculture**, (2) **Arts**, (3) **Social and Management Sciences** are to report at Obio Akpa Campus of the University, Oruk Anam Local Government Area for their registration and academic activities; while those admitted to Faculties of (1) **Education**, (2) **Natural and Applied Sciences**, (3) **Engineering** are to report at the main campus, Ikot Akpaden, Mkpata Enin Local Government Area, accordingly. The following documents will be required for the screening:

(a) Original and photocopies of the following:

(i) Certificates (WASC, SSCE, GCE O/L, NECO, NABTEB, TC II, Etc)

Students should note that only certificates or online printout of results will be accepted.

(ii) Certificate of Origin

(iii) Birth Certificate or Sworn Declaration of Age

(iv) JAMB Registration Slip

(v) JAMB Result Slip (UME)

(b) 5 recent passport size photographs (2x2 color passports)

Candidates will be directed to designated points for screening of the above documents where clearance certificate will be issued by Screening Officials.

STEP III: PAYMENT OF SCHOOL FEES

All fresh students, **after clearance**, should proceed to pay the prescribed school fees following the procedures outlined in **STEP I** above and present the **e-receipt** for school fees to the Bursary Staff and collect official university receipts. **Note that no student will be registered without payment of fees.**

STEP IV: BIO-DATA REGISTRATION

GENERAL PROCEDURE FOR ONLINE BIO DATA REGISTRATION FOR NEW STUDENTS

After the completion of step III, students are to visit the university website from any internet access point (E.g. Cybercafés) and complete the online bio-data registration process following the procedures outlined below:

1. Log on to the address: <http://www.aksu.edu.ng> from any Internet access point (e.g. CYBERCAFÉS)
2. Click on the link "**REGISTRATION**" under "**ADMISSION**" Menu on top bar.
3. Enter your **Jamb Registration** Number without any space and click on login.
4. A form containing your basic information appears (**Personal Information**).
5. Fill the other required information and click on "CONTINUE BUTTON".
6. Repeat step 5 above for other stages (Passport Upload, Contact Details, and Academic Details).
7. A preview page appears, confirm the information before clicking on continue button.
8. Click on print button, to print your online registration confirmation slip.

STEP V: COLLECTION OF OTHER REGISTRATION MATERIALS

Students will now obtain the following registration materials from the Faculty Officer:

- (i) Enrolment/Time Table Cards
- (ii) Class Admit Cards

STEP VI: DEPARTMENTAL REGISTRATION

Students will proceed to the Departmental Staff for Departmental registration with students' information forms and other relevant materials listed in V above.

STEP VII: MEDICAL REGISTRATION

Fresh students should present the duly completed Medical Examination Form and Medical Registration Card and submit themselves for medical examination at the University Medical Centre.

STEP VIII: LIBRARY REGISTRATION

All duly registered students of the University must register for the use of the University Libraries and obtain a Library Identification Card. No student shall be admitted into the University Libraries without an authentic and current University and Library ID Card.