



IGNATIUS AJURU UNIVERSITY OF EDUCATION

RUMUOLUMENI, PMB 5047, PORT HARCOURT



OFFICE OF THE REGISTRAR

2022 NYSC BATCH 'B' REGISTRATION/UPLOAD ERRORS AND CORRECTIONS

Solutions on How to Correct Wrong Names, Passport Photographs Upload, Addition / Removal of Names, Date of Birth, Course of Study, Class of Degree, Qualification Wrong Matriculation Number, Wrong JAMB Number and No Records Found on Senate List During Online Registration Exercise of the 2022 National Youth Services Corps (NYSC).

PART A: INFORMATION

[1] There shall be no correction of Date of Birth on Certificate of National Service (CNS) after the completion of National Service.

[2] Accordingly, you are strongly advised to utilize the link provided on your dashboard for Date of Birth correction during your Online Registration. Also, note that NYSC will not entertain any request for Date of Birth correction once you have been deployed and commenced your Service year.

[3] All Prospective Corps Members who applied for Name Addition or Removal and got DISSAPROVED are to contact their Student Affairs Officer (SAO). A web-based message will be sent to the SAO's online dashboard, the SAO is expected to re-upload necessary documents as stipulated.

[4] PCMs should note that the following is not accepted.

- i. Total change of names.
- ii. Introduction of new name, not in any of your records/documents.
- iii. Abbreviation of Name.



PART B: DATA CORRECTION: VARIOUS DATA CORRECTIONS ON THE NYSC PCM DASHBOARD

1. Name Correction

- i. Spelling Error*
- ii. Name Re-arrangement*
- iii. Name Replacement*
- iii. Addition of Names*
- iv. Removal of Names*

2. Correction of Date of Birth

3. Correction of Qualification.

4. Correction of Class of Degree.

5. Correction of Course of Study

6. Correction of Matriculation Number

[1] PROCEDURE TO APPLY FOR CORRECTION OF NAME

This is to inform 2022 Batch "B PCMs that you can request for Correction of Name on your dashboard by clicking on "Apply for Change of Name" link, if the error falls into any of the following categories:

- a. Spelling Error
- b. Rearrangement
- c. Replacement

Kindly note that your Students Affairs Officer, will see the request for Replacement or Rearrangement of Names, process and forward to NYSC for further necessary action.

However, you are to submit the following documents to the Students Affairs Officer:

- iii) JAMB Admission Letter
- iv) WAEC Certificate
- v) Statement of Result



1B: IMPORTANT NOTICE:

Prospective Corps Members (PCMs) who are registering for the 2022 Batch 'B' Service Year should note the following:

I. The name on the portal must be the same as the name on the Statement of Result from the Institution.

II. In order to curb observed sharp practices, the NYSC will no longer allow the addition and removal of names on the online portal. However, name re-arrangement and correction of minor spelling mistakes are still allowed on the NYSC portal during the registration period through PCMs/Corps Members online dashboard.

III. Registration at the Orientation Camps will be denied if the name on the Call-up Letter is different from those on the Statement of Result. **DO NOT BOTHER GOING TO THE ORIENTATION CAMP IF THERE IS A NAME DISCREPANCY.**

V. Note that the names uploaded on NYSC portal by the Student Affairs Officer (SAO) emanate from the Senate/Academic Board results from the Institutions. (This above supersedes previous posts on Name Corrections please.

2. PROCEDURE TO APPLY FOR CORRECTION OF DATE OF BIRTH

Henceforth, information from the West African Examination Council (WAEC) will no longer be used to effect changes immediately on the NYSC online Registration. The new procedure for the PCM is to Submit

- a. Login to your dashboard and click on the link to Date of Birth;
- b. Enter WAEC Verification PIN, select WAEC Type, Year of exam and enter your Examination Number; and
- c. Click on Verify button
- d. Click SUBMIT or CANCEL

3, 4 & 5. PROCEDURE FOR THE CORRECTION OF COURSE OF STUDY, QUALIFICATION AND CLASS OF DEGREE

Prospective Corps Members with disparity on the Course of Study, Qualification or Class of Degree uploaded online by their Institutions on their Senate List that appears on the



dashboard and that of the Statement of Result should apply for Corrections their dashboard.

You will NOT be allowed to register in the Orientation Camp, if the Course of Study/Qualification/Class of Degree on your dashboard is not the same as that of your Statement of Result.

The procedure to change Course of Study/Qualification/Class of Degree is:

- a. Login to your dashboard and click on the link for Correction of ***Course of Study/Qualification/Class of Degree***;
- b. Select Course of Study; and
- c. Click SUBMIT

6. PROCEDURE FOR THE CORRECTION OF MATRICULATION NUMBER

As a matter of urgency, all Prospective Corps Members who observed an error on their matriculation Number should do the following:

- a. Write a brief letter to the Students Affairs Officer, stating the wrong Matriculation number that was uploaded and the Correct Matriculation Number, stating the NYSC batch that your data was uploaded.
- b. Submit the letter to the Students Affairs Officer (SAO)
- c. The letter should be titled: Correction of Wrong Matriculation Number.
- d. Attach the following:
 - i. Statement of Result

OTHER REMINDERS:

All PCMs are to contact their Institutions, if they are faced with the following challenges during Online Registration.

1. Already used Matriculation Number.
2. Invalid or Wrong JAMB Number.
3. No records found on the Senate list on the portal.

A. PCMs with wrongly uploaded Thumbprint and Passport Photographs during Online Registration to contact our States Secretariat before the commencement of the Orientation Exercise.

B. Married Female PCMs who want to apply for Concessional Posting based on marital grounds are to upload the following documents.



- i. Marriage Certificate
 - ii. Newspaper change of name
 - iii. Identity of Husband (National ID, International Passport or Driver's License)
 - iv. Evidence of Husband's State of Residence.
 - v. Letter from Employee/Utility bill.
- C. PCMs who are in the Medical profession are to come with their license, those with expired license are advised to renew their license before going to camp.
- D. The portal is also open for part-time graduates, register online so as to be able to print your Exclusion Letter on your dashboard, when PCMs are enabled to print their Call-up Letters.
- E. Nigerian trained graduates who are exempted from service should make sure they collect their Exemption Certificate on time. NYSC will only allow corrections within three (3) months from the date of Online Registration.

We wish you success in your National Service! Congratulations!

Mrs. Gloria Albert D.
Students Affairs Officer
For: Registrar