



**OFFICE OF THE REGISTRAR**

**IMPORTANT INFORMATION TO ALL CANDIDATES OFFERED PROVISIONAL ADMISSION  
IN THE 2021/2022 ACADEMIC SESSION**

**STEP 1: CLEARANCE AND REGISTRATION PROCEDURE**

- i. Candidates should visit <https://www.portal.funai.edu.ng> to **verify account** with JAMB registration number, set up profile and pay Acceptance Fee.
- ii. Candidate should visit JAMB CAPS to accept and print JAMB Admission Letter
- iii. Visit <https://admission.funai.edu.ng>, login with JAMB Registration Number as username and password
  - a. Complete and print Student Registration Forms
  - b. Print AE-FUNAI Admission Letter
- iv. Proceed to the University ICT Centre for online O'level Certificate Verification.

**NOTE:** Any offer not accepted within two weeks of publication will be deemed forfeited

**STEP 2: PROCEED TO THE FACULTY/DEPARTMENT FOR SCREENING: FRESHMEN SHALL PRESENT THE FOLLOWING ITEMS TO THE FACULTY/DEPARTMENTAL SCREENING OFFICER;**

- i. Receipt for payment of acceptance fee, JAMB Result Slip and Admission Letter, PUTME Result Slip and University Admission Letter.
- ii. Clearance for online Certificate Verification issued by the University ICT Centre.
- iii. Academic credentials (Certificates).
- iv. Birth Certificate or Statutory Declaration of Age.
- v. Local Government Identification Letter.
- vi. Letter of attestation from his/her parents/guardians vouching for his/her good behavior and conduct.
- vii. Three (3) photocopies of each of the items (from i to vi) above.

**STEP 3: AFTER THE SCREENING OFFICER HAS CERTIFIED THAT THE FRESHMEN MET THE GENERAL AND COURSE ENTRY REQUIREMENTS, SUCCESSFUL FRESHMEN SHALL:**

- i. Candidate should proceed to pay all other prescribed charges.
- ii. Proceed to the Faculty and obtain University Bursary receipts from the Faculty Accountant for all the fees/charges paid.
- iii. Obtain Matriculation number from ICT Department on presentation of the Departmental Clearance Form
- iv. Collect Students files.
- v. Submit the under listed forms to the Registration Officer
  - Acceptance of Offer of Admission Form
  - Students Record Form
  - Medical Screening Form
  - Form for Undertaking For Good Behaviour
  - Matriculation Oath Form
  - Non membership of Cult Oath Form
- vi. All freshmen **must** sign the Matriculation Register latest one week after matriculation.

**Odisa C. Okeke (Mrs.)**

*Registrar*