

# REGISTRATION GUIDELINES FOR THE 2017 POSTGRADUATE SCHOOL ADMISSION

## PLEASE READ THE FOLLOWING STEPS CAREFULLY BEFORE STARTING YOUR ONLINE REGISTRATION

### **STEP 1: ADMISSION DOCUMENTATION**

- a) Use **Google Chrome Browser** to log on to [www.umyu.edu.ng/pgnew\\_students\\_admission/](http://www.umyu.edu.ng/pgnew_students_admission/)
- 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.**

### **STEP 2: PROFILE UPDATE**

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

- a) To commence the **online registration**, click **'Log on to Portal'** link 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 SCHOOL 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

Or use **Quickteller** by login on to [www.quickteller.com/umyu](http://www.quickteller.com/umyu) and follow the instructions.

### **IMPORTANT NOTES**

- Payments made at Banks other than Fidelity Bank attract an additional **Bank Charges** of **N100.00** only.
- ii. **College Pay:** Use this option to pay online with your ATM card via the Interswitch Platform.

### **STEP 4: SUBMISSION OF REGISTRATION DOCUMENTS**

Before proceeding to this step make sure you complete **STEP 1 to 3** successfully.

- a) Submit copies of all completed forms, payment receipts and credentials to the following units:
  - Your Department
  - Postgraduate School

### **STEP 5: COURSE REGISTRATION**

- a) Proceed to your department for guidance on the courses to register.
- b) Collect your University Email address from the Directorate of ICT (DICT).
- c) 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 6: ACCOMMODATION**

The allocation of hostel accommodation to Postgraduate students is **N150, 000.00** per room/session.

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

Thank you.