

REGISTRATION GUIDELINES FOR THE 2017/2018 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 <https://www.umyu.edu.ng/pgadmission/>
- 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 and follow the instructions.

IMPORTANT NOTES

Payments made at Banks other than Fidelity Bank attract an additional **Bank Charges** of **N100.00** only.

STEP 4: SUBMISSION OF REGISTRATION DOCUMENTS

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

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

Contact Students affair or PG School.

Please contact Registration Helpdesk on registration.helpdesk@umyu.edu.ng or 08185348285, 08084460873 for inquiries related to new students' registration.

Thank you.