



AKWA IBOM STATE UNIVERSITY (AKSU)

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

MAIN CAMPUS

Ikot Akpaden, Mkpato Enin L.G.A.

OBIO AKPA CAMPUS

Obio Akpa, Oruk Anam L.G.A.

REGISTRATION PROCEDURE FOR FRESH AND RETURNING STUDENTS FOR THE 2015/2016 ACADEMIC SESSION

All successful candidates offered admission into various degree programmes of Akwa Ibom State University for the 2015/2016 Academic Session are hereby informed that screening and registration exercises will begin on Monday, March 14, 2016 at the two campuses of the University. Venue for the registration is both at the **Main Campus, Ikot Akpaden, Mkpato Enin Local Government Area** and **Obio Akpa campus, Oruk Anam Local Government Area**, respectively. Please **note** that no candidate will be screened or registered by **proxy**. Therefore, all candidates are advised to appear in person for the screening/registration exercise. Candidates are directed to follow and comply with the under listed **step-by-step** registration process.

A. PROCEDURE FOR SCREENING OF FRESH STUDENTS

Candidates who have **accepted** the offer of admission and had paid the **Acceptance Fee**, are to report to the University on **Monday, 14th March, 2016** for the Screening Exercise at the two campuses of the University as follows:

Main Campus, Ikot Akpaden, Mkpato Enin L.G.A.

Candidates admitted into programmes in the Faculties of:

- (1) **Education**
- (2) **Natural and Applied Sciences**
- (3) **Engineering**

are to report at the main campus, Ikot Akpaden, Mkpato Enin Local Government Area for their registration and academic activities.

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

Candidates admitted into programmes in the 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.

Requirement for the Screening

Candidates are to come for the screening exercise with the following particulars:

- (i) Original and photocopies of:
 - 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.
 - Certificate of Origin
 - Birth Certificate or Sworn Declaration of Age
 - JAMB Registration Slip
 - JAMB Result Slip (UTME)
- (ii) 5 recent passport size photographs (2x2 color passports)
- (iii) Evidence of payment of acceptance fee.

Note: Candidates must first be screened and issued with **clearance slip** before they proceed to make payment of school fees and other charges. Evidence of **payment of acceptance fee** will be required, and must be presented before a candidate is screened.

B. PAYMENT OF SCHOOL FEES

Fresh students should, after screening and the **clearance slip obtained**, should proceed to pay the prescribed **school fees** following the procedures outlined below.

Returning students should also follow the procedure outline below for payment of their fees and registration.

All students are directed to print the **e-receipt** of the school fees paid and take it to the Bursary Department to collect the **University Official Cash Receipt**. **Note that no student will be registered without payment of fees.**

Procedure for Payment of School Fees / Charges for Fresh Students

- (a) **PAY@BANK OPTION**
 - (1) Visit **<http://www.aksu.edu.ng>** from any internet access point (E.g. Cybercafés).
 - (2) Click on Student menu and select MAKE PAYMENT option. You will be redirected to **<http://portals.aksu.edu.ng>**
 - (3) Click on the link "**REGISTER NOW**" and select **ADMISSION**
 - (4) Enter your **Jamb registration number** and click the **VERIFY** button.

- (5) Select the **SCHOOL FEE** button and click **CONTINUE** button.
- (6) Select **FULL PAYMENT**
- (7) Click on **print** button to print the Pre-Payment Analysis Slip.
- (8) Click on **MAKE PAYMENT** button to make payment using the **eTransact** online payment platform. *(Note that the amount to be paid includes School fee, Course Registration fee for General Studies – GSS, as well as Bank Transaction charge)*
- (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 with an eTransact e-payment receipt.**
- 15) Visit the Bursary Department to change your e-receipt to the University official receipt.

Any of the following banks are to be used for payment through the **eTransact** platform

- | | |
|---------------------------------|------------------------------------|
| 1. Union Bank | 2. Sterling Bank |
| 3. United Bank for Africa (UBA) | 4. First City Monument Bank (FCMB) |
| 5. Diamond Bank | 6. Unity Bank |
| 7. Enterprise Bank | 8. GTB Bank |
| 9. Access Bank | 10. EcoBank, etc |

C. **BIO-DATA REGISTRATION**

General Procedure for Online Bio Data Registration for Fresh Students

On completion of **Screening** and **Payment of school fees**, candidates are to visit the university website from any internet access point (E.g. Cybercafé) and **complete** the **online bio-data** registration process following the procedures outlined below:

1. Log on to the address: **www.aksu.edu.ng** from any Internet access point (e.g. CYBERCAFÉ) and you will be redirected to **http://portals.aksu.edu.ng**

2. Click on Student menu and select MAKE PAYMENT option. You will be redirected to <http://portals.aksu.edu.ng>
3. Click on the link "**REGISTER NOW**" under "**ADMISSION**" Menu
4. Enter your Jamb Registration Number without any space and click on login.
5. A form containing your basic information appears (Personal Information) is displayed.
6. Fill the other required information and click on "**CONTINUE BUTTON**".
7. **Repeat** step 5 above for other stages (Passport Upload, Contact Details, and Academic Details).
8. A preview page appears, **confirm** the information before clicking on the continue button.
9. Click on **print** button, to print your online registration confirmation slip.

D. COLLECTION OF OTHER REGISTRATION MATERIALS

After clearance and payment of fees, candidates should proceed to their respective **faculties** where they will be issued with the following registration materials by the **Faculty Officer**:

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

After the faculty registration, candidates will also proceed to their respective **departments** for their **departmental registration**.

E. REGISTRATION AT THE MEDICAL CENTRES

After registration in the faculties and departments, fresh students should proceed to the University's **Medical Centre** for their medical registration and submit themselves for medical examination.

F. REGISTRATION WITH THE UNIVERSITY LIBRARY

All duly registered students must also register and obtain a Library **Identification Card** for the use of the **University Library**. **Note** that no student will be admitted into the University Library without being duly registered and issued with the current University Library identification card.

G. ISSUANCE OF STUDENTS' IDENTIFICATION CARD

After completion of registration in all the departments as stated above, students should proceed to the Students' Affairs Division for registration and issuance of student's identification card.

SCHOOL FEE TEMPLATE

School fees

(a)	Indigene	₦53,000.00
(b)	Non-indigene	₦73,000.00

Note:

- i. All **first year students** are expected to take the compulsory 5 (five) GSS (General Studies Courses). Therefore, they are to pay an extra **₦2, 500.00 (two thousand five hundred Naira)** only, for the **5 (five) GSS courses @ ₦500.00** per GSS course.
- ii. Other **returning students** who have GSS course(s) to register would pay according to the number of the GSS courses registered at (**₦500.00**) only per GSS course.

RESUMPTION CALENDAR

The resumption calendar for the 2015/2016 Academic session is as follows:

Monday, 14 th March, 2016	-	Arrival of new students at the two campuses of the University
Tuesday, 15 th March, 2016	-	Registration of new students begins
Monday, 17 th March, 2016	-	Orientation for new students begins
Monday, 21 st March, 2016	-	Lectures begin for new students, and
	-	Arrival of returning students
Tuesday, 22 nd March, 2016	-	Registration for returning students begins
Monday, 28 th March, 2016	-	Lectures begin for the returning students

(Signed)

S. J. Udoekong

Registrar

Dated 4th March, 2016