

## IMPORTANT NOTICE TO ALL SUCCESSFUL CANDIDATES FOR 2018/2019 ADMISSION

This is to inform all successful candidates who have seen their names in the admission list and the programme of study admitted to note the following:

- a) You should access your JAMB profile and accept the admission offered, download and print the admission letter before coming to the University to start the registration exercise;
- b) If you have not uploaded the O' level results on the JAMB profile before, you must do so otherwise, you cannot be able to access the JAMB admission letter and will not be allowed to register;
- c) Any admitted candidate who did not accept admission on JAMB profile his name will not be on JAMB matriculation list and will be considered admitted neither is allowed for NYSC mobilization after graduation.

## PROCEDURE FOR ACCEPTANCE OF ADMISSION FOR UTME CANDIDATES FOR 2018/2019 SESSION

1. Successful UTME candidates for first list should check the University website [www.fudutsinma.edu.ng](http://www.fudutsinma.edu.ng) to re-confirm their admission status and the programmes of study for which they were admitted.
2. Candidates are advised to study and note the specific **Departmental subjects requirements before coming to the University to start registration.**
3. All candidates should **note** that, the University requires **Credit in English Language and Mathematics in all its programmes.**
4. Successful candidates are to report to the University for Clearance from Monday 15th October, to Friday, 26<sup>th</sup> October, 2018.

### **STEP -1 PROCEDURE FOR PAYMENT OF THE ACCEPTANCE FEES**

Successful candidates who confirmed that their names are on the Admission list and print JAMB admission letter are to make a **non-refundable** payment of ten thousand naira (**₦10, 000.00**) only for acceptance of admission:

- a. Log onto the portal at <http://portal.fudutsinma.edu.ng/admissions> and ensure your email address and mobile number on our portal are valid and you have access to them (this is very important as Remita will send the receipt(s) for your payments to the email address provided and it will be used later on in the registration process).
- b. Then generate a transaction ID and Remita RRR for payment of Acceptance fees;
- c. To make the payment, use any of the method below:
  - Click pay via remita which will redirect you to the Remita payment gateway, you would be required to either pay online using a Valid Debit Card (Visa or Master card) or internet banking platform;

- Or print the Transaction Form with Remita Retrieval Reference (RRR) and go to any commercial bank in your locality to pay. You might be required to have the RRR invoice slip sent to your email address provided in item A. above.
- d. 48 hours after Payment of Acceptance Fees, go to the University portal <http://portal.fudutsinma.edu.ng/admissions> to print out the following document and sign before moving to the registration centre:
    - i) Acceptance of Offer of Provisional Admission (Form FUDMA/02)
    - ii) Undertaking Against Cultism (Form-FUDMA/01)
    - iii) Printed copy of Letter of Provisional Admission
  - e. Proceed to the screening centre with all required documents as listed below for screening and verification of results.
    - i) Signed copy of Acceptance of Offer of Provisional Admission (Form FUDMA/02) from the University Website;
    - ii) Printed copy of Letter of Provisional Admission from the Portal;
    - iii) Copy of JAMB result Slip and Original JAMB Admission letter
    - iv) Original and photocopy of Birth Certificate;
    - v) Original and photocopy of O' Level certificates/statement of results;
    - vi) Two copies of passport photograph;
    - vii) Letter of Reference from a person of reputable standing in the society vouching for your good behaviour;
    - viii) A signed copy of Undertaking Against Cultism (Form FUDMA/01) downloaded from the University website [www.fudutsinma.edu.ng](http://www.fudutsinma.edu.ng)

## **STEP -2 (a)**

### **PROCEDURE FOR PAYMENT OF THE SCHOOL CHARGES**

After the payment of the acceptance of admission and cleared for the results verification, the successful candidates are to generate Remita again and make payment of School Charges on the following procedures;

- a. Log onto the portal at <http://portal.fudutsinma.edu.ng/admissions> and ensure your email address and mobile number on our portal are valid and you have access to them (this is very important as Remita will send the receipt(s) for your payments to the email address provided and it will be used later on in the registration process).
- b. Then generate a transaction ID and Remita RRR for payment of School Charges;
- c. To make the payment, use any of the method below:
  - Click pay via remita which will redirect you to the Remita payment gateway, you would be required to either pay online using a Valid Debit Card (Visa or Master card) or internet banking platform;
  - Or print the Transaction Form with Remita Retrieval Reference (RRR) and go to any commercial bank in your locality to pay. You might be required to have the RRR invoice slip sent to your email address.

## **STEP -2 (b)**

After payments, Log onto the portal at <http://portal.fudutsinma.edu.ng/admissions> to generate a School charges details for 2018/2019 academic session as shown in the table below:

S/N	Description of Charges 2018/2019	Fresh Students	
<b>A</b>	<b>COMPULSARY CHARGES:</b>	<b>First Semester</b>	<b>Second Semester</b>
1	Certificate Verification	1,000.00	1,000.00
2	Departmental Charges	500.00	500.00
3	Examination	3,000.00	3,000.00
4	Faculty Charges	250.00	250.00
5	Games	750.00	750.00
6	Internet Access	2,000.00	2,000.00
7	ID Card	500.00	500.00
8	Computer Services	2,250.00	2,250.00
9	Library	1,500.00	1,500.00
10	Matriculation	2,000.00	2,000.00
11	Medical	2,000.00	2,000.00
12	Orientation/student Handbook	3,000.00	3,000.00
13	Sanitation & utilities	2,500.00	2,500.00
14	Tuition	-	-
15	Student Records	1,250.00	1,250.00
16	Development Levy	2,500.00	2,500.00
17	Laboratory/Workshop/studio Charge	2,500.00	2,500.00
18	Students Union Gov. (S.U.G) Fee	500.00	500.00
19	Transportation Fee	1,000.00	1,000.00
	Sub Total	<b>29,000.00</b>	<b>29,000.00</b>
<b>B</b>	<b>NON-COMPULSARY CHARGES:</b>		
20	Hostel Accommodation (Bed Space)	90.00	-
21	Hostel Maintenance	10,000.00	-
	<b>Sub Total</b>	<b>10,090.00</b>	-
	<b>Grand Total</b>	<b>39,090.00</b>	<b>29,000.00</b>

- a. After downloading the above transaction information, candidates are advised to come along with the evidence of payment from the bank and transaction ID to the University for collection of receipt.

## **Hostel Accommodation (OPTIONAL)**

### **STEP - 3**

**Note:** No candidates should pay accommodation fee until he/she obtains clearance from Students' Affairs Deanery.

After cleared for payment of hostel accommodation candidates are to make payment for **Hostel Accommodation fee** on the following procedures:

- a. Log onto the portal at <http://portal.fudutsinma.edu.ng/admissions> and ensure your email address and mobile number on our portal are valid and you have access to them (this is very important as Remita will send the receipt(s) for your payments to the email address provided and it will be used later on in the registration process).
- b. Then generate a transaction ID and Remita RRR for payment of Acceptance fees;
- c. To make the payment, use any of the method below:
  - Click pay via remita which will redirect you to the Remita payment gateway, you would be required to either pay online using a Valid Debit Card (Visa or Master card) or internet banking platform;
  - Or print the Transaction Form with Remita Retrieval Reference (RRR) and go to any commercial bank in your locality to pay. You might be required to have the RRR invoice slip sent to your email address.

Also, students are requested to carry along evidence of payment for hostel accommodation and other relevant documents to the Student Affairs Deanery for further processing.

### **Courses for the Semester**

Check the courses you are to offer in the first semester on the University portal. Make sure you don't register more than 24 credit units.

### **Confirmation of Registration**

Once you fill your forms online and click submit, check back on the portal after 2 days using your username and password to print the approved registration forms.

**Support and Inquiries**

For any inquiry or support use the following help lines:

For e-mails: [acadoffice@fudutsinma.edu.ng](mailto:acadoffice@fudutsinma.edu.ng), OR [info@fudutsinma.edu.ng](mailto:info@fudutsinma.edu.ng)

Telephone and text message: .....

**Signed:**

**Aliyu Dalha Kankia**

Registrar