

## **IMPORTANT NOTICE TO ALL SUCCESSFUL CANDIDATES FOR 2019/2020 SESSION ADMISSION**

This is to inform all successful candidates who have seen their names on FUDMA admission lists for the various programmes of study should 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 and if you did not upload the 'O' level result on JAMB portal before, you must do so otherwise the admission letter cannot be accessed.
- b) All candidates should **note** that, the University requires Credit in English Language and Mathematics for all its programmes. Direct Entry (DE) candidates should also **note** that, Diploma obtained from another University, NCE below nine (9) points, National Diploma (ND) below Lower Credit and IJMB result below 6 points would not be accepted for registration.

### **PROCEDURE FOR ACCEPTANCE OF ADMISSION BY CANDIDATES FOR 2019/2020 SESSION**

1. Successful UTME and DE candidates for the admission lists 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 are admitted.
2. Candidates are advised to study and note the specific **departmental subject requirements before coming to the University to start registration.**
3. Successful candidates are to report to the University for Clearance from Monday, 18<sup>th</sup> November, 2019.

### **STEP –1 PROCEDURE FOR PAYMENT OF THE ACCEPTANCE FEES:**

Successful candidates who had confirmed that their names are on the Admission lists and had printed their JAMB admission letters are to make a **non-refundable** payment of ten thousand naira (**₦10, 000.00**) only as admission acceptance fee:

- 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 SCHOOL CHARGES (1<sup>ST</sup> SEMESTER, 2019/2020 SESSION)**

After the payment of the acceptance of admission and verification of results, the successful candidates are to generate RRR again and make payment of School Charges for the 1<sup>st</sup> Semester (Candidates should note that payment of School Charges in FUDMA is on Semester basis) and should be carried out in the following procedure:

- 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 2019/2020	Fresh Students	
		First Semester	Second Semester
<b>A</b>	<b>COMPULSARY CHARGES:</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
	<b>Sub Total</b>	<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>-</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.

**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)

**Signed:**

**Aliyu Dalha Kankia**

Registrar