



FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI (FUTO)

OFFICE OF THE REGISTRAR

STEP-BY-STEP REGISTRATION PROCEDURE FOR FRESHMEN/NEW STUDENTS

The following is the approved Registration Guidelines and procedure for Freshmen/New students of Federal University of Technology, Owerri (FUTO) for 2016/2017 Academic session.

1. STUDENT PORTAL ACCOUNT VERIFICATION

- Visit the University official website - www.futo.edu.ng
- Click on "*Prospective student*" link
- Then Click on "*Check Admission status*" to confirm your admission
- Click on the link "*click here to check 2016/2017 Undergraduate admission status*"
- Enter your JAMB REG NO and click on submit button to view your admission status
- After confirming your admission click on the link "*Click here to continue with the admission registration*"
- Update your O'level details by supplying your O'Level exam year, exam number and O'Level result scratch card pin.
- Click on the link '*Portal*' on the home page
- Then click on "*Create portal account*" to generate portal login details.
- Get account details with the JAMB Registration number as the default username and password.
- Login with your username and password
- Click on "*change password*" to change your password

2. PROFILE DETAILS

- Click on *fill profile details*.
- Enter the required information on the field.
- Click on submit button to complete your profile details.
- Print the profile information slip.

3. ACCEPTANCE FEE PAYMENT

- Login to the Portal www.portal.futo.edu.ng with your *username* and *password*
- Click on "*Generate acceptance fee invoice*" to generate your payment invoice
- Print your invoice and proceed to the any bank to pay a non-refundable acceptance fee of N42,500 using your RRR code on the invoice.

- Alternatively, you can make payment using the online payment options with credit/debit cards such as *Verve, Visa, MasterCard*.
- After successful payment in the bank, return to the portal www.portal.futo.edu.ng and login with your account details to print FUTO admission letter and Clearance Form 6.

4. CONFIRMATION OF ADMISSION

- Obtain a Confirmation of Admission letter from the University Admission Officer (UAO) with the following documents
 - i. FUTO admission Letter
 - ii. JAMB Admission Letter
 - iii. Admission screening result slip
 - iv. JAMB Result

5. DEPARTMENTAL CLEARANCE

- Proceed to the Department for further Clearance on presentation of:
 - i. Confirmation of Admission Letter duly signed and stamped by the UAO
 - ii. Form 6 printed online with your passport clearly shown or displayed
 - iii. Original copies of your entry credentials (A'Level Certificates/OND/HND statements of results and O'Level certificates, as appropriate)
- Candidates whose Form 6 is not approved in the Department but are desirous of sourcing for an alternative programme of study should go back to the of the UAO for possible change of course /Department
- Candidates whose Form 6 is approved at the Department should proceed to pay school fees.

NOTE: All admitted Direct Entry Students are required to inform their institution to forward their Academic Transcript to the Registrar, Federal University of Technology, Owerri. PMB 1526

6. SCHOOL FEES PAYMENT

- Login to the portal with your *username and password*
- Click on "*Generate School fees invoice*" to generate your payment invoice
- Print your invoice and proceed to any bank for payment.
- Alternatively, you can make payment using the online payment options with credit/debit cards such as *Verve, Visa, MasterCard*.
- After successful payment in bank, return to the portal www.portal.futo.edu.ng and login with your account details to print FUTO school fees e-receipt with the RRR code on the invoice.

7. OTHER CLEARANCE

- After payment of school fees proceed to FUTO Library for registration and issuance of Library card
- Proceed to FUTO health services center for registration/examination and issuance of a Health Clearance certificate.

8. ADMISSION UNIT CLEARANCE

- Proceed to the Admissions unit for registration and collection of Green-file with original and photocopies of the following documents:
 - i. Clearance Form 6 duly signed and stamped by your HOD
 - ii. WAEC/NECO Certificate or statement of result; duly signed and stamped by the school principal
 - iii. JAMB and FUTO Admission Letters
 - iv. Birth Certificate or Statutory Declaration of Age
 - v. Confirmation of admission letter duly signed and stamped by the UAO
 - vi. University Official receipts for Medical clearance, Library Clearance and School fees receipt.
 - vii. Local Government Identification Letter
 - viii. Undertaking form duly processed for stamp-duty at the Sub-Treasury.

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9. COMPLETION OF REGISTRATION

- Sign the New/Fresh Students Registration data form 'FORM 11'

REMARKS

- New/Fresh students will not be able to pay school fees until their Clearance Form 6 has been approved in the department
- Students are once more reminded that payment of school fees is compulsory and this payment will give students access to;
 - i. Obtaining Matriculation Number automatically
 - ii. Online course Registration
 - iii. Write Semester Examination
 - iv. Campus WiFi.
- For students having issues with the above online payment process should contact FUTO ICT Unit specifying the issue and challenges they might be having.

Signed: Registrar