

REGISTRATION PROCEDURE FOR FRESH POSTGRADUATE STUDENTS

1. Check Admission Status

Visit the University website – www.futo.edu.ng

2. After confirming your Admission Status, the student should accept the offer by payment of acceptance fee, as well as complete the following forms online:
 - Provisional Offer of Admission Letter
 - Official Fee Receipts
 - Postgraduate Students Personal Information Form
 - Payer Information/Payment Receipts.

3. After successful completion of the above processes, student should proceed to Postgraduate School and meet with the Schedule Officer of his/her Department for Clearance with originals and photocopies of 2 above as well as the following:
 - 'O' level Results; 5 Credits (in not more than 2 sittings)
 - First Degree/PGD/M.Sc Certificate
 - NYSC Discharge Certificate or Exemption Letter
 - Local Government Identification Letter
 - Birth Certificate/or Age Declaration
 - Any other relevant Certificate

4. On successful Verification of Certificates/Results, the Student will proceed with the following to the Department for Final Clearance.
 - 1 copy of Confirmation of Admission Form
 - 2 copies of Letter of Acceptance Forms

5. Return Confirmation of Admission and Acceptance Forms to your Departmental Schedule Officer in Postgraduate School for endorsement by DR/Secretary, Postgraduate School.

6. On Successful completion of 1-5 above, pay School Fees On-line through Remita, obtain Registration number and submit to your Departmental Schedule Officer in Postgraduate School along with the following:

- ❖ 2 Files
- ❖ 2 Passport Photographs
- ❖ Downloaded Online Student's Basic Information Form
- ❖ Etc.

7. Other Information relating to your Studentship will be communicated to you in Postgraduate School.

C.E.H. Sani (Mrs)

Deputy Registrar/Secretary,
Postgraduate School.