

## PROCEDURE FOR REGISTRATION OF FRESHERS

### FOR THE 2008/2009 ACADEMIC SESSION

The Committee of Provost and Deans, at its 29<sup>th</sup> Statutory Meeting held on Thursday, October 16, 2008, revisited the procedure for registration of fresh and returning students and re-emphasised the steps fresh students should take to be fully registered, as follows:

1. Any candidate offered provisional admission into the University **must check University's website ([www.lasunigeria.org](http://www.lasunigeria.org))** to confirm the offer of admission, **and obtain the Bursary Number** therefrom.
2. The candidate **proceeds to the Department to present credentials**, where it will be checked to **confirm if the candidate meets the requirements of the department** for the course offered.
3. The candidate will thereafter proceed **to the Faculty Office for verification of credentials**, after which the **candidate is issued the Faculty Clearance**.
4. The candidate will also **proceed to the Bank**, with the **Bursary Number**, to **pay all the necessary fees**.
5. **After full payment**, the candidate **re-visits the University website to commence** on-line registration.
6. On completion of on-line registration, the student **will download five (5) copies of the e-registration form**, for submission, as follows:
  - (a) two (2) copies to the Department;
  - (b) two (2) copies to the Faculty Office and
  - (c) a copy to be retained by the student.

## UNIVERSITY MANAGEMENT