GUIDELINES FOR REGISTRATION OF FRESH AND RETURNING STUDENTS FOR 2013/2014 SESSION

1. Fresh postgraduate students are to present the originals of their credentials to designated staff of the Postgraduate School for clearance as follows:

   **COLAMRUD:** Mrs. Ogundipe (Room 211)
   **COLANIM & COLVET:** Mrs. Owobamirin (Room 205)
   **COLERM:** Mrs. Udofia (Room 211)
   **COLFHEC:** Mrs. Adewunmi (Room 204)
   **COLNAS & COLENG:** Mrs. Oduntan (Room 203)
   **COLPLANT:** Mrs. Thomas (Room 205)

2. After due clearance, fresh students are expected to generate invoice from the University website for payment of fees at designated banks (Zenith Bank and FUNAAB Microfinance Bank);

3. Returning students are also to generate invoice from the University website for payment of fees at designated banks;

4. The original copy of the printed receipts and the payment teller, as well as a photocopy of the teller should be presented for verification and signature at the Account section of the Postgraduate School (Rooms 207 and 208);

5. Fresh and returning students will thereafter, visit the Postgraduate School website to complete the registration forms online and print same

6. Matriculation number is generated on-line immediately and students are expected to complete and print the matriculation oath form;

7. Duly completed registration and other forms must be submitted to the Postgraduate School and students will thereafter be issued course registration form for completion;

8. Fresh and returning students are required to register for their programme of study within six weeks of the resumption date;

9. Late registration with penalty begins on Monday 28th April, 2014 and ends on Friday, 23rd May, 2014;

10. Any admission not accepted within the stipulated registration period shall be deemed to have been forfeited;

11. All postgraduate students are enjoined to adhere to the instructions above for a smooth registration exercise.

A.O. Agbotoba
Secretary
Postgraduate School
19th March, 2014
FEDERAL UNIVERSITY OF AGRICULTURE, ABEOKUTA
POSTGRADUATE SCHOOL

LIST OF DOCUMENTS REQUIRED FOR 2013/2014 REGISTRATION EXERCISE

i. Verification Form (5 copies)

ii. Biodata Form (1 copy)

iii. Clearance (1 copy)

iv. Admission Letter (1 copy)

v. ‘O’ Level Result

vi. First Degree/PGD Certificates

vii. 2nd Degree (if applicable)

viii. NYSC Discharge Certificate/Exemption Letter (5 copies)

ix. Marriage Certificate/Change of Name with Evidence

x. Birth Certificate/Declaration of Age

xi. One Passport Photograph.

xii. Payment receipt (5 copies)

The original copies of all the credentials MUST be presented to the registration officers please.

* Candidates should ensure that their transcript gets to the Postgraduate School during the registration exercise.