

FEDERAL UNIVERSITY OF AGRICULTURE, ABEOKUTA

POSTGRADUATE SCHOOL

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)**

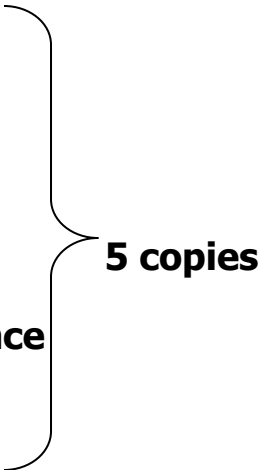
2. After due clearance, fresh students are expected to generate invoice from the University website for payment of fees at designated banks (Zenith Bank and FUNAAB Microfinance Bank);
3. Returning students are also to generate invoice from the University website for payment of fees at designated banks;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

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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**
 - ix. Marriage Certificate/Change of Name with Evidence**
 - x. Birth Certificate/Declaration of Age**
 - xi. One Passport Photograph.**
 - xii. Payment receipt (5 copies)**
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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.**