

A. NEW STUDENTS

All new students are required to observe the following activities in order to successfully complete their registration in the University.

- i. Payment of Acceptance Fees.
- ii. Payment of Screening Fees.
- iii. Print Evidence of Admission.
- iv. Come to the University for Confirmation of Admission.
- v. Pay Tuition Fees.
- vi. Register Courses.

i. PAYMENT OF ACCEPTANCE AND SCREENING FEES

1. Access the UDUS admission Portal (<http://admissions.udusok.edu.ng>);
2. Click **Check Admission**
3. Type your –**JAMB/MATRIC** Number in the space provided and click on **Check Admission**.

If you are admitted, the system will display a congratulatory message containing the Program you are offered. You will find two buttons at the bottom of the page, one for “**Print Invoice for Acceptance Fee**” and the other “**Print Invoice for Screening Fee**”. **Note: You MUST print and pay the two invoices before you can print your evidence of admission.**

4. To print Invoice for Acceptance Fees:
 - i. click “**Print Invoice for Acceptance Fee**”.
 - ii. type your phone number in the space provided and click on **Generate Invoice**. This will redirect you to *Remita Payment Gateway platform*.
 - iii. on the Remita page, click on “**Print Invoice**” link at the top right-hand side of the screen to print your Acceptance invoice.
5. To print Invoice for Screening Fees:
 - i. click “**Print Invoice for Screening Fee**”.
 - ii. type your phone number in the space provided and click on **Generate Invoice**. This will redirect you to *Remita Payment Gateway platform*.
 - iii. on the Remita page, click on “**Print Invoice**” link at the top right-hand side of the screen to print your Screening invoice.
6. Go to any bank of your choice with the two invoices and make payment. Make sure:
 - a. You obtain Remita receipts for your two payments.
 - b. The Remita Retrieval Reference (RRR) number on each of the receipts matches that of the respective invoices.

Note: Make sure you keep your invoices and receipts safely. You need them as part of documents required for confirmation.

ii. PRINT EVIDENCE OF ADMISSION

You can only print your evidence of admission letter after your acceptance and screening fees payments have been verified. To verify your payments and print your admission letter:

- i. Access the UDUS admission portal (<http://admissions.udusok.edu.ng>);
- ii. Click on **Verify Acceptance after Payment** link at the top right-hand corner of the screen;
- iii. Enter your **JAMB/MATRIC** Number and click **Verify**. This will verify your two payments.
- iv. Once payment is verified OK, Click on **Print Evidence of Admission** to print your evidence of admission letter.

iii. CONFIRMATION OF ADMISSION

You are required to come to the University for confirmation of your admission. Please note that until you are confirmed, you are not yet a student of the University. Before you come for confirmation, you are required to create an account on the University portal and come to the confirmation venue with the following documents:

- i. Evidence of payments of acceptance and screening fees (Remita receipts);
- ii. Evidence of admission letter printed from the Portal;
- iii. Originals of your credentials, including JAMB and WAEC/NECO or any o/level result;
- iv. Two passport photographs;
- v. Other documents that will be required (candidates will be notified about these).

Creation of Account

In order to successfully create your personal account, you should readily have the followings:

- a. Electronic copy of your passport photograph (not more than 2mb);
- b. Details about your date of birth;
- c. Details of your qualifications, including your JAMB/Matric number;
- d. Valid email address (if you do not have one, you should open it before proceeding);
- e. Valid GSM number;
- f. Electronic copy of your signature;
- g. Study programme offered to you by the University (this is contained in the evidence of admission you printed)

To create an account on MIS:

- ii. Access the account creation page at <http://admissions.udusok.edu.ng/>.

- iii. Click on **Create account**, this will open a “create new account” page for you to create an account.

Upon opening the page, you would be requested to enter the JAMB number with which you were offered admission, to confirm that you are an admitted student of UDUS. (Note any field that has asterisk “” is required field and must be filled before the registration can be complete and successful).*

- iv. Fill all information correctly, read through and proof read the information you have provided, then click the **create new account** button at the bottom of the screen to create and submit your information to the Portal.

Once the account is created successfully, a green message will be displayed at the top of the screen informing you about successful creation of the record. Your username and password will be displayed on the screen. Carefully record these details. **Pay attention to case sensitivity.** You need the username and password to log back into the Portal. Some details and additional instructions are sent to the email address you provided. **IT IS VERY IMPORTANT TO RECORD YOUR USERNAME AND PASSWORD AND HAVE A VALID EMAIL ADDRESS. YOU ARE STRONGLY ADVISED TO PRINT THIS PAGE.**

B. REGISTRATION OF COURSES

All new students of the University are to complete the following registration of courses requirements:

i. PAYMENT OF TUITION FEES

Once you received your confirmation letter, you are ready to pay your fees and continue with courses registration. You require UDUS and Remita invoices in order to complete your payment.

To pay your fees:

- i. Go to MIS portal <http://mis.udusok.edu.ng>;
- ii. Login with the username and password you created during account creation;
- iii. At the top left side of the page Click on **pay fees**, this will list the fees items/prices for the programme you were confirmed;
- iv. Click on **Pay fee**;
- v. Click **Send Fee Details for Processing**, this will generate your UDUS invoice;
- vi. Read the instructions on the displayed page to print your **UDUS invoice**;
- vii. To print the Remita invoice, click on **pay fees** at the top left-hand side of the main page again;
- viii. Click on **Print Remita Invoice** link on the displayed page. This will redirect you to Remita Payment Gateway platform;
- ix. On the Remita page, click on **“Print Invoice”** link at the top right-hand side of the screen to print your invoice;

- x. Go to any bank of your choice with the invoice and make payment. Make sure:
 - a. You obtain Remita receipt for your payment;
 - b. The Remita Retrieval Reference (RRR) number on the receipt matches that of the Remita Invoice;

Verify Your Payment

In order to continue with registration, your payment must have been confirmed by the UDUS Portal.

To confirm your payment;

- i. Log into the MIS Portal <http://mis.udusok.edu.ng> using your username and password;
- ii. Click on **verify payment**. This will open a "verify payment" page;
- iii. A message will be displayed indicating whether your payment has been successfully verified or not.
- iv. Once your payment has been successfully verified, you can proceed with registration of courses.

ii. REGISTRATION OF COURSES

To register your courses;

- i. Log into the MIS Portal at <http://mis.udusok.edu.ng>;
- ii. Click on **Registration**. This will open the "registration" page. The courses offered for your program at your level, including electives, if any, will be displayed
- iii. Click on **Submit** at the bottom of the page to complete your registration.

- Note:**
1. If you have not paid your fees or your payment was not successfully verified, you will not be able to register. The following message "***you must pay your fees before course registration!***" will be displayed.
 2. In case of any difficulty, contact your Faculty IT Support Staff or your Department.

You can view and print your registered courses as follows:

- i. After login to the MIS at <http://mis.udusok.edu.ng>, click on **My courses**. This will open the "list of registered courses" page.
- ii. Enter the session to print in the box provided and click on **Apply** button. This will display the courses registered for the given session. You can then print the list.