

Registration Procedure for Fresh Postgraduate Students

 futo.edu.ng/registration-procedure-for-fresh-postgraduate-students/

December 13, 2021



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 ONLY**; 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:
 - Copy of Confirmation of Admission Form
 - 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 Deputy Registrar/Secretary, Postgraduate School.
6. **On Successful completion of 1-5 above, pay School Fees Online through Remita**, obtain a 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. **Successful candidates should note that any payment of School fees/other fees, made before clearance with Postgraduate School shall not be refunded.**
8. Other Information relating to your Studentship will be communicated to you in Postgraduate School.

C.E.H. Sani (Mrs)

Deputy Registrar/Secretary,
Postgraduate School

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