

REGISTRATION GUIDELINES FOR THE 2016/2017 SCHOOL OF PRE-DEGREE AND REMEDIAL STUDIES ADMISSION

PLEASE READ THE FOLLOWING STEPS CAREFULLY BEFORE STARTING YOUR ONLINE REGISTRATION

STEP 1: ADMISSION DOCUMENTATION

- a) Use **Google Chrome Browser** to log on to www.umyu.edu.ng/pgnew_students_admission/
- b) To print your Admission Letter, click on '**Print Admission Letter**' link at the left hand side. It is recommended to use a color printer to print your admission letter. **Note that you can only print your original admission letter ONCE.**

STEP 2: PROFILE UPDATE

Before proceeding to this step make sure that you have completed **STEP 1** successfully.

- a) To commence the **online registration**, click '**Log on to Portal**' link under 'Print Other Forms' link to open your personalized page. Or go to portal.umyu.edu.ng and use your pre-degree registration number as your username and password to update your profile and make payment.
- b) Supply all the required information on your personalized page including your most recent passport photograph (Snapped on **RED** background), signature, email address, home address and phone number.

IMPORTANT NOTES

- Please ensure that all the information supplied above is to the best of your knowledge correct.
- Your recent passport photograph and signature must be legible and in JPEG format less than 100kb in size.
- Ensure you click on the '**Save Profile**' button at the end of the page to complete your registration.

STEP 3: PAYMENT OF SCHOOL FEES

Before proceeding to this step make sure you complete **STEP 2** successfully.

- a) The system will automatically redirect you to the payment page immediately you click the 'Save Profile' button as described in step 2 above.
- b) Please choose any of the following payment options to pay your school fees:
 - i. **Pay Choice:**
Use this option to generate transaction ID to pay cash in any of the following Banks:-
 - Fidelity Bank (Nationwide)
 - FCMB Katsina Branch
 - UBA Katsina Branch
 - Union Bank Katsina Branch
 - Skye Bank Katsina Branch

Or use **Quickteller** by login on to www.quickteller.com/umyu and follow the instructions.

IMPORTANT NOTES

- Payments made at Banks other than Fidelity Bank attract an additional **Bank Charges** of **N100.00** only.
- ii. **College Pay:** Use this option to pay online with your ATM card via the Interswitch Platform.

STEP 4: SUBMISSION OF REGISTRATION DOCUMENTS

Before proceeding to this step make sure you complete **STEP 1 to 3** successfully.

- a) Submit copies of all completed forms, payment receipts and credentials to the following units:
 - School of Pre-degree and Remedial Studeies