

# New Students Registration Guidelines



**UMARU MUSA YAR'ADUA UNIVERSITY, KATSINA P.M.B. 2218  
DUTSIN-MA ROAD KATSINA**

## Undergraduate Registration Guidelines

### General Instructions:

**Read the registration steps carefully before starting your online registration.**

### STAGE 1: ADMISSION LETTER PRINTING PROCEDURE

#### 1.0 For New Students Only (Undergraduate)

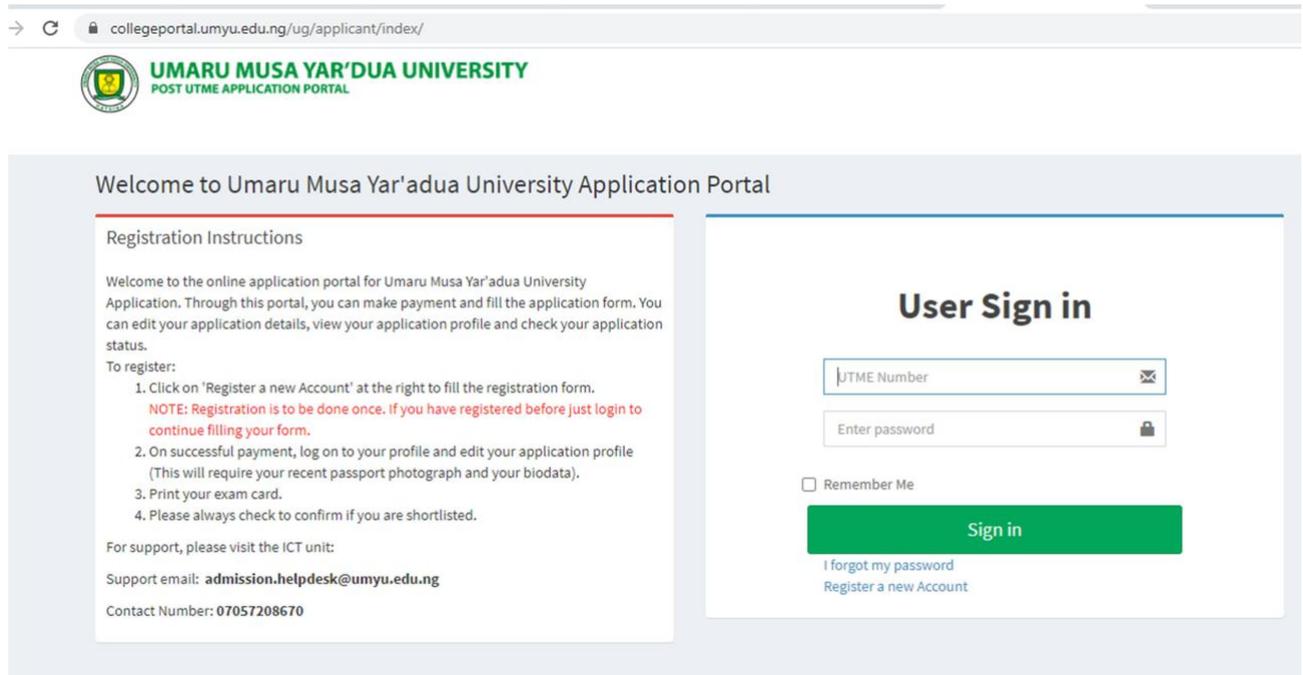
**Visit <https://umyu.edu.ng/> click Payment of Acceptance fee and printing of admission letter on the left navigation menu of the University home page.**

A screenshot of the UMYU Katsina website home page. The browser address bar shows 'umyu.edu.ng'. The navigation menu is green and includes: Home, About Us, Academics, Admission, Research, Students, Postgraduate School, and 1st and 2nd Post UTME Results. Below the menu are three image banners. The main content area is divided into three columns. The left column is green and titled 'Undergraduate Admission'. It contains a list of links: 'Undergraduate Admission List Merged 2021/2022 Session (UTME)', 'Direct Entry (DE) Admission List Merged 2021/2022 Session', 'Payment of Acceptance Fee and Printing of Admission Letter' (highlighted with a red box), and 'New Students Registration Guidelines 2021/2022 Session'. Below this list is the name 'Prof. Sunusi Mamman'. The middle column is white and titled 'News and Events'. It features a news item dated '02/09/2021' titled 'Deadline for Amnesty Programme' with a brief description. The right column is yellow and titled 'School of Basic and Remedial Studies (SBRS)'. It contains a list of links: 'Print Admission Letter (JMBE, Remedial, Diploma and Advanced Diploma)', 'SBRS Application Portal', 'Login to Portal', 'First SBRS Admission List 2021/2022 Session', and '2nd SBRS Admission List for 2021/2022 Academic Session'.

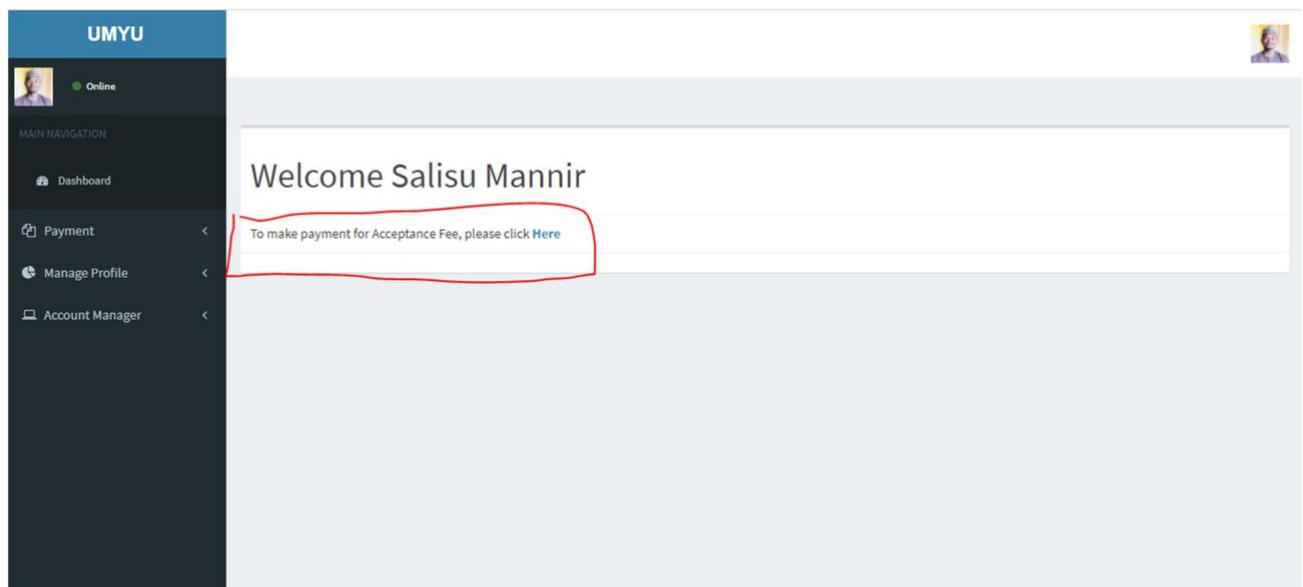
# New Students Registration Guidelines

The link will redirect you to the following URL

<https://collegeportal.umyu.edu.ng/ug/applicant/index/>



**Login using your JAMB number and password used for Post UTME login.**

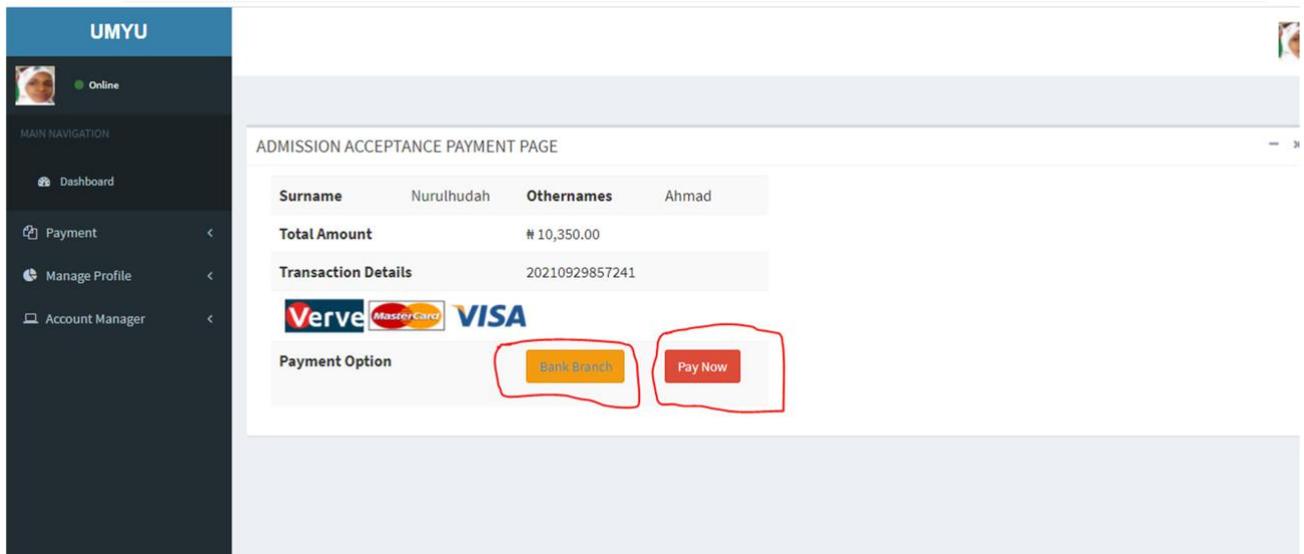


## New Students Registration Guidelines

---

To make payment for Acceptance Fee, please click Here  
Make payment for acceptance fee which is N5, 000 for indigenes and N10, 000 for Non-Indigenes. Note that there is N300 processing fee Bank Charges and N50 Stamp duty.  
Payment can be made either through : -

- I. Bank Branch (for this option, print the transaction ID and take it to a Bank Branch to pay) or
- II. Pay Now (for this option, use your ATM card to pay online).



UMYU

Online

MAIN NAVIGATION

- Dashboard
- Payment
- Manage Profile
- Account Manager

ADMISSION ACCEPTANCE PAYMENT PAGE

|                     |                |            |       |
|---------------------|----------------|------------|-------|
| Surname             | Nurulhudah     | Othernames | Ahmad |
| Total Amount        | N10,350.00     |            |       |
| Transaction Details | 20210929857241 |            |       |

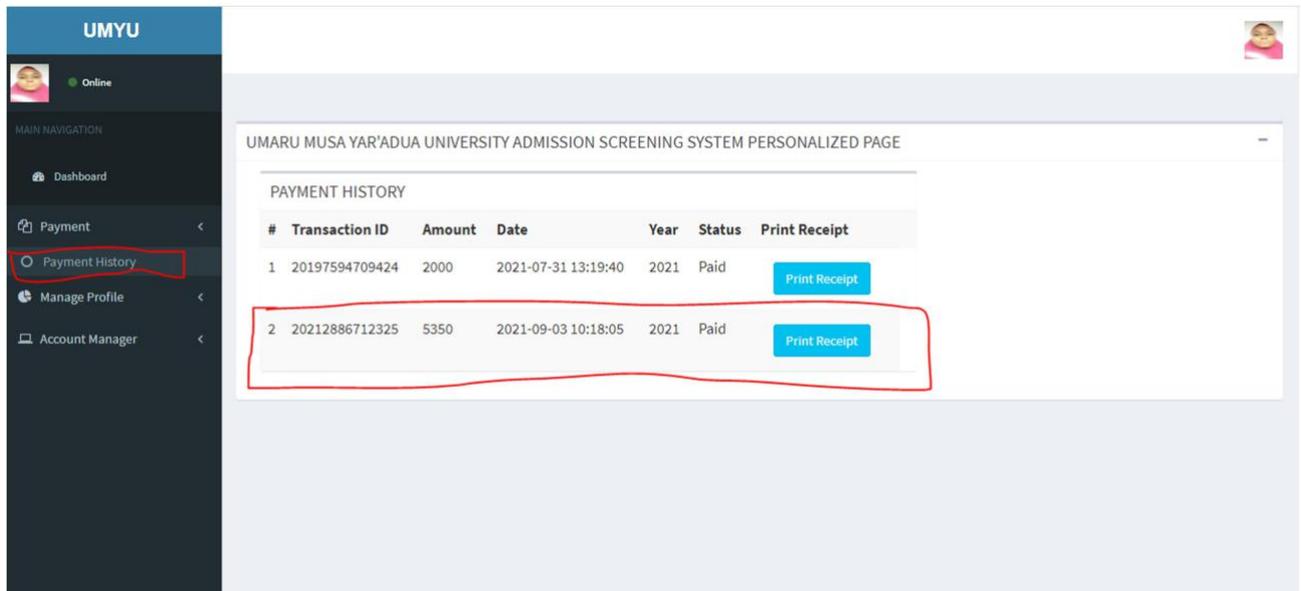
Verve MasterCard VISA

Payment Option

Bank Branch Pay Now

# New Students Registration Guidelines

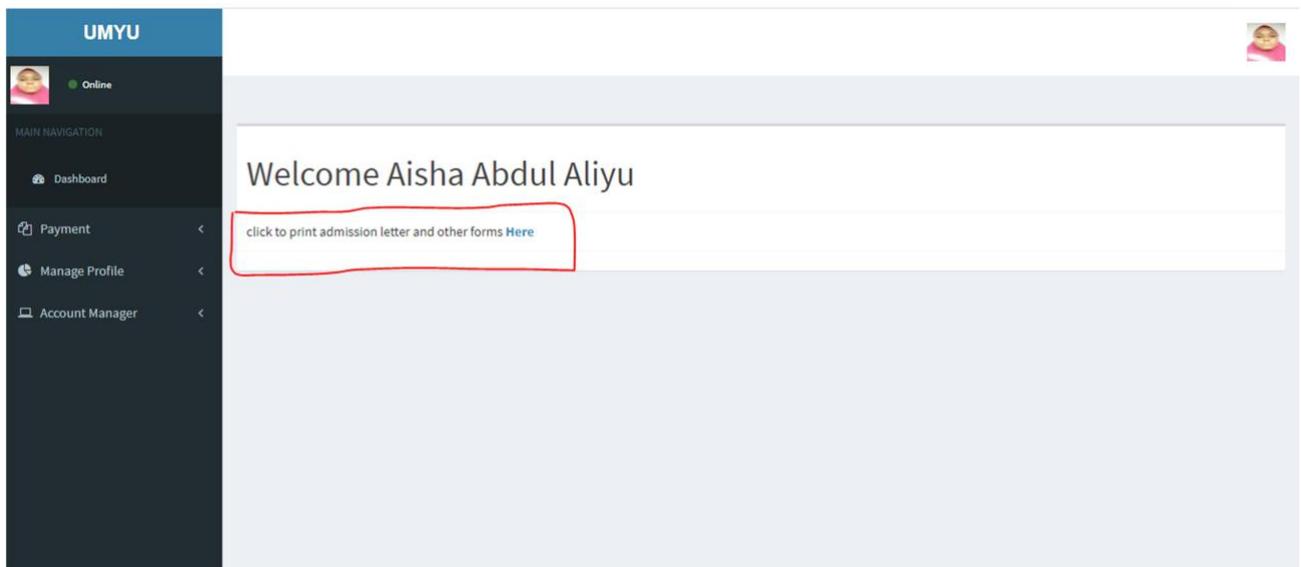
**Make sure to print your receipt after payment of acceptance fee.**



The screenshot shows the UMYU Admission Screening System Personalized Page. The left sidebar contains navigation options: Dashboard, Payment, Payment History (highlighted with a red box), Manage Profile, and Account Manager. The main content area displays a table titled "PAYMENT HISTORY" with the following data:

| # | Transaction ID | Amount | Date                | Year | Status | Print Receipt                 |
|---|----------------|--------|---------------------|------|--------|-------------------------------|
| 1 | 20197594709424 | 2000   | 2021-07-31 13:19:40 | 2021 | Paid   | <a href="#">Print Receipt</a> |
| 2 | 20212886712325 | 5350   | 2021-09-03 10:18:05 | 2021 | Paid   | <a href="#">Print Receipt</a> |

**After successful payment you will be redirected to a link to print your admission letter.**



The screenshot shows the UMYU Admission Screening System Personalized Page. The left sidebar contains navigation options: Dashboard, Payment, Manage Profile, and Account Manager. The main content area displays a welcome message: "Welcome Aisha Abdul Aliyu". Below the message, there is a link: "click to print admission letter and other forms [Here](#)".

# New Students Registration Guidelines

**Welcome, Abdu Aisha Aliyu - 21127869IF**

Faculty: NATURAL AND APPLIED SCIENCES / Department: COMPUTER SCIENCE / Course: B.SC. COMPUTER SCIENCE

### GENERAL INSTRUCTIONS

Read the registration steps carefully before starting your online registration.

**STAGE 1: ADMISSION LETTER PRINTING PROCEDURE**

**New Students Only (Undergraduate)**

Click (<https://collegeportal.umyu.edu.ng/ug/applicant/Admission/admiletta>)  
Click on the Print Admission Letter link, to print your admission letter then;  
Click on the Print Other Forms link to print associated documents for registration.

**STAGE 2: REGISTRATION AND PAYMENT PROCEDURE**

**New Students Only (Undergraduate)**

While still in STAGE 1 (on your personalised Dashboard), click on Log On To Portal link to access your student portal.  
Make sure you upload your passport photograph and signature in JPEG Format (each not more than 100kb in size). Ensure you provide your correct Fmail address, Home Address and Phone Number.

**On the left side menu, click on Print Other Forms links to print associated documents for registration.**

**Welcome, Abdu Aisha Aliyu - 21127869IF**

Faculty: NATURAL AND APPLIED SCIENCES / Department: COMPUTER SCIENCE / Course: B.SC. COMPUTER SCIENCE

### GENERAL INSTRUCTIONS

Read the registration steps carefully before starting your online registration.

**STAGE 1: ADMISSION LETTER PRINTING PROCEDURE**

**New Students Only (Undergraduate)**

Click (<https://collegeportal.umyu.edu.ng/ug/applicant/Admission/admiletta>)  
Click on the Print Admission Letter link, to print your admission letter then;  
Click on the Print Other Forms link to print associated documents for registration.

**STAGE 2: REGISTRATION AND PAYMENT PROCEDURE**

**New Students Only (Undergraduate)**

While still in STAGE 1 (on your personalised Dashboard), click on Log On To Portal link to access your student portal.  
Make sure you upload your passport photograph and signature in JPEG Format (each not more than 100kb in size). Ensure you provide your correct Fmail address, Home Address and Phone Number.

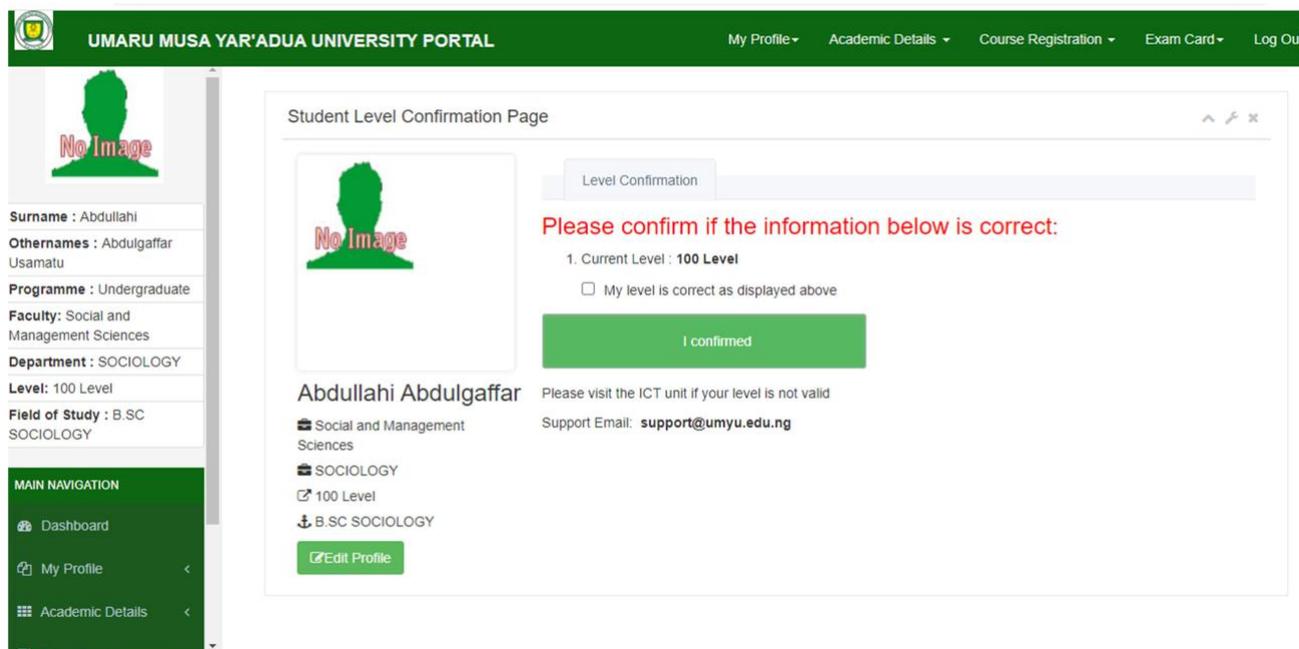
**After printing admission letter and other forms, click on 'Log on to portal' to be redirected to the students portal for registration.**

# New Students Registration Guidelines

## STAGE 2: REGISTRATION AND PAYMENT PROCEDURE

### 2.0 For New Students Only (Undergraduate)

Once redirected to the students' portal, please confirm your level and update your personal profile by filling all the required fields.



The screenshot shows the 'Student Level Confirmation Page' on the Umaru Musa Yar'adua University Portal. The page features a green header with the university name and navigation links. On the left, a sidebar displays the student's profile details: Surname: Abdullahi, Other names: Abdulgaffar Usamatu, Programme: Undergraduate, Faculty: Social and Management Sciences, Department: SOCIOLOGY, Level: 100 Level, and Field of Study: B.SC SOCIOLOGY. The main content area is titled 'Student Level Confirmation Page' and includes a 'Level Confirmation' section. It prompts the student to confirm their current level (100 Level) and provides a checkbox for 'My level is correct as displayed above'. A green 'I confirmed' button is present. Below this, the student's name 'Abdullahi Abdulgaffar' is displayed along with their faculty, department, and level. A green 'Edit Profile' button is also visible. A support email address, support@umyu.edu.ng, is provided for assistance.

Make sure you upload your passport photograph and signature in JPEG Format (each not more than 100kb in size). Ensure you provide your correct Email address, Home Address and Phone Number.

At this stage, a student proceeds to make payment using the Paydirect Platform provided by clicking on either of the following Payment Options:

- I. Bank Branch (for this option, print the transaction ID and take it to a Bank Branch to pay) or
- II. Pay Now (for this option, use your ATM card to pay online).

For payment support: Select Payment Support link under “Payment Manager” Menu on your Portal then click “Requery” against the transaction ID you have paid. You can also Print your payment receipt by selecting Payment Support link under “Payment Manager” Menu on your Portal then click “Print Receipt” against the transaction ID you have paid.

## **New Students Registration Guidelines**

---

### **\*IMPORTANT NOTES**

**All students must upload their scanned passport photograph (JPEG Format not more than 100kb) and signature (JPEG Format not more than 100kb), as a requirement for online registration. Once you have completed the profile update as required, click on the 'Save Profile' button at the bottom of the page. You will automatically be redirected to the Payment Page.**

### **STAGE 3: ACCESS TO STUDENT PORTAL**

**3.0 For New Students Only (Undergraduate) -**

**(<https://collegeportal.umyu.edu.ng>)**

**Upon successful payment, the candidate should again click Log On To Portal to get Matric Number. Bring the Matric Number and evidence of payment to the ICT Directorate to collect your University official email address (without this email, you can't access the Portal again). Note that, you are expected to use your official email address whenever you wish to Log On To Portal to conclude your registration.**

### **STAGE 4: STUDENT ID CARD GENERATION**

#### **4.0 For New Students Only (Undergraduate).**

**Note that, you must have uploaded your passport and signature as required in stage 2.**

**ID Card Collection, a date will be announced at the Security Unit**

**For support or enquiries, please contact: ICT Helpdesk on**

**[icthelpdesk@umyu.edu.ng](mailto:icthelpdesk@umyu.edu.ng)**