



UMARU MUSA YAR'ADUA UNIVERSITY, KATSINA

UNDERGRADUATE REGISTRATION GUIDELINES 2024/2025 ACADEMIC SESSION

General Instruction:

Ensure you read all the registration steps carefully before starting your online registration

STAGE 1: PAYMENT OF ACCEPTANCE FEE AND ADMISSION LETTER PRINTING PROCEDURE (NEW STUDENTS ONLY UNDERGRADUATE)

1. Visit <https://umyu.edu.ng>

The screenshot displays the website's navigation and content. The 'Undergraduate Students' sidebar on the left lists several key links, including 'Merged Admission List (UTME) 2024/2025 Academic Session'. The 'News' section in the center features a post titled 'Print of JAMB Admission Letter 2024/2025 Session' dated January 31, 2025. The 'Post UTME/DE' sidebar on the right contains a link to 'Post UTME Portal', which is highlighted with a red box and a red arrow. Other sidebar items include 'Release of Post UTME Results (UTME 2024)' and 'School of Basic and Remedial Studies/IJMBE'.

2. Click on the Post UTME Portal link.

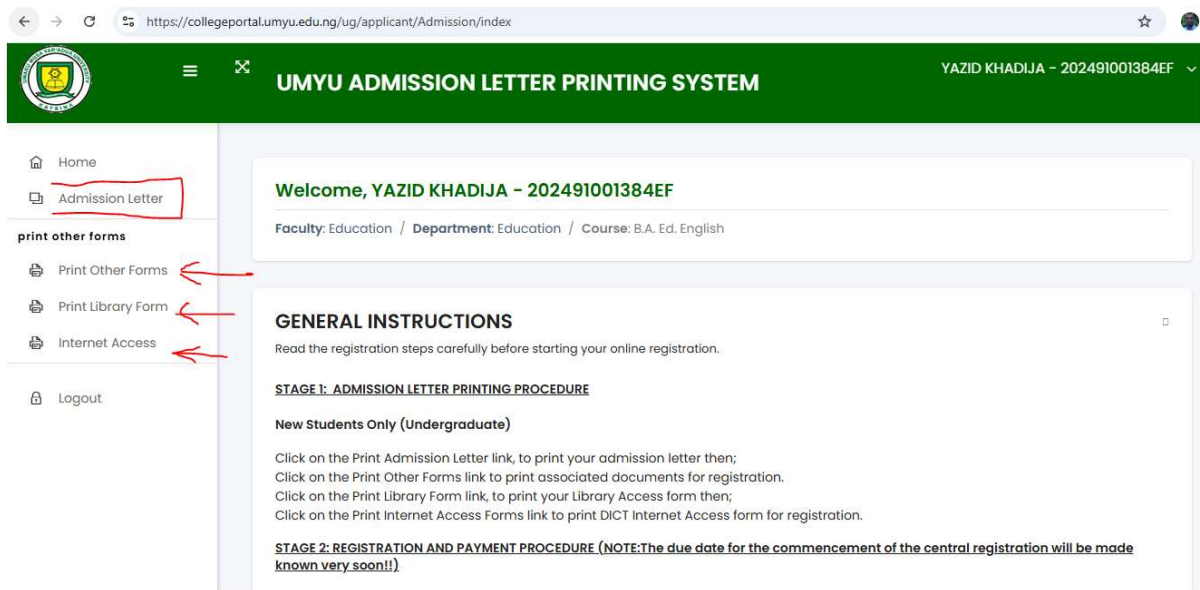
Enter your UTME/DE number, which was created during the Post UTME registration process. Follow the instructions to access, download, and print your admission letter.

The screenshot shows the login page of the Umaru Musa Yar'adua University Admission Screening System. The page title is "Welcome to Umaru Musa Yar'adua University Admission Screening System". On the left, there are "Screening Registration Instructions" which include a list of steps for registration and login, and contact information for the MIS unit. On the right, there is a "User Sign in" form with fields for a username (202491001384EF) and a password (masked with dots). A green "Sign in" button is at the bottom of the form, along with a "Remember Me" checkbox and a link for "I forgot my password". Red arrows point to the username and password fields.

3. After successful login you will be required to pay acceptance fee and click on “click to print admission letter and other forms [Here](#)”

The screenshot shows the user dashboard after successful login. The page title is "Welcome Khadija Yazid". The dashboard includes a sidebar with navigation options: Dashboard, Payment, Manage Profile, and Account Manager. The main content area contains a link to "click to print admission letter and other forms [Here](#)" and a button labeled "[PRINT YOUR PUTME RESULT NOTIFICATION]".

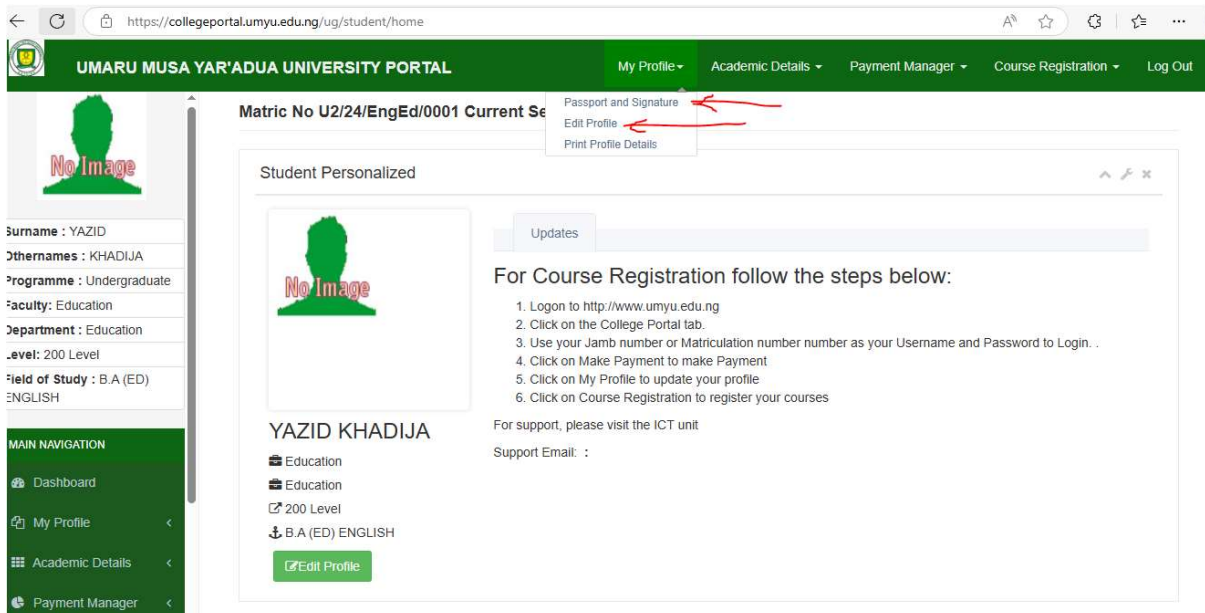
- After click on the link provided for printing admission, you will be redirected to admission letter and other forms page



- 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)

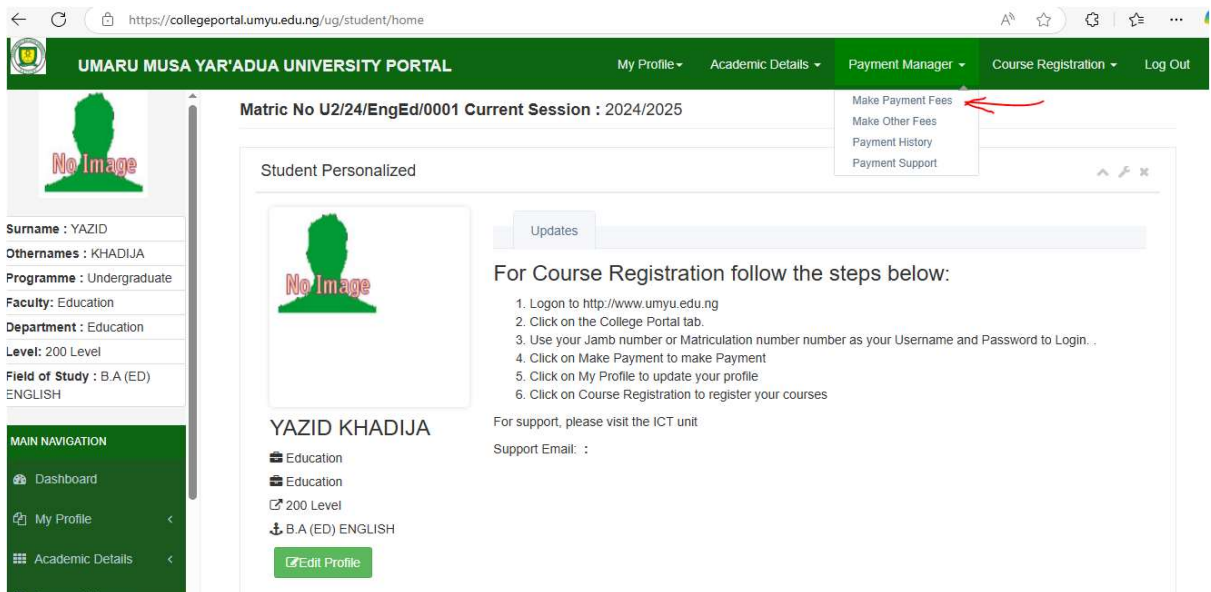
- Click on Log On To Portal link to access your personalized page.



- 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.

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.



At this stage, students should proceed to make payments by clicking the Make Payment option in the navigation menu.

Students can choose to pay for the first semester only or both semesters at once.

The available payment options are:

- Bank Branch: Print the transaction ID and present it at any bank branch to make your payment.
- Pay Now: Use this option to pay online with your ATM card or via bank transfer.

STAGE 3: ISSUANCE OF UNIVERSITY EMAIL ADDRESS AT DICT

After completing your payment, a new matriculation number will be generated for newly admitted students. Please print your payment receipt and present it at the Directorate of Information and Communication Technology (DICT) to receive your University email address.

STAGE 4: SEMESTER COURSE REGISTRATION

All newly admitted students are required to register for their first-semester courses during this stage. Second-semester course registration will take place during the designated period for the second semester.

Steps to follow:

- Complete your first-semester course registration online.
- Print the course registration form.
- Submit the printed form to your respective department for documentation.

STAGE 5: SUPPORT AND REGISTRATION ISSUES

- Payment Issues: Visit the Bursary Unit at the Senate Building for assistance.
- Student Portal Registration Issues: Contact the Directorate of Information and Communication Technology (DICT) through any of the following channels:
 - ✓ In person at the DICT office
 - ✓ Email: support@umyu.edu.ng
 - ✓ Phone: 07057208670