

Federal University of Technology Minna

REGISTRATION INSTRUCTIONS FOR NEW STUDENTS FOR 2009/2010 SESSION

New students are expected to proceed with their registration exercise with the activities in the following order.

- I. Admission status checking
- II. Clearance
- III. Payment of School Fees
- IV. Course Registration

Admission status checking

- a. Go to www.futminna.edu.ng and check for your admission status by entering your JAMB **registration number**
- b. If admitted your **name** and your **Admission-Checking PIN** will be displayed
- c. Print out the page and note your **Admission-Checking PIN**
- d. Proceed for clearance on the registration portal with your PIN

CLEARANCE:

Clearance will be conducted online via the University's Students' Registration Portal. All new students are therefore advised to:

- a. Go online to www.futminna.edu.ng or <https://futminna.waeup.org>
- b. Login via the "**First Time Login for Fresh Students**" link by entering :
 - i. Your **JAMB REGISTRATION NUMBER**
 - ii. The **Admission-Checking PIN**
 - iii. After login, you can set a personal **PASSWORD** for your account.
NOTE: Subsequent Login will be via **student login**
- c. Print your **ADMISSION LETTER**
- d. Upload a scanned copy of your recent **PASSPORT PHOTOGRAPH**
- e. Complete and Submit the **BIO DATA** form
- f. Complete and Submit the clearance form and make sure to upload scanned copies of all requisite credential which include:
 - i. WAEC/NECO (or any other as applicable) Statements of results for not more than two sittings
 - ii. Scanned copy of your signature
 - iii. Your letter of acceptance of admission
 - iv. Letter of promise of good conduct by parents/guardian
Note: Make sure that each passport file does not exceed 200KB (JPG format) and that other document files do not exceed 700kB (JPG format)
- g. Print your **CLEARANCE/ELIGIBILITY RECORD SLIP**, a copy of which you are expected to submit to the registration officer at the ITS Center, for your clearance
- h. Note that you cannot proceed for payment of fees until you are cleared

- i. Candidates not cleared should report to the Engineering New Lecture Theater (1000 seater) at the main campus for further instructions.

PAYMENT OF FEES:

Payment of school fees is to be done online through the University's Students' Registration Portal therefore, all students will require an adequately funded CASHCARD /ATM Card from the following banks according to their levels.

LEVEL	BANK
100	Intercontinental Bank Plc
200	Oceanic Bank Plc
300	Zenith Bank Plc
400	First Bank Nigeria Plc
500	UBA Plc
PG	First Bank Nigeria Plc

Note: In addition to your school fees, there will be two hundred Naira (N200) bank charges

- a. Login to your Personal Profile on the University's Students Registration Portal
- b. Click on **my payments** tab at the top of your page
- c. Click on **initiate online school fee payment**
- d. **CONFIRM** the payment details
- e. Click on **proceed to interswitch payment gateway**
- f. Enter your **CASHCARD/ATM CARD NUMBER, EXPIRY DATE** and **CARD PIN** and click **pay**
- g. If successful, print your **SCHOOL FEE RECEIPT** by clicking the **green text string** that appears. However, if the transaction was not successful, just click on the **requery** link which appears in front of the just concluded transaction.

NOTE: Do not initiate a fresh transaction without exhaustively completing the processes above.

- h. Submit a copy of your online school fee payment receipt to the **students' account** unit in the University Bursary Department and a copy to **academic office** where you will obtain green folder and Matriculation Number

COURSE REGISTRATION:

All students are required to register the courses online on the University's Students Registration Portal. To do this, you need to have paid your fees for the current session.

- a. Click on the MY STUDY tab at the top of your page
- b. Click on REGISTER 100 LEVEL COURSES FOR 2009/2010 SESSION
- c. SUBMIT the form after properly vetting the courses
- d. Print your COURSE REGISTRATION SLIP and submit a copy to your level adviser

List of hardcopies to be submitted

At the completion of your registration make **three set photocopies** of the following documents and submit to (a) Academic, Bosso campus (b) Deans office (c) Department:

- i. JAMB result slip
- ii. Post JAMB result printout
- iii. Admission letter
- iv. Letter of acceptance of admission
- v. Letter of promise of good conduct
- vi. Entry result (WAEC/NECO/NABTEB or any other as applicable)
- vii. Clearance acknowledgment slip (available on-line in your profile after clearance)
- viii. LGA identification
- ix. Birth certificate/declaration of age

****students on inter-university transfer should report to the academic office for instructions**

Registration deadline:

Note: Registration duration is between 11th January – 14th February 2010. Late registration starts 15th – 20th Feb 2010.

If you have further questions and/or enquiries as to how to use the portal, contact any FUT Minna ITS CENTER staff or the students' registration portal management unit at the ITS Centre.

Contact Numbers: 080908588057, 07030886176, 07052734137, 07030886257, 08121882939,
08034429391, 08035925298.